I. Minutes: Approval of Academic Senate minutes for the meetings of October 5, October 26, November 9, and November 16, 1999 (pp. 2-9).

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 Representative:
   G. Other:

IV. Consent Agenda:

V. Business Item(s):
   A. Resolution on 1998/99 Program Review and Improvement Committee Report of Findings and Recommendations: Stanton, chair of the Program Review and Improvement Committee, second reading (Please bring your copy of this agenda item distributed fall quarter).
      [NOTE REGARDING BUSINESS ITEM A: If you wish to see any of the departmental documents referenced in the committee’s Report of Findings and Recommendations, please contact the Academic Senate office (61258) so these materials can be brought to the Senate meeting or made available for review prior to the meeting.]
   B. Resolution on Voting Status for Student Representatives on the Academic Senate: Hunt/DeFerrari, student representatives to the Academic Senate, first reading (pp. 10-19).
   D. Resolution on Mandating Community Service (in response to Governor Davis' proposal to make community service a graduation requirement for all students): Keesey, chair of the Curriculum Committee, first reading (p. 26).
   E. Resolution on Change in Institutional Grading Policy to Address Unofficial Student Withdrawals: Hood for the Academic Senate Executive Committee, first reading (pp. 27-31).

VI. Discussion Item(s):

VII. Adjournment:
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

MINUTES OF
THE ACADEMIC SENATE
Tuesday, October 5, 1999
UU 220, 3 - 5pm

Preparatory: the meeting was opened at 3:12 pm.

I. Minutes: none.

II. Communications and Announcements:
   A. David Spence, Vice Chancellor for Academic Affairs, will be attending Cal Poly for an
      open forum with faculty on October 7, 2-3:30pm, UU220.
   B. There will be a special Senate meeting on November 9, 3-5pm, UU220 for discussion and
      update on Cal Poly’s WASC report. The first WASC team visit is scheduled for
      November 10, 11, and 12th.

III. Reports:
   A. Academic Senate Chair:
   B. President’s Office: (Baker) The recent focus on “accountability” is also a budget focus in
      terms of using budget language to identify “critical need” matters for the state to address.
      Compact II (a higher education partnership) recommends a 4% annual increase for basic
      operations and 1% for other long term budget costs. Next year’s budget request includes
      a 7% increase in state funds to support a four percent increase in enrollment. There will
      be additions in the budget for technology, libraries, and deferred maintenance.

      Other matters being discussed at the statewide level include: raising tuition for out of
      state students by 15%; enrollment management (three years to degree, no remediation
      courses, annual enrollment increases, more extended education courses, Saturday classes,
      additional campus housing); year round operations with a common calendar between the
      CSU, UCs and community colleges; articulation agreements between CSU campuses and
      their regional community colleges allowing a seamless cross transfer of credit for lower
      division courses; and common entrance requirements.

      The physical Master Plan update will include enrollment scenarios. How we can support
      our mission through the physical master plan: i.e., site plans for future development and
      improvements in the campus core.

      (Evnine) asked whether the increase in faculty anticipated for the Tidal Wave II student
      increases would predominantly consist of lecturers or tenure-track positions. President
      Baker responded that for Cal Poly the increase would be overwhelmingly of tenure-track
      positions.

   C. Provost’s Office:
   D. Statewide Senators:
   E. CFA Campus President:
F. ASI Representatives:

G. Other:

IV. Consent Agenda:

V. Business Items:

A. **Curriculum 2000-2001 Catalog Changes:** first reading. (Harris, Jim) expressed concern regarding the math level requirement for Liberal Studies majors planning on teaching math in elementary schools. (Greenwald) agreed the issue is an important one and recommended a meeting with the appropriate people to discuss the matter. (Hellenbrand) noted that these conversations are presently occurring with the Coordinator of Liberal Studies. **Moved to second reading at the next Senate meeting.**

B. **Curriculum: Master of Science in Accounting:** first reading. **Moved to second reading at the next Senate meeting.**

C. **Curriculum: Master of Science in Industrial Engineering:** first reading. **Moved to second reading at the next Senate meeting.**

D. **Curriculum: Master of Public Policy:** first reading. **Moved to second reading at the next Senate meeting.**

E. **Resolution on Department Name Change for Aeronautical Engineering:** first reading. The request for department name change to Aerospace Engineering was **moved to second reading at the next Senate meeting.**

VI. Discussion Item(s):

VII. Adjournment: The meeting was adjourned at 4:55pm.

Submitted by:

[Signature]

Margaret Camuso

Academic Senate
Preparatory: the meeting was opened at 3:12pm.

I. Minutes: none.

II. Communications and Announcements:

III. Reports:
   A. Academic Senate Chair: the Program Review and Improvement Committee will be putting aside their review of academic programs this year to review campus centers and institutes instead.
   B. President’s Office:
   C. Provost’s Office: two open sessions to discuss the WASC draft reports have been scheduled for October 27 and November 9. The reports are on the web and accessible from Cal Poly’s home page.
   D. Statewide Senators:
   E. CFA Campus President: (Fetzer) (1) any problems that emerge from the FMI process are being monitored by a special committee headed by Simon Evnine (Philosophy Department). Statewide data is being collected to evaluate how the process has worked. (2) SB 645, Fair Share bill, has been signed into law. Legal challenges are expected. The exact amount to be charged to everyone covered by a union has not yet been determined. (3) The CFA President will be on campus November 3. Various meetings have been scheduled to provide everyone an opportunity to speak with her.
   F. ASI Representatives: (Hunt) (1) the final version of ASI’s community service resolution is now available. (2) PACE (Professor and Course Evaluation) will be underway in the next few weeks. This student service, created to match faculty teaching styles with student learning styles, is available on the web. It has had approximately 900 hits to date.
   G. Other: (Lebens/Yelland) gave a report on the CMS (Collaborative Management System) systemwide initiative. CMS is a reworking of PeopleSoft software designed specifically for the CSU system. Many of the initial problems with PeopleSoft have been resolved in the CMS version. Having the same software throughout the CSU allows collaborative management in running necessary systems.

IV. Consent Agenda:

V. Business Items:
   A. **Curriculum: 2000-2001 Catalog Changes**: second reading. No written challenges were received. The vote on IME 503 and MSC 217 will be postponed to the next Senate meeting. **M/S/P (unanimous) to approve all curriculum changes proposed with the exception of IME 503 and MSC 217.**
B. Curriculum: Master of Science in Accounting: second reading. M/S/F to table this item until more concrete funding information is available. (Iqbal) the requirement for a five year accounting program before students can take the licensing test is mandated by 48 states. This step is being taken to service the State of California with CPAs. M/S/P to approve the resolution.

C. Curriculum: Master of Science in Industrial Engineering: second reading. This is essentially a name change. No new resources will be needed. M/S/P to approve the resolution.

D. Curriculum: Master of Public Policy: second reading. M/S/P to approve the resolution. 

(Hannines) moved that the Curriculum Committee, Doug Keesey, and Mary Whiteford be job

E. Resolution on Department Name Change for Aeronautical Engineering: second reading. M/S/P (unanimously) to approve the resolution.

VI. Discussion Item(s):
A. (Keesey) the Curriculum Committee is working on a resolution re student community service. The resolution will offer alternatives to mandated community service.

B. (Harris, Jim) with reference to Harris’ remarks at the last Senate meeting regarding math requirements and standards for graduation for Liberal Studies students, he has written a white paper on this matter which he will provide to everyone who requests a copy.

VII. Adjournment: The meeting was adjourned at 4:30pm.

Submitted by:

Margaret Camuso
Academic Senate
Preparatory: the meeting was opened at 3:13pm.

I. Minutes: none.

II. Communications and Announcements:

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:

IV. Consent Agenda:

V. Business Items:

VI. Discussion Item(s):
   Cal Poly 10-year WASC accreditation review: Vice Provost Conn gave an overview of the basic structure of WASC accreditation reviews. Educational institutions must be accredited for student transfer of credits and credibility as a university. Without accreditation neither the university nor its students can receive federal funding. There is a movement nationwide to change the manner of accreditation review to make it more relevant. Towards this end, Cal Poly was selected to try a new model for review. The 25-page overview of the nine WASC standards are available for viewing on the web. The report can be accessed from the Cal Poly home page.

   The strategic side of the self-study is titled *Cal Poly as a Center of Learning*. Eight subcommittees were set up to investigate if/how Cal Poly is a center of learning. Reports are being produced by each subcommittee then the steering committee will do an overview, add information if necessary, and draft an integrative/reflection chapter to add to the subcommittee reports. Input is presently being sought from campus constituencies for inclusion in the final report.

   (Zingg) The notion of *Cal Poly as a Center of Learning* implies that Cal Poly itself is a learning entity: the institution examining itself. WASC is interested in our conclusions and how we plan to answer questions that arise. “Where is there harmony in our questions? How will we reach agreement where debate or controversy exists?” Cal Poly will be able to demonstrate critical questioning it has undergone.
The accreditation agency is changing from one of compliance to one of accountability. This is changing for all accreditation reviews nationwide. Where do students fit into the review? Students have had some involvement from the beginning of the process. How will this material be used? What's coming out of this effort are things that are guiding some future actions of the campus. There are several places where information collected by the subcommittees has led to change: advising, data analysis, forming a committee to investigate accountability issues.

What are WASC's priorities? WASC is a membership organization, not a state agency, although it's bound by federal rules of education. Its priorities are to move away from standards towards processes—the institution seeking to learn about itself and its performance, monitoring improvement, and methods used for self-assessment. To what degree do the reports reflect the University? The steering committee discussed this at length. It was decided to let the subcommittee reports stand since the weaknesses are bluntly identified in this new process. Where weaknesses are identified, recommendations have been provided.

Adjournment: The meeting was adjourned at 4:23pm.

Submitted by:

Margaret Camuso
Academic Senate
Preparatory: the meeting was opened at 3:14pm.

I. Minutes: none.

II. Communications and Announcements:

III. Reports:
A. Academic Senate Chair: (1) Jolene Koester (former Provost for CSU Sacramento) has been appointed President of CSU Northridge. (2) The revised Accountability Process has been received from the Chancellor’s Office. 50 to 60% of the editorial changes suggested by Cal Poly were incorporated into the document. Concerns were also incorporated: autonomy for each campus in determining accountability measures, and more emphasis on faculty/staff scholarship and research. The Accountability Process document will be placed on the Senate’s web page.

B. President’s Office:

C. Provost’s Office: (Conn) WASC’s preliminary visit was very positive. The compliance (WASC standards) portion of the review was satisfied during this first visit and will be removed from the final visit. The WASC team was excited about the innovative (self-study) portion of the report and will consider how to help Cal Poly achieve its objectives. Faculty are asked to read the report on the web and send comments to Vice Provost Conn.

D. Statewide Senators: (Gooden) The issue of impaction and how to deal with it is presently being discussed at the statewide level. The Chancellor has asked that faculty suggestions and experiences concerning impaction be sent to his office. (Kersten) The issue of workload for faculty is under discussion again. What workload means over the next 10 years is being reviewed.

E. CFA Campus President: (Gooden) Susan Meisenhelder, statewide CFA President will be on campus Wednesday, December 1.

F. ASI Representatives: Student representative Hunt has established a website listing the pros and cons of semesters versus quarters with links to senators for easy feedback. Faculty are encouraged to visit this website at www.calpoly.edu/~aghunt.

G. Other:

IV. Consent Agenda:

V. Business Items:
A. **Curriculum proposal for IME 503**: second reading. M/S/P (unanimous) to approve IME 503 as a new course.

B. **Curriculum proposal for MSC 217**: second reading approve MSC 217 as a new course. The proposal is presently being restructured for inclusion as a US Cultural Pluralism requirement course. It will be submitted for consideration in the 2001 catalog.
C. Resolution on 1998/99 Program Review and Improvement Committee Report of Findings and Recommendations: first reading. M/S/F to move resolution to second reading. No discussion was held. The resolution was forwarded for second reading at the next Senate meeting.

VI. Discussion Item(s):

VII. Adjournment: The meeting was adjourned at 3:45pm.

The Academic Senate meeting scheduled for November 23 was cancelled.

Submitted by:

[Signature]
Margaret Camusso
Academic Senate
WHEREAS, Students are greatly affected by the decisions and/or policies adopted by the Academic Senate of Cal Poly; and

WHEREAS, Students comprise the largest sector of Cal Poly and are the end beneficiaries of its curriculum and all other academic matters; and

WHEREAS, Groups represented in the Academic Senate (including the students) are likely to participate more vigorously in its deliberations if they are given an equal say (proper parliamentary procedure ensures students an equal say); and

WHEREAS, Student input has proven valuable and has informed the Academic Senate of student opinion on matters affecting Cal Poly; and

WHEREAS, Student input is necessary and valuable to the Academic Senate when deciding policies that have both short and long term effects on student life; and

WHEREAS, 75 percent of the California State Universities have entrusted their student bodies with the privilege of a vote in their respective Academic Senates (some even include voting positions for students on their executive board); and

WHEREAS The granting of voting status to students on the Academic Senate would make students co-creators of their academic environment thereby increasing student accountability for said environment; therefore, be it

RESOLVED: That the Academic Senate of Cal Poly revise Article III.1.d of its current Constitution of the Faculty to include two ex officio, voting student representatives appointed by the President of Associated Students Incorporated of Cal Poly.

Proposed by: Associated Students Incorporated of Cal Poly
Date: January 4, 2000
Memorandum:

To: All Members of the Academic Senate

From: Andrew Hunt, ASI Director of Academic Affairs  
John J. Moffatt, ASI President 
Aron J. DeFerrari, ASI Vice President 

CC: Soncia R. Lilly, Executive Director of the ASI Business Office

Subject: Student Voting Privileges in the Academic Senate

Enclosed for your information are the following materials:

1. A statement of intent regarding what ASI hopes to accomplish with the privilege of a student vote in the Academic Senate.
2. A collection of all CSU Academic Senate bylaws regarding student participation within each separate Senate.
3. A proposed bylaw change to the Cal Poly Academic Senate Constitution.

We hope that the Academic Senate will benefit from the following enclosed materials and we look forward to discussing the future of ASI and student participation within the Cal Poly Academic Senate.

If you have any questions regarding this memorandum please contact Andrew Hunt or Aron DeFerrari in the ASI Student Government Office.
Statement of Intent

It is the hope of the Associated Students Incorporated that two student representatives, appointed by the ASI President, will each be granted the power of a vote in the Cal Poly Academic Senate.

ASI hopes to obtain these two votes in order to better provide student representation to the Cal Poly Academic Senate. It is with the intent of voicing student concerns in a responsible manner that we petition the Academic Senate for these votes.

It is our belief that, by the very nature of the Academic Senate's dealings, a premium must be placed on the nature of student representation, which, heretofore, has lacked voting power.

Furthermore, it is our belief that through a vote in the Academic Senate of Cal Poly the students would gain responsibility for the educational standards, the curricular development, and the general academic sphere of Cal Poly as a whole. A sphere, which, in sum, affects the total outcome of the students' education, the end goal of the University as an institution.

It is our hope that this increased responsibility for the University's characteristics mentioned above would lead to increased student accountability for the nature of their education as they receive it. This accountability through voting power in the Academic Senate would, in effect, make students the co-creators of their academic environment.
**CSU Academic Senate Report**
status of student voting rights
as taken from A.S. bylaws respectively

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Schools with vote: 15
Schools without vote: 5
CSU ACADEMIC SENATE REPORT
Status of Student Voting Rights

California State University: Northridge
Section 1.5: Ex Officio Member. Associated Students
The President of the Associated Students shall serve as an ex officio member of the Senate.

California State University: San Marcos
Section 5.1: Senate Membership
“Voting members of the Senate shall consist of those members of the Faculty and lecturer faculty who have been duly elected to the Senate according to this Constitution and Bylaws of the University Faculty and Academic Senate, the Associate Students Incorporated representative,”

California Polytechnic State University: Cal Poly
Article II
Section 1
   d. “Ex officio, nonvoting members are: (1) the President of the university designee, (2) the Provost/Vice President for Academic Affairs or designee, (3) one representative from among the academic deans, (4) the President and Executive Vice President of ASI or designees, and (5) the Vice President for Student Affairs.”

California State University: Stanislaus
Article V. The Academic Senate
Section 1.0 The Academic Senate is the official representative body of the General Faculty
Section 2.0 All members of the General Faculty are eligible for election to the Academic Senate. Voting membership of the Academic Senate shall be as follows:
   c) Two voting student members of the Academic Senate selected by the Associate Students, according to their procedures

California State University: Hayward
Article XIV: Student Membership on the Academic Senate And on Standing Committees
Section 1: In the month of April the Executive Committee shall request the Chair of the Associated Students to arrange for the election of seven student members of the Academic Senate. And two student members to each Standing Committee except the Faculty Affairs Committee. Student representatives shall be elected to one-year terms that commence June 15.

The following criteria shall apply in determining eligibility:
   A. Qualifications
1. Candidates for Student Senator to the Academic Senate must have earned no fewer than 21 units of academic credit, with a GPA of 2.0 or better, during the twelve months immediately preceding the term in which the filing of candidacy occurs.

2. Candidates for student member on a standing committee of the Academic Senate must have completed at least one quarter at CSUH with a GPA of 2.0 or better, prior to filing candidacy for office.

3. All candidates must be enrolled for and earn a minimum of seven units during the term in which the election is held, maintaining a 2.0 grade point average.

4. Candidates must be in good standing a CSUH.

5. A representative or committee member may run for consecutive terms.

B. Eligibility for Holding Positions of Student Senator or Standing Committee Member of the Academic Senate

1. Student must be in good standing.

2. Student must be registered for seven or more units and earn a minimum of a 2.0 grade point average for these units.

C. Procedures for Election

1. The procedures for election to student position on the Academic Senate shall be hose contained in the Associated Students Election Code.

2. A vacant student position with an unexpired term of less than one year shall be filled by appointment by the Associated Students Board of Directors for the remainder of the unexpired term, subject to Academic Senate approval.

D. Graduate Student defined: Any student who has classified or unclassified Graduate status.

California State University: Dominguez Hills

Article IV. Membership and Officers of the Academic Senate

A. The membership of the Academic Senate shall consist of elected members from the general and emeriti faculty and ex-officio members. The ex-officio members of the Academic Senate shall be the President of the University...a student chosen by the Associated Students Incorporated...

California State Polytechnic University: Pomona

Article IV: Section (H)

"The Student/Faculty Liaison Officer shall be a senator, and is the Academic Senate Representative to ASI. He/she is responsible for articulating Senate policy and sentiment in ASI proceedings, and ensuring that an open channel of communication between the Academic Senate and ASI exists."

California State University: Sacramento

Article IV: Committees of the Faculty Senate

A. The Executive Committee

1. Membership

The voting members of the Executive Committee shall be the Chair and Vice Chair of the Faculty Senate, and five other elected members of the Executive
Committee, elected by and from the voting members of the Faculty Senate. The ex-oficio non-voting members shall be the immediate past Chair of the Faculty Senate provided his/her term has expired. ... The President of the Student Body, or his/her representative; ...
4.1 With the exception of the president of the University’s chapter of the faculty unit’s collective bargaining agent, ex-officio members of the Senate have full voting rights. However, they may not vote in the election for Chair and Vice Chair of the Senate, and the six members of the administration, who thereby are ex-officio members, may no vote in elections for the Executive Committee.

Ex Officio members of the Senate are as follows:

4.12 Three students chosen by procedures to be specified in the Bylaws of the Associated Students and one student chosen by procedures to be specified in the Bylaws of the Graduate Students Association (2/7/95 #8.7(3))

California State University: Bakersfield
No mention of student voting rights...

California State University: San Bernardino
No mention of student voting rights...

California State University: Sonoma

Article III: Membership in the Senate

The Senate shall be composed of the following: Officers of the Senate, Representative Senators, At-Large Senators, Student Senators, Ex Officio University Administrators and Chairs of the senate Standing Committees

Section 4. Student Senators

4.1 Number: The President of the Associated Students, non-voting and two Student Senators, non-voting, to be elected by the Board of Directors, SSU Associated Students

4.2 Attendance and Proxies: If the President of the Associated Students or a Student senator must be absent from a meeting of the Senate he or she shall, in a note to the Secretary of the Senate, designate a student proxy who is not a member of the Senate. There shall be no standing proxies.

4.3 Resignation: If a student Senator must resign from the Senate, he or she shall notify the Secretary of the Senate.

4.4 Replacement: When it becomes necessary by reason of vacancy to replace a Student Senator, the Secretary of the Senate shall notify the Board of Directors of the SSU Associated Students which shall replace the Senator according to its own procedures.

California State University: Humboldt

Article V: The Academic Senate

Section 71. Composition – The Academic Senate shall consist of representatives from each academic unit in the university, student representatives, a representative of lecturers, a representative from the HSU Emeritus Professors Association, a representative from Student Affairs, and ex officio members.

The President of the University, the Vice President for Academic Affairs, the Vice President for Development and Administrative Services, the CFA Chapter President, the President of the Associated Students of Humboldt State University, the Senate Finance
Committee Chair, and a member of the HSU Staff Council shall be ex officio members without voting privilege.

California State University: Fresno
Section 2. Membership of the Academic Senate

1. Ex-Officio Members
   a) The Delegates to the Statewide Academic Senate, California State University
   b) Two student representatives chosen in the previous spring semester by the Associated Students for overlapping two-year terms

2. Non-Voting Ex-Officio Members
   a) President of the University
   b) Provost and Vice President for Academic Affairs
   c) Chairs of the Senate Standing Committees not already Academic Senators
Proposed Bylaw Change:

Article III.
Section I.

d. Ex officio members shall include The President and Vice President of the Associated Students Incorporated or their designees.

e. Ex officio non-voting members are: (1) The President of the university or designee (2) the Provost/Vice President for Academic Affairs or designee, (3) one representative from among the academic deans, (4) the Vice President for Student Affairs.
Adopted:

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

AS-____-00/LC

RESOLUTION IN
SUPPORT OF A SUSTAINABLE LIBRARY MATERIALS BUDGET
TO REVERSE LONG-TERM EROSION OF COLLEGE COLLECTIONS

WHEREAS, The Kennedy Library collections (both print and electronic) represent one of the key elements of Cal Poly’s mission, yet these resources are currently only an implicit component of Cal Poly’s strategic plan; and

WHEREAS, Cal Poly prides itself on a vibrant curriculum, reflecting advances in academic disciplines and the scholarship of teaching and learning, but these high-quality programs require rapid access to a core collection of scholarly resources, whether it be print or electronic; and

WHEREAS, Cal Poly’s Strategic Plan for support of faculty and staff explicitly states, “Consistent with its expectations, Cal Poly shall continue to improve classroom space, classroom equipment, supplies, study space, communication and information technologies, books, periodicals and other resources”; and

WHEREAS, The library materials budget increased only 17 percent over the past ten years, while the rate of inflation to purchase Cal Poly’s polytechnic collections increased 127 percent; and

WHEREAS, The absence of a fiscal plan providing sustainable funding for library materials has resulted in deterioration of these collections (see Charts 1-3); and

WHEREAS, The Kennedy Library’s funding for library materials is substantially below that of other campuses in the CSU system (see Chart 4); and

WHEREAS, Current funding projections, if continued without modification, are such that all colleges will soon be seriously impacted to the detriment of their teaching and scholarly activities, and in some cases, jeopardizing departmental accreditation; and

WHEREAS, Continued levels and trends in funding support for library materials will threaten Cal Poly’s ability to achieve its stated goals of ensuring the highest quality education to its students, and support for the professional development of its faculty and staff; therefore, be it
RESOLVED: That the Academic Senate urge the administration to recognize Cal Poly's Kennedy Library explicitly and consistently as one of the critical educational resources and units which contributes substantially to the fulfillment of the Cal Poly mission as well as that of the colleges; and be it further

RESOLVED: That the Academic Senate urge the administration to commit to an annual increase in the base budget for these print and electronic library materials; and be it further

RESOLVED: That this annual increase for print materials be 10 percent of the total annual materials budget; and be it further

RESOLVED: That this annual increase for electronic resources be 20 percent of the total annual electronic resources budget.

Proposed by: Library Committee
Date: January 7, 2000
Chart 1. Increasing Cost and Declining Number of Books Purchased at Cal Poly
Chart 2. Increasing Cost and Declining Subscriptions for Academic Journals at Cal Poly

- 1988/89: 5,662 Journals
- 1994/95: 3,665 Journals
- 1998/99: 3,105 Journals
- Projected 2003/04: 1,820 Journals

- UNMET NEEDS/CANCELLED
- ONE-TIME FUNDS
- JOURNALS

- 1988/89:
  - UNMET: $246,629
- 1994/95:
  - UNMET: $138,320
  - ONE-TIME: $209,027
- 1998/99:
  - UNMET: $1,155,910
- Projected 2003/04:
  - UNMET: $1,155,910
Chart 3. Increasing Unfunded Cost of Electronic Resources

Dollars Spent For Licenses

- $600,000
- $500,000
- $400,000
- $300,000
- $200,000
- $100,000
- $0

Fiscal Years

- 1988/89
- 1994/95
- 1998/99
- Projected 2003/04

- UNMET NEEDS
- ELECTRONIC RESOURCES LICENSED

represents average total resource expenditure per student, systemwide: $120
WHEREAS, Cal Poly's Academic Senate acknowledges with pride the contributions of the more than
3,000 students annually engaged in community service and service learning projects at Cal
Poly and commends their work to the attention of the Governor; and
WHEREAS, A service ethic is better fostered by providing incentives and opportunities than by
mandating service; and
WHEREAS, Mandating service may actually thwart the creation of the service ethic it is intended to
instill; and
WHEREAS, It is unfair to mandate additional monetary, travel, and time burdens on students,
particularly economically disadvantaged students, who are already overburdened; and
WHEREAS, There are some students who are unsuited to performing well in a community setting, and
it is unfair to place a burden on our community agencies of dealing with such students
when problems arise; and
WHEREAS, A mandate imposed on the students to perform community service is also a mandate
imposed on community agencies who must address issues of orientation, training,
background checks, risk management and liability, scheduling, and developing
meaningful placements. It is unfair and potentially destructive to community relations to
impose this mandate on community agencies without their prior consent and without
providing them a substantial amount of lead time to work through all these issues and to
consider whether they have the resources to deal with them; therefore, be it
RESOLVED: That Cal Poly's Academic Senate oppose the mandating of community service as a
graduation requirement for Cal Poly students; and be it further
RESOLVED: That Cal Poly's Academic Senate support the Provost's formation of an ad hoc committee
to consider ways of enhancing Cal Poly's current community service and learning programs.
WHEREAS, Institutional participation in the Title IV student financial aid program includes a requirement for annual audits by an independent auditor of a school’s compliance with the laws and regulations that are applicable to federal student aid programs and an audit of the school’s financial statements; and

WHEREAS, In the audit for the fiscal year ending July 30, 1997 it was determined that all schools within the CSU system were in violation of regulatory provision related to the identification of students who had unofficially withdrawn from all of their classes; and

WHEREAS, An unofficial withdrawal occurs when students fail to complete the institution’s official withdrawal procedure and cease to attend any of the classes for which they enrolled, and the need to identify students who have unofficially withdrawn is required under federal regulations governing the determination of the potential repayment of Title IV funds to the federal accounts; and

WHEREAS, Currently there is no official policy or grading symbol which an instructor may use to identify these students. Students who have unofficially withdrawn have been given a variety of different grades by instructors including I, F, NC, and U; and

WHEREAS, Without an established grading symbol to identify an unofficial withdrawal, there is no consistent method by which an instructor can identify students who have walked away from their classes; and

WHEREAS, An option is to use the administrative grading symbol of U. Pursuant to Executive Order 268, a U grade is defined as an “unauthorized incomplete”. The U grade is used in the calculation of grade point average and carries the value of an F grade. If the definition of the U grade were expanded, it could serve the dual purpose of signifying an unauthorized incomplete or an unofficial withdrawal; therefore, be it

RESOLVED: That the definition of the U grade as it currently appears in the Catalog be modified to read as follows:
A grade of U indicates that a student enrolled for a course, did not officially withdraw from the course, and failed to complete the course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make a normal evaluation or academic performance possible. It is also to be used to identify students who ceased to attend class any time the term without the University's formal withdrawal. For purpose of grade point average computation this symbol is equivalent to an F.

Proposed by: The Academic Senate
Executive Committee
Date: January 4, 2000
Recently, we met to discuss the subject of a CSU system-wide federal financial aid audit finding regarding the lack of a campus or system policy for the identification of federal student aid recipients who have unofficially withdrawn (walk-away) from their classes. Attached is a copy of an earlier memo, which I sent you containing an overview of the issue and a recommended change in the catalogue wording associated with the "U" grade.

I have now received a follow-up communication, which I wanted to share with you from the Chancellor's Office dated December 15, 1999.

We will need to address this issue as quickly as possible. Pending approval of the Faculty Senate and other appropriate officials, we will need to insure that the associated wording is included in the next catalogue. If approved, we must then insure that this change is communicated to all faculty members.
December 15, 1999

To: Vice Presidents, Academic Affairs

From: David S. Spence, Executive Vice Chancellor, Chief Academic Officer

Subject: Audit Follow-Up and Enrollment Verification

The CSU Single Audit of federal funds for fiscal years ended June 30, 1997 and June 30, 1998 included a systemwide finding about the ability of the campuses to track a student's last day of attendance in order to comply with the requirements for calculating refunds of Title IV aid when a student fails to complete all courses during a term and does not withdraw officially from the institution. In response to the finding, the CSU indicated in its Corrective Action Plan that the issue would be referred to the systemwide Financial Aid Advisory Council (FAAC) to review issues, policies, and procedures related to calculation of refunds, identify best practices for complying with the referenced federal regulation, and recommend appropriate policy or procedural changes to the Chancellor.

In August 1998, the FAAC recommended to the Chancellor that the CSU modify Executive Order 268 governing administrative grading symbols to provide for a symbol to designate an unofficial withdrawal from a course and to require campuses to identify the last date of attendance. However, after additional consultation with campuses, the Vice Presidents, Academic Affairs, the Vice Presidents of Student Affairs, and the Statewide Academic Senate, the Chancellor asked the Financial Aid Advisory Counsel to identify other alternatives that would not necessitate a change to existing administrative grading symbols.

After further discussion, the FAAC has recommended to the Chancellor that campuses review local grading policies and practices to facilitate the identification of students who withdraw from campus without following established procedures and to establish and document an appropriate withdrawal date for purposes of refund calculations. The Advisory Council also developed recommended "good practices" for use in the identification of student aid recipients who unofficially withdrew from all classes. Attachment A describes these procedures.

The Chancellor has accepted the FA Advisory Council recommendation. Campuses are encouraged to work with their faculty senates and campus administration to review the practices recommended by the Council and to ensure that campus procedures identify student aid recipients who unofficially withdraw from the campus.
Campuses should be aware that failure to ensure that appropriate refunds of federal funds are made when a student withdraws, officially or unofficially, may result in a financial liability for the campus. Additionally, the Higher Education Amendments of 1998 included a provision for criminal penalties or a fine up to $20,000 or imprisonment for up to 5 years, or both, for any person who knowingly and willfully fails to refund student financial aid program funds. The statute allows the Department of Education to assess a penalty in instances where an individual who exercises substantial control over a school willfully fails to pay a refund amount owed on behalf of a student to a lender or the Department.

The importance of these procedures is accentuated by pending implementation of new and more stringent federal provisions regarding the return of federal student aid funds when students withdraw. These new "return of Title IV funds" provisions must be implemented by October 7, 2000, and will apply to all recipients of federal Title IV student aid funds. It is incumbent on campuses to ensure that they have procedures in place to verify that students are enrolled in order to receive student aid funds and that funds are returned when a student withdraws, officially or unofficially, prior to the sixty percent point in the academic term. Final regulations regarding the return of Title IV funds provisions were published in the Federal Register, Volume 64, Number 210, pages 59015-59044, on November 1, 1999. The U.S. Department of Education's web site at http://www.ifap.ed.gov includes a pdf version of the regulations and both text and pdf versions are available through the Government Printing Office (GPO) site, http://www.access.gpo.gov/.

The CSU has long-established policy guidance on the necessity for campuses to establish and adhere to faculty enrollment verification procedures to ensure the ultimate accuracy of enrollments and academic records. Copies of that policy guidance (AA 75-15, AA 77-06, and AA 78-08) which continues to be referenced in CSU census date reports are included for your information as Attachments B, C, and D.

In conjunction with the new return of Title IV funds provisions, we will be seeking a modification to the CSU policy governing refunds of student fees that is contained in Title 5 of the California Code of Regulations. Additional information about this change will be forthcoming. Questions or comments may be directed to Mary L. Robinson, Associate Director, Academic Affairs, Access and Retention, at (562) 951-4737 or mlrobinson@calstate.edu.

DSS:mlr
Attachments

cc: Presidents
   Vice Presidents, Administration
   Vice Presidents, Student Affairs
   Deans/Directors, Admissions and Records
   Directors, Financial Aid
   Financial Aid Business Officers/Student Accounts Receivable