MEETING OF THE ACADEMIC SENATE
Tuesday, December 01 2009
UU220, 3:10 to 5:00pm

I. Minutes:
Approval of minutes for Academic Senate meeting of November 3 2009 (pp 2-3).

II. Communication(s) and Announcement(s):

III. Regular Reports:
A. Academic Senate Chair:
B. President’s Office:
C. Provost:
D. Vice President for Student Affairs:
E. Statewide Senate:
F. CFA Campus President:
G. ASI Representative:
H. Committee Chair(s):

IV. Consent Agenda:

V. Business Item(s):
A. Resolution on Furlough Vote and Implementation Plan: Executive Committee, second reading (pp 5-6).
B. Resolution on Furlough Implementation and Faculty Rights: Executive Committee, second reading (pp 7-15).
C. Resolution on AB 656: Agbo, CENG caucus chair, first reading (pp 16-18).
D. Resolution on Incomplete “I” Agreements: Lertwachara, chair of Instruction Committee, second reading (pp 19-27).
E. Resolution on Grade Forgiveness: Lertwachara, chair of Instruction Committee, first reading (pp 28-29).
F. Resolution on Addition to Academic Senate Bylaws of the Academic Senate to Include Process for First and Second Readings: Executive Committee, first reading (pp 30-31).

VI. Special Report:
[4:30 time certain] Jim Maraviglia: report on MCA criteria

VII. Discussion Item:
[4:45 time certain] March 2/March 4 statewide furlough day(s) [materials sent separately].

VIII. Adjournment:
This is a continuation of the October 27, 2009 meeting.

I. Minutes: none.

II. Communications and Announcements: none.

III. Reports:

Regular Reports:
A. Academic Senate Chair: none.
B. President’s Office: none.
C. Provost: Koob announced that the student orientation group presented a preliminary report considering a Monday-to-Monday orientation with classes starting the following Monday. Koob also mentioned that there are no discussions or support to reduce the number of graduate programs. The current budget indicates that there might be ways to increase the number of graduate programs without inappropriately affecting the ability to accept undergraduate students.
D. Vice President for Student Affairs: none.
E. Statewide Senate: none.
F. CFA Campus President: Saenz announced that the Chancellor’s Office has rejected CFA’s suggestion to consider golden handshake for this year. A letter from the Chancellor’s Office has been delivered to all unions, on all campuses, announcing that layoffs may happen next year. Cal Poly Pomona is considering eliminating programs that have less than 150 majors and graduate programs with less than 70-80 graduate students.
G. ASI Representative: Griggs reported that ASI continues to gather information about the main concerns students have. An event to address these issues will take place on November 16-20.
H. Committee Chair(s): none.

IV. Consent Agenda: none.
V. Business Item(s): M/S/P to reorder resolutions.

D. Resolution on the Cal Poly Statement on Commitment to Community (Executive Committee): Zweifel presented this resolution, which requests that the Academic Senate accept and endorse the statement on commitment to community. Resolution will return as a second reading item.

A. Resolution on Furlough Vote and Implementation Plan (Executive Committee): Fernflores presented this resolution, which states that any vote in response to future financial strife, should occur during the regular academic year and with clear guidelines. Resolution will return as a first reading item.

B. Resolution on Furlough Implementation and Faculty Rights: Due to lack of time, this resolution was not addressed.

C. Resolution on Addition to Academic Senate Bylaws of the Academic Senate to Include Process for First and Second Readings: Due to lack of time, this resolution was not addressed.

VI. Discussion Item(s):
Academic Freedom and Michael Pollan talk: Dean Wehner stated that the current problem is the perception that Michael Pollan was forced to participate in a panel, therefore breaking a previous agreement to do a stand-alone talk. Howard-Greene added that Mr. Pollan chose not to deliver a talk but rather to participate in a panel, no agreement was broken. He also added that Cal Poly tries to promote and foster a wide range of views on the campus. In addition, Howard-Greene said that neither the University nor anyone who organizes an event is obligated to alter the format of the event to accommodate for balance on the part of any member of the public, outsiders, or anyone within the University. Nevertheless, to say that we are under no obligation to respond to pressures to change is not to say that we will not listen to members of the University community.

The meeting was adjourned at 5:00 p.m.

Submitted by

[Signature]
Gladys Gregory
Academic Senate
Continuous Course/Curriculum Summary
For Academic Senate Consent Agenda

**Note:** The following courses have been summarized by staff in the Academic Programs Office for review by the Academic Senate Curriculum Committee (ASCC) and Academic Senate (AS)

Date Updated: November 18, 2009

**Fall 2009 Review**
Items highlighted in red are to be considered at the next Academic Senate meeting.

### NEW COURSES

<table>
<thead>
<tr>
<th>Course Number, Title</th>
<th>ASCC recommendation/ Other</th>
<th>Academic Senate (AS)</th>
<th>Term Effective</th>
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<tbody>
<tr>
<td>ARCE 592 Preparation for Graduate Project (2) 2 seminars</td>
<td>Returned to department for more information 10/22/09</td>
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<tr>
<td>MATE 323 Service Learning Project Management (2) 2 activities, credit/no credit</td>
<td>To be reconsidered 11/19/09</td>
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<td>(Proposed for Spring 2010)</td>
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<tr>
<td>ARCE 415 Interdisciplinary Capstone Project (5) 5 labs</td>
<td>Approved 10/22/09</td>
<td>Approved 11/17/09</td>
<td>Spring 2010</td>
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<tr>
<td>ARCE 449 Cold Formed Steel Design Laboratory (3) 3 labs</td>
<td>Approved 10/15/09</td>
<td>Approved 10/27/09</td>
<td>Spring 2010</td>
</tr>
<tr>
<td>ARCE 473 Advanced Timber and Masonry Structures Laboratory (3) 3 labs</td>
<td>Approved 10/19/09</td>
<td>Approved 10/27/09</td>
<td>Spring 2010</td>
</tr>
<tr>
<td>ART 371 Topics in Renaissance Art (4) 4 lectures</td>
<td>ASCC Approved 10/15/09; Approved for GE Area C4 5/29/09</td>
<td>Approved 10/27/09</td>
<td>Spring 2010</td>
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### NEW MINOR

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<tr>
<td>Asian Studies Minor (History Dept)</td>
<td>Approved 10/15/09</td>
<td>Approved 10/27/09</td>
<td>Proposed for Spring 2010, pending approval by Provost</td>
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### NEW DEGREE PROGRAMS

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<tr>
<td>BS Agricultural Communications</td>
<td>Returned to department for more information 10/08/09</td>
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<tr>
<td>MS Fire Protection Engineering (ME Dept)</td>
<td>Returned to department for more information 11/05/09</td>
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### NEW CONCENTRATION/SPECIALIZATION

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<tr>
<td>Stem Cell Technologies, MS Biomedical Engineering</td>
<td>Returned to department for more information 10/22/09</td>
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WHEREAS, Faculty at Cal Poly and throughout the CSU have had to deal with budget cuts all too frequently; and

WHEREAS, Every budget cut negatively affects the students of the CSU by eroding the quality of education that can be provided for them; and

WHEREAS, Every significant cut to campus budgets has affected faculty within the CSU in a wide range of ways, including, but not limited to: job loss, faculty hiring freezes, cuts to travel money used for professional development, cuts to library resources needed for pedagogy, student projects, faculty and student research, and most recently, furloughs; and

WHEREAS, The recent plan from the Office of the Chancellor to address the major budget deficit of the academic year 2009-2010 was made without timely engagement in shared governance practices between faculty, staff, students, and administrators; and

WHEREAS, The 2009 faculty furlough vote lacked furlough implementation guidelines from either the Office of the Chancellor or the CFA; and

WHEREAS, It remains unclear whether furlough days are commensurable with the way faculty workload is distributed throughout any given day, week, or academic term; and

WHEREAS, The actual implementation of many faculty furloughs amounts to a reduction in pay without a reduction in workload; therefore be it

WHEREAS, Absurdly, the most fair and equitable furlough implementation would consist of a reduction in WTUs commensurate with the furlough required workload reduction amount; therefore be it

RESOLVED: That the Office of the Chancellor and CFA refrain from arranging a furlough vote in response to future financial strife unless it can be demonstrated that furloughs are only considered as a last resort under conditions of absolute necessity; and be it further
RESOLVED: That whenever possible, any such vote occur during the regular academic year; and be it further.

RESOLVED: That the Office of the Chancellor and CFA do not allow a furlough vote to occur without clear guidelines for implementing faculty furloughs in a fair and equitable manner; and be it further.

RESOLVED: That the most fair and equitable furlough implementation should consist of a reduction in instructional WTUs commensurate with the furlough required workload reduction amount; and be it further.

RESOLVED: That no faculty member shall be penalized in the RPT process for the implementation of her or his furlough as long as the implementation followed current approved guidelines; and be it further.

RESOLVED: That this resolution be forwarded to the Office of the Chancellor, the CFA state office, and the other Academic Senates of the CSU.

Proposed by: Academic Senate Executive Committee
Date: September 22 2009
Revised: September 29 2009
Revised: November 10 2009
Revised: November 17 2009
WHEREAS, Both California Faculty Association (CFA) and The California State University (CSU) acknowledge that budget cuts "will naturally have consequences for the quality of education that we can provide"; and

WHEREAS, The side letter between CFA and CSU outlining the good faith terms for the furlough implementation is complicated; and

WHEREAS, In these difficult times, faculty must be given sufficient latitude for implementing the furlough while carrying out their job responsibilities; and

WHEREAS, The nature of faculty responsibilities defy a fixed time frame or percentages of work per day/week; and

WHEREAS, In several colleges, faculty have been subject to measures that further complicate the implementation of the furlough; the deans have attempted to place restrictions on faculty choice of furlough days beyond the guidelines in the CFA-CSU side letter; therefore be it

RESOLVED: That the Cal Poly Academic Senate urge that the process for implementing the furlough remain as simple as possible, in accordance with the CFA-CSU side letter on the furlough; and be it further

RESOLVED: That campus faculty rights be respected in choosing their own furlough plans days according to their professional judgment and within the guidelines of the side letter; and be it further

RESOLVED: That campus and college administrators abide by the guidelines of the side letter agreement between CFA and CSU; and be it further

RESOLVED: That campus and college administrators refrain from imposing additional restrictions or guidelines that further complicate, restrict, or constrain faculty rights to reduce their workload in accordance with the furlough side letter; and be it further
RESOLVED: That the Cal Poly Academic Senate deplore all forms of pressure and coercion that may be brought to bear on faculty as they struggle to balance the need for furloughs against meeting their job obligations; and be it further

RESOLVED: That the Cal Poly Academic Senate declare that any work reduction or furlough arrangement that impacts curricular operations remain within the purview of the faculty; and be it further

RESOLVED: That copies of this resolution be forwarded to the Provost, Associate Vice President for Academic Personnel, the college deans, and department chairs/heads.

Proposed by: Academic Senate Executive Committee
Date: September 22 2009
Revised: November 17 2009
1. **Preamble**
   a. To preserve, in light of the reduction by approximately $583,816,000 from the Legislature's February 2009 special sessions budget revisions of the state general fund support in the CSU 2008-09 and 2009-10 budgets, as many faculty unit jobs as possible and at the same time to serve as many students as possible without unreasonably increasing workload, while acknowledging that cuts of this magnitude will naturally have consequences for the quality of education that we can provide, CFA and CSU hereby agree to the following Memorandum of Understanding.
   
   b. The purpose of furloughs is to lessen the severity of layoffs by reducing compensation costs.

2. **Definitions**
   a. The term "furlough day" as used in this Agreement refers to a day on which a faculty unit employee is normally scheduled to work, or is in pay status, that is taken as an unpaid day off.
   
   b. The term "pay status" as used in this Agreement refers to the time in which a faculty unit employee is working or is on paid leave.

3. **Furlough Days**
   a. The President may designate specific furlough days as campus closure days, or partial campus closure days (including reduced administrative services days). For instructional faculty unit employees, campus closures or partial closures above shall be limited to six (6) days. Scheduling of additional furlough days shall be by mutual agreement of the faculty employee and the appropriate administrator. Absent mutual agreement, the appropriate administrator shall designate the furlough days for the faculty employee based on compelling operational needs of the campus and shall explain those needs in writing to the faculty unit employee.
   
   b. Full-time Academic Year faculty unit employees shall be subject to eighteen (18) furlough days during the 2009/2010 academic year. The pattern of days shall include no more than nine (9) furlough days per semester and six (6) furlough days per quarter. At
CSU/CFA FURLOUGH PROPOSAL

CSU Stanislaus the pattern of days shall include no more than eight (8) days in the fall term, two (2) days in the winter term, and eight (8) days in the spring term.

c. Full-time 12 month Faculty Unit Employees shall be subject to twenty-four (24) furlough days between July 1, 2009 and June 30, 2010. 10 month employees shall be subject to no more than twenty (20) furlough days between July 1, 2009 and June 30, 2010.

d. Full-time Faculty unit employees on a cruise calendar at the California Maritime Academy shall be subject to twenty (20) furlough days during the dates of the cruise academic calendar for 2009/2010.

e. Salary Reduction – the salary reduction for Academic Year, Ten (10) Month and Twelve (12) Month Faculty Unit Employees shall be 9.23% of the annual salary.

f. Furlough Credit – for each month in which a salary deduction is taken a corresponding furlough credit shall be given to the Faculty Unit employee.

g. Furlough Observance - The Furlough Program shall allow a Faculty Unit employee to observe up to four (4) furlough days in a single calendar month. With the exception of this one-time observance no employee shall be subject to, or take, more than two (2) furlough days in any calendar month for a full-time faculty unit employee over the terms of this agreement. Due to the unique calendar at the California Maritime Academy, the parties agree that exceptions to the maximum observance days per week and per pay period may be made.

h. A Faculty employee shall not be permitted to observe more than one furlough day in any workweek, except during one week during the month of the four (4) day exception in 3(g) above.

i. Full-time Faculty Unit Employees who after June 30, 2008 voluntarily reduced their time-base shall be allowed to return to their prior time-base within thirty (30) days of the effective date of this MOU.

j. The President may designate the day after Thanksgiving as a furlough day.

k. For Academic Year Faculty unit employees, only those days that are workdays within the academic calendar may be used as furlough days.
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I. All furlough days must be taken before June 30, 2010.

m. At the end of the negotiated Furlough Program, the President shall ensure that all Faculty unit employees have taken the appropriate number of furlough days commensurate with the salary reductions that have been made.

4. Employee Salary Rates and Schedules

a. Each employee’s pay reduction necessitated by furloughs shall be spread evenly over the months in which deductions are made. With an effective implementation date of August, this would mean an eleven month period for 10 month and 12 month employees (which equates to a 10.07% monthly deduction) or, for academic year employees, the 9.23% shall be deducted over the pay periods associated with the 2009/2010 academic year. For academic calendars in which the first pay period is September 2009, salary reductions will continue through the August 2010 pay period.

b. Part-time employees shall be subject to furloughs on a pro-rated basis. Pro-ration shall be determined consistent with the employee’s time base.

c. Employees may not substitute vacation days, sick leave, or personal holidays for furlough days.

5. Faculty Unit Employee Workload

a. The composition of professional duties and responsibilities of individual faculty members shall be determined as described in Article 20 of the CBA. The furloughs described herein shall not result in an unreasonable workload or schedule within the meaning of Article 20.3.

b. Prior to starting their assignment for any term, pursuant to this agreement, Faculty Unit employees shall certify in writing that:

   i. They will not work on the assigned furlough day; and

   ii. They will not work beyond the duties assigned for the furlough week

c. In order to effectuate the observance of the furlough for full-time librarian, counselor, or coaching employee(s), who are governed by the provisions in Articles 20.15 and 20.29, that week’s assignment shall be reduced by (eight) hours per Furlough Day taken.
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during that week. This provision shall apply pro-rata to any less than full-time librarian, counselor, or coaching employees.
d. To address the impacts on probationary faculty caused by furloughs, the furloughs described herein shall have no adverse effect on the eligibility for, and award of, tenure pursuant to Article 13 and/or promotion pursuant to Article 14 for probationary and tenured faculty unit employees. At the request of a probationary faculty unit employee made to the appropriate administrator between July 1, 2009 and June 30, 2010, the probationary period of such employee will be increased, by one (1) year from the normal probationary period of six (6) years of full-time probationary service and credited service specified in Article 13.3 to a probationary period of seven (7) years of full-time service and credited service, provided that the request is received by the appropriate administrator before the first level of review has rendered its recommendation concerning an active application for tenure and/or promotion by the employee.
e. For the duration of the furlough program, no additional administrator or volunteer (who did not teach in Academic Year 2008/2009) may perform bargaining unit duties in a department in which faculty unit employees are subject to furlough.

6. Impact of Furlough Program on Salary Programs, Benefits and Retirement

a. The Furlough Program shall not affect an employee's anniversary date or seniority credit or create a break-in-service. The Furlough Program shall not impact the accrual of vacation and sick leave or the payment of health, dental or vision benefits, or the Flex Cash Option.
b. The Furlough Program shall not impact compensation levels for the purposes of CalPERS retirement under the current Regulations. These benefits shall be based on the unchanged salary rate that would have been credited had the employee not been furloughed.
c. These furloughs also shall have not affect the eligibility for, award of, and amount of, leaves of absence with pay pursuant to Article 23, sick leave pursuant to Article 24, sabbatical leaves pursuant to Article 27, difference in pay leaves pursuant to Article 28,
participation in the Faculty Early Retirement Program ("FERP") pursuant to Article 29, Pre-Retirement Reduction in Time-Base ("PRTB") pursuant to Article 30, and vacation pursuant to Article 34, except that a faculty unit employee may take a Furlough Day during such leave, participation in the FERP, PRTB, or vacation.

d. These furloughs shall not constitute a break in service for any faculty unit employee and shall also not change the seniority date of any tenured faculty unit employee.

e. The furloughs described herein shall not effect eligibility for, award of, and amount of any salary increases pursuant to Article 31, including, but not limited to, any salary increases accompanying a promotion pursuant to Article 31.5.

f. The furloughs described herein shall have no adverse effect on the eligibility for, award of, and amount of upward movement on the salary schedule pursuant to Article 12.10 or range elevations pursuant to Article 12.16 through 12.20.

g. Any FERP participant may request, and shall be granted, a leave of absence without pay for any academic term or terms beginning between July 1, 2009 and June 30, 2010. Such leave of absence without pay shall not adversely affect future participation in the FERP; specifically, any FERP participant taking such a leave of absence without pay shall be entitled actively to participate in the FERP for a total period of no more than five (5) academic or fiscal years.

h. Any faculty unit employee may request subject to the terms of Article 22, Leaves Without Pay, a leave of absence without pay for any academic term or terms beginning between July 1, 2009 and June 30, 2010.

i. Any tenured faculty employee who applies, and is otherwise eligible pursuant to Article 30, for a PRTB for any academic term or terms beginning between July 1, 2009 and June 30, 2010 shall be granted such a PRTB, and any tenured faculty unit employee currently holding a PRTB who applies for a further PRTB for any academic term or terms beginning between July 1, 2009 and June 30, 2010 shall be granted such further PRTB.

j. Any full-time, three-year temporary faculty unit employee who is laid-off between July 1, 2009 and June 30, 2010 will be placed on the reemployment list and will have all
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rights of an individual on the reemployment list pursuant to Articles 12.7, 12.8, and 38.48.

k. Additional Employment: For the period between July 1, 2009 and June 30, 2010, Article 36.4 shall be revised to read as follows:

"The '25%' overage as used in this Article shall be calculated as a percentage of the faculty unit employee's pre-furlough full-time workload or, when appropriate, full-time time base; or as a percentage of the faculty unit employee's pre-furlough full-time salary, whichever is greater. The total additional employment of the faculty unit employee shall not exceed the .25% average."

7. Exemptions from Furloughs
a. Faculty Unit employees whose salary is 100% funded from grants and contracts not funded from the state general fund, shall not be subject to this furlough agreement.
b. Faculty Unit employees whose salary is partially funded from grants and contracts not funded from the state general fund, shall be subject to this furlough program pro-rata with the percentage of funds received from the state general fund used to fund that salary.
c. Instructional Faculty Unit employees in 2322, Special Programs, and 2323, Extension for Credit, shall also not be subject to this furlough agreement.
d. The Furlough Program does not apply to employees who are on a leave of absence without pay or on military leave. The Furlough program will not impact Family Medical Leave, Industrial Disability Leave and Non-Industrial Disability Insurance (NDI) Leave.

8. State-wide Labor Management Committees and Information Reporting
a. The parties shall form a state-wide labor-management committee to monitor the effect of furloughs on workload during the period of this Furlough Program. Both the CSU and Faculty Unit employees shall make good-faith efforts to resolve workload issues arising out of the furlough with local campus management at the campus level before raising the issue to the attention of the state-wide committee.
b. This labor management committee shall be formed within thirty (30) days of the execution of this Agreement. Within forty-five (45) days of the execution of this Agreement, the LMCs shall meet and schedule routine meetings thereafter.

c. For each academic term between July 1, 2009 and June 30, 2010, CSU will report to CFA within thirty (30) days of the start of such academic term (a) the name and department of faculty employees by campus who taught during the same academic term in the previous year and who do not teach during that academic term in this year; and (b) the name and department of faculty employees by campus who received health benefits during the same academic term in the previous year and who do not receive health benefits during that academic term in this year.

9. Reduction of Maximum Number of Furlough Days

If the 2008-2009/2009-2010 reductions in state general fund support are less than those detailed in The Legislature's Conference Committee Recommendations on the Budget Bill (approximately $583,816,000), in an amount greater than $58,000,000, or should the CSU negotiate and implement new salary increases such as General Salary Increases or Service Salary Increases with any CSU represented bargaining unit while any CFA represented employees are subject to furloughs, CFA may elect to meet and confer over the maximum number of furlough days allowed under this proposal.

10. Enforcement

Any alleged violation of this MOU shall be grievable pursuant to the procedures of Article Ten (10) of the Collective Bargaining Agreement between the parties.

11. Duration

The furlough program will be effective from July 1, 2009 to June 30, 2010.

For the CFA: [Signature]

Date

For the CSU: [Signature]

Date

7-28-09
WHEREAS, A robust public higher education system is crucial to the economic future of California insofar as it prepares and educates the state's future workforce; and

WHEREAS, The CSU and the UC systems receive their funding through the state general fund; however, there is no dedicated source of supplemental funding for these institutions when there are increases in economic growth or student enrollment; and

WHEREAS, Higher education in the State of California has received a declining share of general fund appropriations for several decades. This has reversed the ranking of California from one of the highest funded per-student ratios in the nation to one of the lowest in the nation thus creating an unprecedented educational crises in the state; and

WHEREAS, Thousands of eligible students are denied access to higher education each year while California's need for college-educated workers is outpacing the state's ability to produce them, and that gap is expected to widen if the situation is not remedied; and

WHEREAS, The current economic crises in the State of California further exacerbates the problem of inadequate funding for public higher education; and

WHEREAS, Assembly Bill 656 is legislation that proposes a new oil and gas severance tax, the revenue of which would constitute a dedicated supplemental source of funding for public higher education; and

WHEREAS, California is the third largest oil and gas producing state in the United States, but the only major oil and gas producing state that does not have such a severance tax; and

WHEREAS, The provision in the bill allowing for up to $900 million per year in tax revenue to be invested should serve as a hedge against the possibility of declining revenues for public higher education in future years; therefore be it

RESOLVED: That the Academic Senate of Cal Poly enthusiastically support Assembly Bill 656; and be it further
RESOLVED: That copies of this resolution be distributed to Warren Baker, President, California Polytechnic State University; Charles Reed, Chancellor, California State University; the Board of Trustees, California State University; the Academic Senate for each campus of The California State University; and to all members of the California State Assembly and California State Senate.

Proposed by: Academic Senate College of Engineering Caucus
Date: November 2 2009
Revised: November 10 2009
Revised: November 17 2009
AB 656 — Higher Education: Oil and Natural Gas Extraction Tax
Author: Assemblymember Alberto Torrico

OVERVIEW

- AB 656 provides a stable, dedicated funding source to augment state support for public higher education instruction.

- AB 656 creates the California Higher Education Fund (CHEF) to receive revenues from a 9.9% tax placed on oil and natural gas extracted in the state. (By comparison, Alaska has an oil and natural gas extraction tax of 25%.)

- California — the nation’s third-largest producer of oil — is the only oil-producing state that does not have an ongoing “extraction” (sometimes called “severance”) tax.

- The CHEF is modeled after a Texas foundation in place for nearly 100 years that uses revenues from investing their extraction tax proceeds to fund construction costs at the University of Texas.

- The CHEF would allocate funds to the California Community Colleges, the California State University, and the University at California to pay for instructional costs.

- The board overseeing CHEF would be comprised of appointees by the CSU Board of Trustees, UC Board of Regents, Community College Chancellor, Assembly Speaker, State Treasurer and Senate Rules Committee, and would include a CSU and UC employee and student.

- AB 656 contains oversight provisions to prevent oil and natural gas extractors from passing the new tax onto consumers through higher prices for oil, natural gas and related products.

- During periods of declining state support for higher education and consecutive multi-year increases in student fees, AB 656 will provide a stable source of funding across all segments of public higher education.

BACKGROUND

A recent Public Policy Institute of California (PPIC) study concluded California’s need for college-educated workers is outpacing the state’s ability to produce them — and that gap is expected to widen in the future.

The PPIC report concluded that the growing unmet need for an educated workforce will undermine California’s ability to address the state’s current economic crisis and future economic growth.

Unfortunately, the state general fund is unable to fulfill this need and state funds are being taken away rather than supplied. Therefore, to address the state’s economic needs the state must find additional resources to fund higher education to keep pace with the state’s growing demand for a skilled workforce.

At the CSU alone, years of budget cuts already have resulted in thousands of eligible students being denied access, while students fortunate enough to enroll at a CSU campus face mounting fee increases and deep cuts in the number of classes available.

updated 6/22/09
WHEREAS, The Cal Poly catalog indicates that an Incomplete “I” grade signifies that a portion of the required coursework has not been completed and evaluated in the prescribed time period due to fully justified reasons and there is still a possibility of earning credit; and

WHEREAS, CSU Executive Order 1037 requires that the conditions for removal of the Incomplete be “reduced to writing by the instructor and given to the student with a copy placed on file with the appropriate campus officer until the Incomplete is removed or the time limit for removal has passed;” and

WHEREAS, AS-569-01/IC Resolution on Incomplete “I” Grade Agreements established a policy to encourage the use of the “I” Grade Agreement form as a means of documenting the conditions for converting an “I” grade to a letter grade; and

WHEREAS, The current policy set forth in AS-569-01/IC does not explicitly require the conditions for removal of the Incomplete grade be put in writing and be given to the student; and

WHEREAS, The online grade roster on PeopleSoft will be enhanced with an additional feature to prompt and require the instructor to enter the conditions for removal of the Incomplete grade, which can be viewed and agreed upon by the student; therefore be it

RESOLVED: That AS-569-01/IC be repealed; and be it further

RESOLVED: That instructors shall be required to use the feature on the online grade or class roster to provide the conditions for removal of the Incomplete grade in writing for the student receiving the Incomplete grade to review and accept acknowledgment; and be it further

RESOLVED: That these changes be implemented beginning Fall 2009.

Proposed by: Academic Senate Instruction Committee
Date: November 2 2009
Revised: November 17 2009
Background Materials

- **CSU Executive Order 1037**

E.O. 1037 defines the Incomplete "I" grade and requires the following:

> The conditions for removal of the Incomplete shall be reduced to writing by the instructor and given to the student with a copy placed on file with the appropriate campus officer until the Incomplete is removed or the time limit for removal has passed.

The full text of E.O. 1037 can be found at [http://www.calstate.edu/EO/EO-1037.html](http://www.calstate.edu/EO/EO-1037.html).

- **AS-569-01/1C Resolution on Incomplete “I” Agreements**

AS-569-01/1C includes an agreement form to allow instructors to describe what the students must do to convert the “I” grade into a letter grade. However, the resolution only “strongly encourages” instructors to use the form. The full text of AS-569-01/1C and the agreement form can be found at [http://www.calpoly.edu/~acadsen/Resolutions/2000-2001/AS-569-01-1C.pdf](http://www.calpoly.edu/~acadsen/Resolutions/2000-2001/AS-569-01-1C.pdf).

- **Online grade roster on PeopleSoft**

Following the issuance of E.O. 1037, the Chancellor’s Office provided to all CSU campuses a new feature on the online grade and class rosters on PeopleSoft that requires instructors to create an online Incomplete grade contract which can be reviewed and either accepted or declined by the student receiving the Incomplete grade. Attached are sample screenshots from the PeopleSoft system that will be used for grade submission in December 2009.
Incomplete Contract

Process Flow

- Instructor agrees to grant an incomplete grade
- Self service or completed course request and approval
- Student accepts terms and conditions through self service
  View grades
### Class Roster

#### 10134 - ENGL 100 - Composition

**Faculty Center**

**Class Roster Information**

- **Course:** ENGL 100
- **Title:** Composition
- **Class Number:** 10134
- **Class Section:** 01
- **Institution:** CSU Semester University
- **Term:** Summer 2009
- **Session:** Six Week - First
- **Component:** Seminar

**Instructor:** Burns Bob

**Day:** Tues Wed Thurs

**Time:** 9:00AM - 11:30AM

**Room:** LA1 Room 204

**Permission Numbers**

- Total Students: 2
- Enrollment Capacity: 25

**Enrolled Students**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Grade</th>
<th>Units</th>
<th>Program - Plan - Subplan</th>
<th>Academic Level</th>
<th>Incomplete Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lun, Meze</td>
<td>SRD</td>
<td>3.00</td>
<td>Undergraduate Degree -</td>
<td>Sophomore</td>
<td>Update</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CR/NC</td>
<td></td>
<td>Music BA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Winkle, Pen</td>
<td>SRD</td>
<td>3.00</td>
<td>Undergraduate Degree -</td>
<td>Sophomore</td>
<td>Add</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CR/NC</td>
<td></td>
<td>Anthropology BA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Enrolled Students**: [Customize | Find | View All | First | Last | Search]

**Printer Friendly Version**: [View Print Statement]
Create Contract

<table>
<thead>
<tr>
<th>Incomplete Contract</th>
<th>Create Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EmpID:</strong></td>
<td>LF000008</td>
</tr>
<tr>
<td><strong>Career:</strong></td>
<td>Undergraduate</td>
</tr>
<tr>
<td><strong>Institution:</strong></td>
<td>CSUSB</td>
</tr>
<tr>
<td><strong>Term:</strong></td>
<td>Summer 2009</td>
</tr>
<tr>
<td><strong>Class Num:</strong></td>
<td>ENOL 100, Section 01 (3 Units)</td>
</tr>
<tr>
<td><strong>Instructor:</strong></td>
<td>Bob Burns</td>
</tr>
<tr>
<td><strong>Incomplete Contract Date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Reason Code:</strong></td>
<td>Medical</td>
</tr>
<tr>
<td><strong>Grade Without Further Work:</strong></td>
<td>F</td>
</tr>
<tr>
<td><strong>Deadline For Completion:</strong></td>
<td>9/22/2010</td>
</tr>
<tr>
<td><strong>Work Required for Removal of F Grade</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Assignment:</strong></td>
<td>Final Paper</td>
</tr>
<tr>
<td><strong>Created By:</strong></td>
<td>LPHYSICK 09/28/2009</td>
</tr>
</tbody>
</table>

Example: According to CSU policy, the "F" symbol indicates that a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete." An "Incomplete" must be made up by the end of the following three dates: (1) one calendar year from the last day of the term in which the "F" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferment date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by Direct Enrollment Services. If no grade is indicated below, the "F" will be converted to an "F." A student may not graduate with an "F" on the transcript, and no posted grade can be changed after a student's graduation date.
Grade Roster

Faculty Center

Grade Roster

ENGL 100 - 01 Composition
Seminar (1614)

Meeting Information
Days & Times: TuTh 9:00AM - 11:30AM
Location: LAS Room 204
Instructor: Bob Burns

Grade Roster Type: Final Grade
Approval Status: Not Reviewed

Display Unassigned Roster Grade Only

Add this grade to all students

Student Grade | Requirement Designation | Transcript Note
---|---|---
ID | Name | Roster Grade | Official Grade | Incomplete Contract | Career | Grading Basis
1 | Luna Mesa | 1 | | Add | Undergraduate | GRD CR/NC
Student Self Service

Mesa's Student Center

Academics
- Enrollment
  - My Class Schedule
  - Wish List
  - Add a Class
  - Drop a Class
- Academic History
  - Grades
  - Degree Progress
- Other academic...

This Week's Schedule
- Class
  - BIOL 304+01
  - LEC (2446)
- Schedule
  - Tu 3:00PM - 5:45PM
  - PH1 Room 223
  - Weekly schedule

Search for Classes

- Hold
  - No Holds
- To Do List
  - No To Do's
- Enrollment Dates
  - Open Enrollment Dates
### Class Grades - Summer 2009

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Units</th>
<th>Grading</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Incomplete Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201</td>
<td>Elem Financial Accounting</td>
<td>0.00</td>
<td>Graded</td>
<td>B</td>
<td>9.000</td>
<td></td>
</tr>
<tr>
<td>ENGL 100</td>
<td>Composition</td>
<td>0.00</td>
<td>Graded</td>
<td>I</td>
<td></td>
<td>Accept</td>
</tr>
</tbody>
</table>
# Incomplete Contract

**Student Self Service**

**Assignment of Incomplete Grade Contract**

- **Name:** Mesa Luna
- **Terms:** Summer 2009
- **Class:** ENGL 100, Section 01 (3 Units)
- **Instructor(s):** Bob Burns

Example: According to CSU policy, the "I" symbol indicates that a portion of the required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to determine from the instructor the remaining course requirements that must be satisfied to remove the "Incomplete." An "Incomplete" must be made up by the earliest of the following three dates: (1) one calendar year from the last day of the term in which the "I" grade was assigned, (2) the "Deadline for completion" indicated by the instructor below on this form, or (3) the degree conferral date for a graduating student. In the event that the course requirements are not completed by the deadline, the grade indicated below by the instructor will be the grade posted by Enrollment Services. If no grade is indicated below, the "I" will be converted to an "F." A student may not graduate with an "I" on the transcript and no posted grade can be changed after a student's graduation date.

**Incomplete Contract Data**

- **Reason Code:** Medical
- **Grade Without Further Work:** F
- **Deadline For Completion:** 08/21/2010

**Work Required for Removal of 'I' Grade**

<table>
<thead>
<tr>
<th>Description</th>
<th>Completed</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Paper</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ I acknowledge that I have read and agree to the above Terms and Conditions.
WHEREAS, AS-645-06 Resolution on Grade Forgiveness established that students may repeat courses for grade forgiveness only in courses that a grade of D+, D, D-, F or WU was received; and

WHEREAS, CSU Executive Order 1037 included a policy on Course Repeats and Grade Forgiveness that allows students to repeat an individual course for grade forgiveness, if they earned grades "lower than a C," and

WHEREAS, CSU Executive Order 1037 does not allow individual campuses to be more restrictive on 'forgivable' grades; therefore be it

RESOLVED: That AS-645-06 be repealed; and be it further

RESOLVED: That undergraduate students be permitted to repeat up to 16 units for grade forgiveness in courses that they earned grades lower than a C, which is limited to a grade of C-, D+, D, D-, F, or WU; and be it further

RESOLVED: That courses for which the original grade was a result of academic dishonesty are not eligible for grade forgiveness; and be it further

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

RESOLVED: That these changes be implemented beginning Winter 2010.

Proposed by: Academic Senate Instruction Committee
Date: November 2 2009
**Background Materials**

- **CSU Executive Order 1037**

  E.O. 1037 includes a policy of repetition of courses with the following requirements:

  **B. Repetition of Courses**

  1. Undergraduate students may repeat courses only if they earned grades lower than a C.

  2. **Course Repeats with "Grade Forgiveness"** (Grade forgiveness is the circumstance in which the new grade replaces the former grade in terms of the calculation of GPA, etc.):

     2.a. Undergraduate students may repeat up to 16 semester-units (24 quarter-units) with grade forgiveness.

     2.b. Undergraduate students may repeat an individual course for grade forgiveness no more than two times.

     2.c. Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.

  4. Campuses may elect to be more restrictive on course repeats than the maxima listed above.

  The full text of E.O. 1037 can be found at [http://www.calstate.edu/EO/EO-1037.html](http://www.calstate.edu/EO/EO-1037.html)

- **AS-645-06 Resolution on Grade Forgiveness**

  AS-645-06 allows students to repeat “up to 16 units for grade forgiveness in courses that a grade of D+, D, D-, F or WU was received. The grade C- is not included in our current grade forgiveness policy. Our interpretation of the E.O. 1037 is that it allows individual campuses to be more restrictive on the number of credit units allowed and how many times a student can repeat a specific course, but not on which grades can/cannot be forgiven.

WHEREAS, The Academic Senate of Cal Poly conducts its meetings in accordance with
Robert's Rules of Order; and

WHEREAS, The protocol for CSU Academic Senates as well as the statewide Academic Senate
is to submit an item in the form of a written resolution which is then deliberated
over two meetings as a first and second reading; and

WHEREAS, First and second readings allow for reflective consideration of issues brought
before the Senate; and

WHEREAS, Robert's Rules of Order does not address the deliberative process for first and
second readings; therefore be it

RESOLVED: That the following guidelines be used by the Academic Senate for first reading
items:

- a first reading is a time for suggestions to be made to a resolution for its
  improvement. The resolution still belongs to its author and is not yet
  amendable
- a motion to suspend the rules may be used to move time-sensitive
  resolutions to second reading at the same meeting (a motion to suspend the
  rules is will be debatable in this case). Items cannot be moved to a second
  reading without compelling reason (the Senate Chair determines whether a
  reason is "compelling;" the Chair's ruling can be overruled by the body)
- if a matter is clearly noncontroversial, time may be saved by asking for
  unanimous consent rather than making a formal motion to suspend the
  rules
- the resolution may be moved to a second reading at a future meeting; and

be it further
RESOLVED: That the following guidelines be used by the Academic Senate for second reading items:

- the motion to adopt the resolution must be moved and seconded before debate ensues. It then belongs to the body and may be amended
- documents attached to a resolution are not amendable
- amendments of one sentence or more must be made in writing and submitted to the Senate in advance; and be it further

RESOLVED: That Article V, paragraph D, of the Bylaws of the Academic Senate be added to include the following provision:

First reading: voting on substantive resolutions (i.e., those involving University policy or those in which the Senate takes a position on an issue) takes place in two stages: first reading and second reading. In first reading, the resolution is introduced and suggestions for improvement or clarification are in order in first reading, but not amendments. The first reading of a resolution is concluded if (1) there is no one remaining who wishes to speak on the resolution, (2) a motion to close debate is passed (requires a two-thirds vote), or a motion is approved to move the resolution to second reading (requires a two-thirds vote, is debatable, and requires a compelling reason [determined by the Senate Chair, can be overruled by the body]). If a matter is noncontroversial, rather than a motion to suspend the rules, unanimous consent can be given by the body.

Second reading: voting on substantive resolutions shall take place only after a second reading of the resolution at a meeting subsequent to the meeting at which it was first introduced, except that the Academic Senate, by two-thirds vote of the senators present, may waive this requirement. After the motion has been moved and seconded, amendments may be presented for action by the Senate. Amendments of one sentence or more must be made in writing and submitted to the Academic Senate office in advance. Documents attached to a resolution are not amendable.

Proposed by: Academic Senate Executive Committee
Date: October 13 2009
Revised: October 13 2009
Revised: November 17 2009