I. Minutes: none.

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: Harold Goldwhite and Laurence Gould, members of the CSU Board of Trustees will be in attendance at today’s meeting to report on statewide issues and to answer questions.

IV. Consent Agenda:

V. Business Item(s):
   A. Resolution on Voting Status for Student Representatives on the Academic Senate: Hunt/DeFerrari, student representatives to the Academic Senate, second reading (pp. 2-11. Any revisions will be distributed at the meeting).
   C. Resolution in Support of a Sustainable Materials Budget for the Kennedy Library to Reverse Long-term Erosion of College Collections: Wack, chair of the Library Committee, second reading. The second reading of this resolution has been postponed until February 29.
   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, second reading (p. 12).
   E. Resolution on Change in Institutional Grading Policy to Address Unofficial Student Withdrawals: Hood for the Academic Senate Executive Committee, second reading (pp. 13-17).

VI. Discussion Item(s):

VII. Adjournment:
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.
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: Sancia 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: 
....e) 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 at 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 those 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.

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**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-officio 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;

**California State University: San Jose**  
Section 3: Executive Committee  
3.1 The Executive Committee shall be composed of all Senate officers, the President, the Provost, the Vice President for Administration, the Vice President for Student Affairs and President of the Associated Students. For purposes of these By-Laws, the elected members of the Executive Committee are the Senate officers.

**California State University: Chico**  
Section 1: Ex Officio Members  
E. A student selected by procedures determined by the Board of Directors of the Associated students of California State University, Chico, voting;  
H. President of the Associated Students, or his/her representative, voting.

**California State University: Los Angeles**  
Governance of the University:  
The Academic Senate  
"Faculty members and students have a major role in the governance of the University through the Academic Senate, which is the official representative body of the faculty.

Committee Meeting Schedules  
"Meetings of the senate and standing committees are scheduled at fixed times. Faculty and student members elected to them are asked to arrange instructional Programs to accommodate meeting times. In the event of an unavoidable conflict, An alternate elected from the same constituency served during the quarter so Affected.

**California State University: San Francisco**  
No mention of student voting status...

**California State University: Long Beach**  
Section 3.476  
The President of the Associated Students, the Vice President of the Associated Students, and three students (elected at-large) in the spring regular election) shall be Voting members of the Academic Senate.

**California State University: Fullerton**  
No mention of student voting status...

**California State University: San Diego**  
Section 4.0: Membership
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 Bernadino
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.
WHEREAS, Cal Poly’s Academic Senate acknowledges with pride the contributions of the more than 3000 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.

Proposed by: Academic Senate Curriculum Committee
Date: December 10, 1999
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 uniquely 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 of academic performance possible. It is also to be used to identify students who ceased to attend class any time during going through University’s process. Symbol is equivalent to an F.

Proposed by: The Academic Senate Executive Committee
Date: January 4, 2000
Revised: January 25, 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 withdraw (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

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 Council 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.
Vice Presidents, Academic Affairs  
December 15, 1999  
Page 2

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