Meeting of the
ACADEMIC SENATE
Tuesday, May 16, 2000
UU220, 3:00-5:00pm

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: Johanna Brown, Senate representative to the Athletics Governing Board, will present a brief report on Athletics

IV. Consent Agenda:

V. Business Item(s):
   A. Resolution on Bylaws Change: Election of Academic Senate Officers: Executive Committee, second reading (pp. 2-3).
   B. Resolution on Bylaws Change: Designation of Academic Senate Committees: Executive Committee, second reading (pp. 4-5).
   C. Resolution on Temporary Faculty Range Elevation: Bethel, Chair of the Faculty Affairs Committee, second reading (revised resolution will be distributed at the meeting).
   D. Resolution on Election of Academic Senate Representative for Part-time Lecturers and Part-time PCS Employees: Fetzer, President of Cal Poly Labor Council, second reading (p. 6).
   E. Resolution on Voting Status for the Academic Senate Representative of Part-time Lecturers and part-time PCS Employees: Fetzer, President of Cal Poly Labor Council, second reading (p. 7).
   F. Resolution on 1999-2000 FMI Procedures: Bethel, chair of the Faculty Affairs Committee, first reading (pp. 8-12. This resolution is presently being revised. Revisions will be distributed at the meeting).
   G. Resolution on Code of Product Labor Principles and Business Standards, Greenwald, academic senator, first reading (pp. 13-16).
   H. Resolution to Establish a Campuswide Policy on Posthumous Degrees: O’Keefe, chair of the Instruction Committee, first reading (p. 17).
   I. Resolution on Operational Methods to Monitor and Maintain Academic Quality in the Face of Potential Enrollment Growth: Kaminaka, chair of the Budget and Long Range Planning Committee, first reading (pp. 18-20).

VI. Discussion Item(s):

VII. Adjournment:
ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS-____-00/EC
RESOLUTION ON
BYLAWS CHANGE: ELECTION OF ACADEMIC SENATE OFFICERS

Background: The office of Academic Senate Chair is elected annually with the average length of service being two years. Since each new Chair comes to the position untrained and unsuspecting, this resolution recommends the election of officers take place in winter quarter so spring quarter can be used as a period of orientation to the duties, responsibilities, and requirements of the position before officially taking office. Therefore, be it

RESOLVED: That Articles III.B and IV.C of the Bylaws of the Academic Senate be modified as follows:

III. ELECTION PROCEDURES

Elections shall be held for membership to the Academic Senate, Senate offices, statewide Academic Senate, Grants Review Committee, appropriate recall elections for the preceding as per Section IX of these Bylaws, and ad hoc committees created to search for such university positions as president, provost, vice presidents, college deans, and similar type administrative positions.

B. ELECTION CALENDAR

1. At the first January meeting of the Senate, impending vacancies in the following memberships shall be announced: (a) campus Academic Senate (according to the filled full-time equivalent faculty positions for the previous fall quarter as determined by the university Human Resources office), (b) statewide Academic Senate, and (3) Grants Review Committee. At the same time, each caucus chair shall be notified in writing of its vacancies.

2. By Friday of the following week, each caucus chair shall notify the Senate office, in writing, of any discrepancies in the number of vacancies in its constituency.

3. During the third first week of January, the Academic Senate office shall solicit nominations for the impending vacancies for the next academic year. At the same time, each caucus chair shall be notified in writing of such vacancies. By Friday of the following week, each caucus chair shall notify the Senate office, in writing, of any discrepancies in the number of vacancies in its constituency. Accepted nominations shall include a signed statement of intent to serve from the
candidate. Eligibility to serve shall be determined for each college and Professional Consultative Services.

Elections shall be conducted during the last week of February. Any runoff elections, if needed, shall be conducted during the following week.

At the first Senate meeting in February, the names of all nominees, the dates of the elections (including a runoff, if necessary), and the time and place at which ballots will be counted shall be reported...

Election of Senate officers:

(a) at the April prior to the last REGULARLY SCHEDULED Senate meeting of the Senate winter quarter, eligible nominees of the Senate shall be solicited for the offices of chair, vice chair, and secretary of the Senate.

(b) a petition of nomination signed by three senators which includes a consent to serve statement signed by the nominee shall be received by the Senate office. Such petitions shall be due at the Senate office one week before prior to the May last REGULARLY SCHEDULED Senate meeting of the Senate winter quarter. The names of the eligible nominees shall be announced in the agenda for the May at the last REGULARLY SCHEDULED Senate meeting of the Senate winter quarter.

(c) nominations for other eligible candidates will be received from the floor of the Senate provided that (1) at least two senators second the nominations, and (2) the nominee is present and agrees to serve if elected.

(d) the vice chair of the Senate shall conduct the election of Senate officers at the regular May last REGULARLY SCHEDULED Senate meeting of the Senate winter quarter. Officers shall be elected one at a time: first the chair, then the vice chair, and finally the secretary.

(e) in the event of a vacancy in the offices of the Senate, an election will be conducted at the next meeting of the Senate to fill the unexpired term. Nominations shall be made from the floor of the Senate in compliance with subsection (c) above.

IV. OFFICERS

C. TERMS OF OFFICE

Each officer shall be elected by the voting members of the Senate for a one-year term. These elections shall be held in May at the last REGULARLY SCHEDULED Senate meeting of winter quarter and terms of office shall begin with the start of summer quarter. The only limitations to the number of terms that a senator may hold office are the eligibility requirements in Article II.A of these Bylaws and the terms of office restrictions in Article II.B of these Bylaws.

Proposed by: Academic Senate Executive Committee
Date: March 28, 2000
Revised May 2, 2000
Background: The Bylaws of the Academic Senate make a distinction between General Standing Committees and Special Standing Committees. This distinction was originally intended to designate which committee chairs would be appointed by the Academic Senate Executive Committee and which committee chairs would be elected by their membership. This designation has proved to be both confusing and unnecessary, and accordingly, this resolution recommends that such identification be eliminated. Therefore, be it

RESOLVED: That Article VIII.C of the Bylaws of the Academic Senate be modified as follows:

A. COMMITTEE CHAIRS
The Academic Senate Executive Committee may choose to appoint the chairs of the General Standing Committees. The chairs of these committees shall be voting members and may be chosen from within or outside the committee. If the chair is chosen from outside the committee, the fact that one college may have two votes will be taken into account by the Academic Senate when it acts on the recommendation of the standing committee. Committee chair appointments will be submitted to each committee for its approval. The chairs of the Special Standing Committees shall be elected annually. If the Executive Committee chooses not to appoint the committee chair, then the chair shall be elected by a majority vote of the eligible voters on the committee. Committee chairs shall be appointed or elected for one year terms.

The chair need not be an academic senator. The chair shall be responsible for reporting committee activities to the Academic Senate. The chair shall notify the chair of the college caucus whenever a member has not attended two consecutive meetings. Committee chairs shall meet with the chair of the Academic Senate at least annually.

And, be it further

RESOLVED: That Articles VIII.H (listing of General Standing Committees) and VIII.I (listing of Special Standing Committees) of the Bylaws of the Academic Senate be combined into one alphabetical listing of all committees; and be it further
RESOLVED: That Article VIII.J. (Committee Descriptions of General Standing Committees) and VIII.K. (Committee Descriptions of Special Standing Committees) be combined into one alphabetical ordering of committee descriptions.

Proposed by: The Academic Senate Executive Committee
Date: March 28, 2000
Revised: May 2, 2000
WHEREAS, Part-time lecturers and part-time PCS (Professional Consultative Services) employees presently have nonvoting, nonelected part-time representative on the Academic Senate; and

WHEREAS, Voting by secret ballot is the most democratic means of selecting representation by any organized group; therefore, be it

RESOLVED: Whereas, That this position be an elected position rather than an appointed position as is current procedure; and,

RESOLVED: That the Academic Senate of Cal Poly, San Luis Obispo, conduct a General Faculty referendum to change Article III.1 (membership of the Academic Senate) of the Constitution of the Faculty as follows:

c. The Academic Senate representative of part-time lecturers and part-time PCS (Professional Consultative Services) employees shall be elected by a University part-time part-time employees during quarter year representative year appointment position.

e. d.

d. e.

Proposed by the California Faculty Association Executive Committee
Date: April 13, 2000
Revised: April 26, 2000
Revised: May 2, 2000
RESOLUTION ON VOTING STATUS FOR THE ACADEMIC SENATE
REPRESENTATIVE OF PART-TIME LECTURERS and PART-TIME PCS EMPLOYEES

AS-____-00/CFA

I. Definition of Temporary Part-time part-time (Professional Consultative Services) Academic Employees: Faculty members
part-time part-time PCS lecturers in academic departments/teaching areas in the University and personnel in Professional Consultative Services who are not full-time academic employees as defined above.

II. Representative of Temporary Part-time part-time (Professional Consultative Services) Academic Employees: A nonvoting voting member representing temporary part-time lecturers and part-time PCS academic employees shall be appointed each quarter or for the academic year contingent upon the representative's continuing appointment elected by vote of all University part-time lecturers and part-time PCS employees during fall quarter of each academic year. Such representative must have an academic year appointment in order to serve in this position.

VII. The Executive Committee: The Executive Committee shall appoint one representative of the temporary part-time academic employees to serve during that quarter or academic year in accordance with Article I.B.4 and II.A.3 of these Bylaws.

Proposed by: The California Faculty Association Executive Committee
Date: April 26, 2000
Revised: May 2, 2000
The faculty unit collective bargaining agreement (MOU 31.13) requires all faculty unit employees to provide annually a Faculty Activity Report (FAR) of his/her activities irrespective of whether he/she is applying for a Faculty Merit Increase (FMI); and

The FAR form is used for both FMI and SSI (Salary Service Increases); and;

In the two previous FMI cycles the FAR form was confusing because it was not clear that the faculty unit employee was to document all activities relevant to his/her job assignment for the applicable period; and

The FAR form was inconsistent with requirements of MOU 31.29 because the form allowed a faculty member to opt not to have his or her name and award published; and

The FAR form seemed to some faculty members to be demeaning by requiring them to state that yes, they wanted to be considered for an FAR; and

It is helpful for budgeting purposes that FMI awards be in whole dollar amounts each month, and

Some faculty who did not have full-time assignments were confused when their FMI awards were paid proportionally to their time bases; be it therefore

That the FAR form be revised as per the attached sample; and be it further

That deans/directors and departments be urged to make FMI annual award recommendations in whole dollar amounts that are evenly divisible by twelve based on an equivalent time-base of full-time; and be it further

That deans/directors be urged to inform their faculty that FMI awards are paid proportionally to the faculty member’s time base:

Proposed by: Academic Senate Faculty Affairs Committee
Date: May 2, 2000
September 22, 2000
- Departments determine whether to utilize a Departmental FMI Committee composed of faculty unit employees, the department head/chair, designee, or combination of the above at the discretion of the department.

- Department head/chair advises dean (or appropriate administrator) of department's decision.

September 22, 2000
- Faculty unit employees (faculty, librarians, coaches, counselors) submit completed Faculty Activity Reports to the department chair/head who makes them available to the Departmental FMI Committee or designee, and provides dean (or appropriate administrator) and the President with a copy of each FAR.

- Faculty Activity Reports shall detail in separate sections all of the appropriate activities based on the employee's work assignment for the period July 1, 1999 through June 30, 2000. (The work assignment for most tenure track faculty consists of teaching, scholarship, and service; a lecturer's typical work assignment consists of teaching, only. Faculty who are unsure of their assignment should check with their department chair/head or dean.)

October 13, 2000
- Departmental FMI Committee (or designee) reviews all Faculty Activity Reports of Unit 3 employees from respective department/unit and provides recommendations to dean with a copy to candidate and to the President.

October 20, 2000
- Candidate may submit a written rebuttal to the dean.

November 3, 2000
- Dean (or appropriate administrator) reviews Faculty Activity Reports, department recommendations, and provides separate recommendation to President with copy to the candidate.

November 10, 2000
- Candidate may submit a written rebuttal to the President.

November 20, 2000
- President (or designee) notifies candidates of final FMI decisions retroactive to July 1, 2000.

December 4, 2000
- Appeal deadline. Faculty may appeal if they were favorably recommended by the department or the dean/appropriate administrator for an FMI, and the final FMI decision is less than the amount recommended at either level, or the FMI was denied.
SSI (Service Salary Increase) Criteria and Calendar for FY 2000-01

SSI Criteria: demonstrated satisfactory performance commensurate with rank, work assignment, and service during the period between July 1, 1999 through June 30, 2000. Part-time lecturers are eligible for SSI after teaching 36 WTUs and thus, reports should include all appropriate activities for the period between their last SSI and June 30, 2000.

September 22, 2000

- All SSI-eligible faculty unit employees submit to department chair/head a Faculty Activity Report that details the following for an 2000/01 SSI:

  All appropriate activities between July 1, 1999, through June 30, 2000 will be considered for the SSI which will be effective on the incumbent's SSI eligibility date, normally the beginning of Fall Quarter.

  Note: This FAR will also be used for employees wishing to be considered for a 2000/01 FMI.

September 25, 2000

- Department chairs/heads provide a copy of FARs that have been submitted by SSI-eligible faculty to dean (or appropriate administrator) and to the President.

September 29, 2000

- Department chairs/heads provide recommendations for 2000/01 SSIs to dean (or appropriate administrator).

October 10, 2000

- Dean (or appropriate administrator) grants or denies Service Salary Increase and communicates decision to employee, department chair/head and President. An approved SSI shall result in a salary increase of 2.65% to be effective on appropriate SSI eligibility date of incumbent.

SSI Appeals

October 17, 2000

- Employee denied SSI may request meeting with dean (or appropriate administrator) to discuss review.

October 21, 2000

- Employee may appeal the decision to deny an SSI. An appeal committee of faculty shall hear the appeal.

Note: FMI review commencing September 22, 2000

- 2000/01 FMI: The FAR submitted for 2000/01 SSI on September 22, 2000 will also be used for 2000/01 FMI consideration for those employees wishing to be considered for an FMI. Such FARs will be forwarded by department chair/head to appropriate departmental FMI designee (dean and President were provided copies on September 25, 2000).

- See Cal Poly "Faculty Merit Increase Policy" for procedures and calendar.
The criteria for the award of a Faculty Merit Increase shall be for demonstrated performance commensurate with the rank and work assignment of the faculty unit employee (i.e., most tenure track faculty have a work assignment of teaching, scholarship, and service, whereas, a typical lecturer's work assignment consists of teaching only. If you are unsure of your assignment, please check with your department chair or dean.)

Please check the area of evaluation that pertains to your work assignment (check only one):
- Teaching only (see Section I below)
- Teaching and scholarship (see Sections I and II below)
- Teaching and service to University and community (see Sections I and III below)
- Teaching, scholarship, and service to University and community (see Sections I, II and III below)

Name _______________________________ Dept. _______________________
Highest Degree & Date ____________________

Check here if eligible for SSI (Service Salary Increase)
Check here if you do NOT want to be considered for an FMI (note: a Faculty Activity Report is required even for those employees who elect not to be considered for a faculty merit increase.)

In no more than four (4) typewritten pages using 12-point type and one-inch margins, provide information on your activities, contributions, and accomplishments in the areas applicable to your work assignment, for the period covered by this report. (Note, the sub-headings under each section are considered guidelines and not an obligatory request for information)

I. Teaching & Contributions to Student Development/Other Primary Work Assignment
   A. Summarize and comment on your student evaluations of teaching.
   B. Describe any changes in teaching approach or in responsibilities.
   C. Describe your responsibilities in advising, supervision, or similar activities.
   D. Course development or other curricular activities (i.e. redesign a major or minor)
   E. Other

II. Scholarly/Creative Activities and Professional Development/Practice
   A. List/describe work completed (books, journal articles, performances, editing, presentations, grant proposals, etc.).
   B. List/describe work in progress.
   C. Other

III. University & Community Service (list/describe your contribution to the following)
   A. Department Committees/Service
   B. College, University, Systemwide Committees/Service
   C. Professional Service Activities
   D. Community Service Activities
   E. Other

IV. Optional: List special accomplishments & other activities not included in any of the above

I attest that the information provided in this report is accurate and true to the best of my knowledge.

Faculty Member's Signature ________________________ Date ________________
The following information will be accessible to departments; faculty members are **NOT REQUIRED** to include it on their FAR. Faculty Assignment by Department (FAD) reports for the past year will be accessible to FMI reviewers at department and college levels. FAD summarizes data regarding courses taught and enrollments by term for each faculty member. Academic Personnel will send each Department a report to include: rank/classification; tenured or probationary or temporary; if probationary, date of initial tenure-track appointment; if temporary, date of first appointment in present range; time base; June 2000 monthly salary rate, and SS1 counter.
ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS----00/
RESOLUTION ON
CODE OF PRODUCT LABOR PRINCIPLES AND BUSINESS STANDARDS

Background: The abuse of basic worker rights in the apparel industry has been a continuing problem. These abuses include child labor, women labor, as well as forced labor. Health and safety issues have all too frequently been ignored.

At the national level, the United Students Against Sweatshops (USAS) was organized as an attempt to eliminate these abuses of basic worker rights in the apparel industry. Sit-ins and other confrontations between students and university officials have become increasingly common as students demand a change in university policies to end sweatshop manufacturing of university apparel.

The Cal Poly chapter of the USAS, Cal Poly Students Against Sweatshops, was organized with a similar intent to end sweatshop manufacturing of university apparel. Over the last several months the students in the Cal Poly Students Against Sweatshops have entered into a dialogue with the administration at Cal Poly with the goal of establishing a Code of Conduct concerning the manufacturing of university apparel.

The enclosed Code of Product Labor Principles and Business Standards is a joint effort of the Provost, the Cal Poly Students Against Sweatshops, and faculty members.

WHEREAS, The abuse of basic worker rights in the apparel industry throughout the world has been a continuing problem; and

WHEREAS, Cal Poly can and must be a part of the solution to this problem; and

WHEREAS, There are fundamental rights that workers everywhere should possess; and

WHEREAS, Cal Poly must ensure that the goods manufactured bearing its name and symbols be produced in a manner consistent with these fundamental rights; therefore, be it

RESOLVED: That Cal Poly's Academic Senate endorse the enclosed Code of Product Labor Principles and Business Standards.

Proposed by: Harvey Greenwald
Date: May 3, 2000
California Polytechnic State University

CODE OF PRODUCT LABOR PRINCIPLES AND BUSINESS STANDARDS

I. Purpose

This Code frames the policy within which the University will implement Executive Order No. 718, Prohibition of Labor Abuse Among Contractors, dated December 7, 1999, relating to licensed University goods. The Code also reaffirms a commitment to safe, healthful, and fair working conditions in keeping with its education mission.

II. Background

The abuse of basic worker rights in the apparel industry has stirred a national awareness of the need to hold accountable (to internationally recognized labor standards) those in the production process of emblematic goods.

There are several dimensions to this global issue, but the role of the University is basically two-fold:

First, to restate and commit to fundamental rights of all workers. The University can, within its mission, foster a fertile campus environment for a full and fair exposition of the issue, cultivate and network resources, and help to find solutions. To this end, the University adopts the Product Labor Principles stated in Section III.

Secondly, the University, with goods in the marketplace bearing its name and symbols, should set license product labor standards and internal practices that are consistent with the Product Labor Principles. The Business Standards are expressed in Section IV. Internal Practices are provided for in Section V.

III. Product Labor Principles

A. **Worker Respect.** The worker should be accorded respect and treated with dignity. Such treatment precludes forced or child labor, harassment or abuse, or discrimination.

B. **Workplace Condition.** The workplace should be a safe and healthy environment. Required work hours shall adhere to accepted business standards and conform to applicable law.

C. **Compensation.** Compensation for regular or overtime hours of work should be fair, at least that required by applicable law or prevailing in the industry (whichever is higher), including legally mandated benefits, and which constitutes a dignified living wage.

D. **Workforce Representation.** The workforce possesses the right to representation and freedom of association.
IV. Business Standards for Vendors and Licensees

All persons or entities (licensees or vendors) authorized to engage in the production process of goods bearing University names or symbols shall adhere to the following standards as a condition of such authorization:

A. **General.** Every Licensee and vendor shall conduct its business with honesty, integrity, trustworthiness, and respect for and value of its workers. Licensees and their contractors must, at a minimum, comply with applicable laws of the country in which the goods are made. Where such laws differ from, or conflict with, these Licensee standards, the higher standard applies.

Licensees, vendors, and their contractors must operate workplaces and ensure that their contractors operate workplaces whose workers are present voluntarily, are not at undue risk of physical or psychological harm, are fairly compensated, and are not exploited.

B. **Specific Standards**

**Forced Labor.** The use of prison, indentured, bond or other forms of forced labor shall not be permitted.

**Child Labor.** Workers shall be at least fifteen years of age (or fourteen where, consistent with ILO practices for developing countries, the law of the country in which the goods are produced allow such exception). Where the age for completing compulsory education is higher than the minimum employment age stated above, the higher age shall apply. Licensees shall cooperate with governmental, human rights, and non-governmental organizations, as determined by the University, to minimize the effect of children released from work because of this standard.

**Women Labor.** The following prohibitive standards apply to women workers: pregnancy tests are not a precondition for prospective or continued work; maternity leave shall not prejudice continued work (by dismissal or threat thereof), seniority, or wage or benefit loss; contraceptive use shall not be forced or pressured as a condition of work, prospective or continued; and exposure to hazards shall not endanger reproductive health or safety. Licensees or vendors and their contractors shall use their best efforts to reinstate workers who have taken maternity leave to the same or similar position or the same or comparable compensation.

**Health and Safety.** Licensees or vendors and their contractors shall provide a safe and healthy workplace.

**Harassment or Abuse.** No worker shall be subject to any physical, sexual, psychological or verbal harassment or abuse. Corporal punishment in any form shall not be tolerated. Worker efforts to freely associate or bargain collectively shall not result in harassment, intimidation or retaliation.

**Nondiscrimination.** No worker shall be subject to any discrimination in hiring, compensation, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, martial status, pregnancy, maternity leave status, nationality, political opinion, or social or ethnic origin.
Work Periods. Hourly and/or quota-based wage workers shall not be required to work more than the lesser of 48 hours per week or the limits on regular hours allowed by the law of the country in which the goods are made, and shall be entitled to at least one day off in every seven day period, as well as holidays and vacations. Overtime work shall be voluntary.

Right to Association and Representation. The right of workers to the freedom to associate and to thereby bargaining by representatives their choice shall be recognized and respected.

Compensation. Worker compensation (pay and benefits) constituting a dignified living wage, shall comply with applicable laws of the country in which the goods are made, provided such compensation is at least comparable to the prevailing compensation within the apparel industry of the country in which the goods are made, whichever is higher. Overtime compensation shall be in addition to regular work hours and paid at a premium rate that at least conforms to the domestic law.

Notification of Standards. Workers for licensees or vendors, and their contractors, shall be notified of these business standards on a fair, open and consistent basis.

Product Sources. Licensees and vendors of Cal Poly emblematic apparel shall provide the sources and locations where such goods are made.

V. Internal Practices

The University will develop and use written practices to implement this Code. Such practices shall be prudent and practicable, and include:

- Licensee assurance requirements;
- Full manufacturing-processes and plant location disclosures;
- Effective verification and monitoring methods; and
- Specific License Agreement terms and conditions

that further the above Standards.

The University is committed to the furtherance of the principles and business standards expressed in this Code and may associate with local, regional, national or international entities to this effect. The University will also provide an annual report to the campus on the execution of this code.

Warren J. Baker
President

Alfred W. Amaral
Foundation Executive Director

Date: Date:

(j:/admstore/guidelines/labor-stds3.doc)
WHEREAS, Cal Poly has had a long history of compassionate interaction with families of deceased students; and; and

WHEREAS, This compassionate interaction is in the best interest of the families and the University; and

WHEREAS, There has in recent years been a concern about uniform University policy concerning awarding posthumous degrees; therefore be it

RESOLVED: That the family of the deceased student may initiate a request for posthumous degree through the student’s department; and be it further

RESOLVED: That the faculty in the department of the student’s major may recommend to the President the award of a posthumous degree to the family of a deceased student when that student has satisfactorily completed at least two-thirds (2/3) of all coursework towards a degree; and be it further

RESOLVED: That when a deceased student lacks the two-thirds required coursework the faculty may recommend to the President and the President may present the family with a certificate.

Proposed by: The Academic Senate Instruction Committee
Date: April 13, 2000
ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS—___-00/B&LRPC
RESOLUTION ON
OPERATIONAL METHODS TO MONITOR AND MAINTAIN ACADEMIC QUALITY IN THE FACE OF POTENTIAL ENROLLMENT GROWTH

Background: The Academic Senate adopted Resolution AS-524-99/B&LRPC on May 25, 1999. That resolution, RESOLUTION ON PRINCIPLES TO GOVERN ENROLLMENT GROWTH AT CAL POLY, was intended to reinforce several principles that were felt to be important to the faculty at Cal Poly. These included: (1) that academic quality not be jeopardized, (2) that academic progress not be delayed, (3) that any enrollment growth should be fully funded, (4) that facilities must be in place before growth occurs, (5) that enrollment growth should occur in planned phases, (6) that Cal Poly continue to follow its role as a Polytechnic university and its adopted mission statement, and (7) that enrollment growth must be sensitive to its impact on surrounding communities and environment.

As we entered into the development of a new Master Plan for Cal Poly, it became evident that some operational definitions of the Principles to Govern Enrollment Growth were needed in order to assess whether or not the above principles were indeed being met. This concern has led to the introduction of this resolution. The substance of this resolution has been communicated to the Master Plan Development coordinators and to the Dean’s Enrollment Planning and Advisory Committee (DEPAC).

WHEREAS, Cal Poly is coming to closure on its Year 2000 update of its Campus Master Plan; and

WHEREAS, The previous RESOLUTION ON PRINCIPLES TO GOVERN ENROLLMENT GROWTH AT CAL POLY (AS-524-99/B&LRPC) was adopted by the Academic Senate on May 25, 1999; and

WHEREAS: Operational methods are needed by which the impacts of enrollment growth upon academic quality, facilities utilization, and resource allocation can be properly monitored, assessed, and dealt with as per the intent of that resolution; therefore be it

RESOLVED: That the new Cal Poly Master Plan incorporate the following suggested strategies for operationalizing the Principles to Govern Enrollment Growth as embodied in Resolution AS-524-99/B&LRPC.

Proposed by: The Academic Senate Budget and Long Range Planning Committee
Date: May 9, 2000
SUGGESTED STRATEGIES

I FOR PHASED ASSESSMENT OF ENROLLMENT GROWTH IMPACTS
Planning for growth should be based upon a CONTINGENCY PLANNING concept which recognizes that additional capacity for enrollment will be built in discrete units. Take use of key MILESTONES such as those points in time when FACILITIES (for classrooms & labs, etc.) become available.

Conduct an assessment at each PHASE OF GROWTH where PHASE ZERO (0) represents the point when we reach our current Master Plan Capacity (15,000 net AY)

ECT MEASURES AND DEVELOP BENCHMARKS
Select a limited and manageable set of measures to be continuously monitored.
Establish current benchmarks for those measures to provide a reference point.

The faculty, students, staff, and administration of each college and program should engage in a collaborative process to select those measures which they would most prefer to use as benchmarks.

Recognize the need for two sets of measures: (1) those required by the CSU System, and (2) those which best correspond to your own program objectives.

Avoid value judgments, at this stage, as to the meaning of the selected measures.
The meaning of the selected measures should be debated later in a different forum.

Each college or program could select those measures which they would most prefer to use as benchmarks.

LITY APPROACH
Use a Quality Control approach to monitor for excessive deviations from NORMAL benchmark values.
Use the results of your monitoring efforts to assess the impacts of any enrollment growth upon academic quality.

IE POSSIBLE MEASURES THAT MIGHT BE CONSIDERED
There is no value judgment implied by the listing of these measures. Whether or not these are indicators of higher or of lower quality is yet to be debated.

ACADEMIC QUALITY MEASURES?
1. $/FTES
2. Class size
3. Size of applicant pool, quality of applicant pool
4. Student / faculty ratios
5. Group work versus individual work - Can new paradigms cause us to rethink student/faculty ratios?
6. Number of SCANTRON exams given per student
7. Faculty teaching loads
8. Ratio of full-time to part-time faculty
9. Quality of new faculty hires?
10. Benchmarks- based upon current status?

ACADEMIC PROGRESS MEASURES?
1. Time to graduation Need well-defined cohorts
2. Retention
3. Surrogate = course loads (annual basis, summer loads)
4. Benchmark = students' perception of ability to capture classes?
   (CAPTURE)

3 GROWTH SHOULD BE FULLY FUNDED MEASURES?
   See Item 5

4 FACILITIES MUST BE IN PLACE BEFORE?
   See Item 5

5 GROWTH SHOULD OCCUR IN PLANNED PHASES?
   1. Contingency planning - based upon when facilities become available.
   2. Conduct assessment at each phase
   3. Phase 0 - when we reach our current Master Plan capacity (15,000).

6 ROLE AS A POLYTECHNIC UNIVERSITY AND ADOPTED MISSION STATEMENT?
   1. Mission statement states this goal in terms of percentages?
   2. Are absolute numbers an alternative?

7 ENROLLMENT GROWTH MUST BE SENSITIVE TO IMPACT ON SURROUNDING COMMUNITIES AND ENVIRONMENT?
   1. Evaluate negative and positive press coverage?
   2. Effects on housing and traffic.
   3. Effects on local economy.
   4. Environmental Impact Analysis

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**FIGURE 1:** Alternative Strategies for Matching Enrollment Growth to Construction of New Built Capacity. Construction of New Facilities are assumed to be key milestones for planning purposes.