Academic Senate

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

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, November 9 2010
01-409, 4:00 to 5:00pm

I. Minutes:

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

III. Reports:

IV. Consent Agenda:

IV. Business Item(s):

A. **Approval of Advertisement for Dean, College of Engineering** (pp 2-3).

B. Revision of **Resolution on Academic Senate Operating Procedures for Its Committees**: Executive Committee (pp. 4-6).

VI. Discussion Item(s):

VII. Adjournment:

CAL POLY

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
Dean, College of Engineering

THE POSITION: The dean holds the principal role in securing the academic excellence and leadership of Cal Poly Engineering, supporting faculty and enhancing college resources. The dean, in collaboration with the college leadership, is responsible for the quality of academic programs, promotion of Cal Poly's learn-by-doing, laboratory-intensive curricula and for managing the fiscal and human resources and physical facilities of the college. With student success as the prime objective of the institution, s/he in addition must create a positive environment for teaching, scholarship, research and professional engagement, and service to the university and community. By building partnerships with alumni and the business community, the dean is expected to secure additional financial support. The dean reports directly to the provost, is a member of the Provost's Council, and works collaboratively with the Deans from the other Colleges and campus units.

QUALIFICATIONS: Successful record of academic and administrative experience encompassing human resources and fiscal management; a strong commitment to academic excellence; a demonstrated capacity for academic leadership and team building; commitment to fostering a technology-enhanced collaborative learning environment; capability to expand alliances with the private sector; experience in the design and continuous implementation of the strategic planning process; strong experience and a commitment to engage the college in a comprehensive program of advancement activities; ability to enhance and to work effectively with an ethnically and culturally diverse campus community and to address student needs in a multicultural educational environment. Credentials appropriate for a tenured appointment at the rank of professor to include a distinguished record of teaching and scholarship and an earned doctorate in engineering or a related area.

COMPENSATION: Salary is commensurate with the background and experience of the individual selected. The Management Personnel Plan adopted by the CSU Board of Trustees governs all rights associated with the appointment.

THE COLLEGE: Highly selective and known especially for its hands-on focus and graduates who contribute immediately in the workplace, Cal Poly Engineering enjoys an excellent national reputation. *U.S. News & World Report* has ranked the college as one of the top four public-master's engineering schools every year since 2000. Nearly 145 full-time faculty members teach approximately 5,000 students enrolled in nine departments that offer 13 baccalaureate and 10 master's degree programs. Campus facilities include more than 80 state-of-the-art laboratories, providing students access to advanced technological systems. Students also participate in real-world engineering problem solving through co-ops and internships, through class projects and the senior project capstone design experience, and by participating in design competitions. Cal Poly teams have recently won national championships in the ASCE Concrete Canoe Competition, AIAA Aircraft Design competition and the Society of Women Engineers Team Tech. The school's project-based learning emphasis helps ensure that graduates are accustomed to working in diverse, goal-oriented teams. The vision statement for the college is: "Leading engineering education and innovation to serve humanity."

THE UNIVERSITY: Ranked "Best in the West" by *U.S. News & World Report* for the last 18 years, Cal Poly is a four-year, comprehensive public university with approximately 18,000 students. One of the 23 campuses of the California State University, Cal Poly is a distinctive learning community offering academically focused students a hands-on educational experience that prepares them for today's scientific and technical world. The university is organized into six colleges: Agriculture, Food and Environmental Sciences; Architecture and Environmental Design; Orfalea College of Business; Engineering; Liberal Arts; and Science and Mathematics. Nearly two-thirds of the university's students major in agriculture, architecture and environmental design, business, or engineering. Student quality is high, with applications significantly exceeding admissions.

THE COMMUNITY: San Luis Obispo, a city of 44,000, is located 12 miles from the Pacific Ocean and midway between San Francisco and Los Angeles on California's scenic Central Coast. With excellent recreational facilities, the area has an outstanding climate, with an annual average temperature of 70.2 degrees.

REVIEW, APPLICATIONS AND NOMINATIONS: The search committee will begin to review nominations and applications on January 12, 2011 and will continue to review applications until the position is filled. The anticipated starting date for the position is September 1, 2011. Nominations and inquiries should be made to the Chair of the Consultative Search Committee.

To apply, visit www.calpolyjobs.org to complete the required online Cal Poly Management Employment Application and apply to Requisition Number 102203. In addition, each applicant must provide as attachments to the online application the following documents: (1) cover letter; (2) detailed curriculum vitae or resume; (3) personal statement (two-page maximum) of the applicant's view on academic administration and the role and responsibilities of the faculty in a college of engineering; (4) salary history for the last five years; and (5) the names, addresses and phone numbers of at least five references, including two from faculty. Please indicate Requisition Number 102203on all correspondence. If unable to attach the supplemental materials to the online application please mail documents to:

Chair, Consultative Search Committee for Dean, College of Engineering
c/o Academic Personnel Office
One Grand Avenue
California Polytechnic State University
San Luis Obispo, CA 93407

INQUIRIES AND ADDITIONAL INFORMATION:
Contact Academic Personnel:
E-mail: academic-personnel@calpoly.edu
FAX: (805) 756-5185 Phone: (805) 756-2844
Website: www.calpoly.edu

Cal Poly is strongly committed to achieving excellence through cultural diversity. The University actively encourages applications and nominations of all qualified individuals.
Equal Opportunity Employer

Adopted:

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS-___-10

RESOLUTION ON ACADEMIC SENATE OPERATING PROCEDURES FOR ITS COMMITTEES

WHEREAS, The current set of operating procedures for Academic Senate standing and ad hoc committees was adopted in 1989 as Resolution AS-306-89 (attached); and

WHEREAS, The procedures outlined in AS-306-89 contain outdated information; and

WHEREAS, New operating procedures are needed that conform to changes made to the *Bylaws of the Academic Senate*, Section VIII.D "Operating Procedures" and to acknowledge the widespread use of electronic communications for committee deliberations; and

WHEREAS, Confusion over the definition of "meeting" has occurred due to the widespread use of electronic communications for committee deliberations, and providing a definition of "meeting" will improve the reading of bylaws section VIII.D, "Operating Procedures"; and

WHEREAS, *Robert's Rules of Order 10th edition* requires that efforts to conduct the deliberative process by asynchronous means (not all at the same time) must be expressly authorized by the organization's bylaws and supported by standing rules since many procedures common to parliamentary law are not applicable; therefore be it

RESOLVED: That Academic Resolution AS-306-89, "Resolution to Provide a Generic Set of Operating Procedures for Academic Senate Standing and Ad Hoc Committees" be repealed; and be it further

RESOLVED: That the operating procedures appearing in section VIII.D of the *Bylaws of the Academic Senate* supersede AS-306-89; and be it further

RESOLVED: That the attached modifications to sections VIII.D and VIII.E of the *Bylaws of the Academic Senate* be adopted by the Academic Senate of Cal Poly.

Proposed by:	Academic Senate Executive Committee
Date:	September 21 2010
Revised:	October 19 2010
Revised:	November 2 2010

Bylaws of the Academic Senate

VIII.D. [COMMITTEES:] OPERATING PROCEDURES

Operating procedures for Academic Senate standing and ad hoc committees are as follows:

A committee meeting is defined as a deliberative gathering of individuals—either physically or electronically, as appropriate—for the purpose of reviewing, discussing, or deciding on matters assigned by the Academic Senate Executive Committee. Electronic meetings are appropriate where simple, straight-forward decisions can be considered. They do not lend themselves to items that need detailed discussion and the exploration of options.

Meetings shall be called at the discretion of the committee chair or upon the request of three members of the committee. Committees are required to meet at least once per quarter during the school year.

Special rules and procedures must be approved by the Executive Committee, included in the committee's description, and on file with the Academic Senate office.

VIII.D.1 Physical Meetings

1. A simple majority (51%) of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.
2. ~~Chairpersons serve until the end of the academic year.~~ In the event that a chair must miss a meeting, s/he shall appoint a substitute chair for that meeting.
3. ~~Meetings shall be called at the discretion of the chair or upon the request of three members of the committee. Committees are required to meet at least once per quarter during the school year.~~ Regular meetings shall be scheduled during normal work hours.
4. Notification of meetings shall be sent by the committee chair at least three working days before the meeting date. Committees may establish regular meeting times. Upon committee agreement, a regular meeting time shall constitute notice.
5. Members may not vote by proxy.
6. A vote by the majority of the voting members attending a meeting shall be the decision of the committee.
7. Minutes shall be kept for each meeting and a copy transmitted to the Academic Senate office.
8. ~~Special rules and procedures must be approved by the Executive Committee, included in the committee's description, and on file with the Academic Senate office.~~

VIII.D.2 Electronic Meetings (e-meetings)

1. A simple majority (51%) of the voting members shall constitute a quorum for an e-meeting. A quorum is required to conduct business.
2. The decision to use an e-meeting should be made with due regard to the nature of the work to be undertaken. If a member of the committee objects to the use of an e-meeting for a particular business item, then the committee shall discuss that matter at a physical meeting.
3. A variety of technologies may be adopted as available, subject to the needs of the meeting and compliance with these procedures. No special requirements should be imposed on members other than having suitable access to meeting communications and documents.

4. Committee e-meetings are open to the public and when a member of the public wishes to attend, the committee shall make reasonable efforts to accommodate the attendance of that person.
5. A vote by the majority of the ~~voting members of the committee~~ quorum shall be the decision of the committee.
6. The chair of the committee shall:
    a. Control the committee's flow of business
    b. Maintain a current list of members
    c. Provide a notice of meeting with agenda and instructions for members about what is required (e.g., "members are asked to read and consider each item in the agenda, then [vote, comment, recommend, etc.]"). Notice shall include a time line for discussion and action
    d. Members shall respond to the notice of meeting indicating their presence
    e. The committee chair shall prepare a final record of each meeting (minutes) and transmit a copy to the Academic Senate office.

VIII.E. MEETINGS OPEN TO PUBLIC

Physical and electronic meetings of all committees, except those dealing with confidential and/or personnel matters of individuals, shall be open. The time, place, and manner ~~and place~~ of each meeting shall be announced in advance.