MESSAGE  
Subject: Additional Senate meeting  
Creator: Margaret Camuso /cpslo,employee

Item 1
TO: DISTRIBUTION (Title: Additional Senate meeting)

Item 2
TO: ACADEMIC SENATORS

An additional Academic Senate meeting has been added to the Calendar of Meetings for Tuesday, February 15, from 3-5pm in UU220. This meeting has been added because we anticipate the discussion with Trustees Goldwhite and Gould will occupy most of tomorrow's meeting.

Please calendar the additional meeting on February 15 and keep your February 8 agenda for the meeting of the 15th as well. A new agenda will not be sent.

If you have any questions, please give me a call (756.1258) or email (mcamuso@calpoly.edu).

Thank you,
Margaret
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 and it is unfair and potentially destructive to community relations to impose this mandate on community agencies without their prior consultation and consent; and

WHEREAS, The primary mission of the California State University is to serve the people of California through educating its students; and

WHEREAS, The educational value of community service can be greatly enhanced through the pedagogy of service learning, an experiential learning methodology that integrates community service with academic study through explicitly linking community service assignments with specific topics of course study; 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
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:
ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS_____00/
RESOLUTION ON VOTING STATUS FOR
STUDENT REPRESENTATIVES TO THE 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 the current
Constitution of the Faculty to include the President and Vice President of
Associated Students, Inc. or designee thereof as two ex officio, voting student
representatives appointed by the President of Associated Students Incorporated of
Cal Poly, and revise Article II. A. 2 of The Bylaws of the Academic Senate to
accommodate the Constitutional amendment.

Proposed by: Associated Students
Incorporated of Cal Poly
Date: January 4, 2000
II. MEMBERSHIP OF THE ACADEMIC SENATE

A. ELIGIBILITY

1. Elected Members
Elected members shall be full-time members of the General Faculty who have been nominated and elected in accordance with Article VII Section III of these Bylaws. Elected members shall be voting members.

2. Ex Officio Members
Ex officio members shall be nonvoting as unless specified in Article III.1.d. of the Constitution

3. Representative of Temporary Part-time Academic Employees
A nonvoting member representing temporary part-time academic employees shall be appointed each quarter or for the academic year contingent upon the representative's continuing appointment.
Article III. The Academic Senate

Section 1. Membership

a. Each college shall elect three senators, plus one senator for each thirty faculty members or major fraction thereof. Any academic unit not housed within a college, which is otherwise not represented within the Academic Senate, shall have an opportunity to obtain representation in the Senate and/or university committees through a petition to the Academic Senate Executive Committee. The unit, upon petition, may be allocated one senator for each thirty full-time faculty members or major fraction thereof who are solely affiliated with that unit.

b. Designated personnel in Professional Consultative Services (excepting directors) shall be represented in the Academic Senate by the formula of one senator per each fifteen members, or major fraction thereof:
   (1) Full time probationary or permanent Librarians; and
   (2) Full time probationary or permanent (a) Counselors; (b) Student Services Professionals [SSPs] I-, II-, and III-academically related; (c) SSPs and IV (d) Cooperative Education lecturers; (e) physicians; and (f) full time coaches holding a current faculty appointment of at least one year.

c. Senators acting in an at-large capacity are the immediate Past Chair of the Academic Senate and the CSU statewide academic senators.

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

e. Ex officio, nonvoting 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, and (4) the President and Executive Vice President of ASI-designees, and (5) the Vice President for Student Affairs.
The One Card Program provides an ID card base utility infrastructure and support enabling a full range of users reliable, networked and easy access to campus resources and services. Typical services that can be provided using the One Card utility include:

1. Usage counters, e.g. meal plans
2. Purchases using a debit account, e.g. vending, food services, laser printing
3. Security/access control, e.g. Rec. Center, residence halls, departmental labs
4. Enrollment/employment verification, e.g. campus events, computer lab usage
5. Information lookup, e.g. health center, records office, help desk

Operational Model:
The base ID card utility infrastructure includes maintenance of a database that holds customer information required for performing these services and maintenance of customer debit accounts for purchase transactions. All service providers (e.g. Foundation, Student Services, ESS, etc.) are treated equally and support must meet the provider’s service level requirements.

The One Card utility consists of program management and four main areas, each of which has a base utility component.

1) Program Management
The One Card program manager is responsible for program and business assurance.
   The program manager will determine appropriate and sound business models for services, and the sponsor of campus wide services.
   - Program and Business Assurance
   - Reporting to Executive Committee consisting of Senior Management
   - State Funding
   - Student Fees
   - Sound Business Models for Services
   - Appropriate Business Models for Services
   - Program Development
   - Campus Service Sponsor

2) Policies and Procedures
The program manager is responsible for development and enforcement of policies and procedures in association with existing policy bodies on campus.
   - Policies and Procedures Committees
   - Student/Employee records (FERPA)
   - Fees and charge back rates
   - New programs

3) Customer Service
Customer service is the main point of contact for individuals and service providers.

The customer service office produces ID cards, maintains the ID card database and accepts deposits to customer debit accounts. The office will market the ID card services and handle questions and complaints. For individuals the following is provided:
   a) Production of new ID cards and replacements for lost, stolen, or damaged ID cards
   b) Production of visitor/temporary ID cards
   c) Cashier for deposits into customer debit account
   d) Marketing of One Card services, policies and procedures, including advertisements, handouts, and web pages.

The customer service office is the liaison between the One Card Program and service providers. Any contact, from new requests to problem reporting, should be initiated through this office. Requests for new services will be escalated to program manager.
E.g., College of Engineering wants to use One Card to control access to a special projects lab. If the access control service is already available with applicable policies and procedures, the customer service office will follow the process for a new instance of this service, including coordinating with other areas of the One Card Program. If the access control service is not available, the request will be escalated to the program manager.

For service providers, the following is provided:
- e) Initial contact for new service requests
- f) Marketing to potential new service providers
- g) Problem reporting

Non-base services include:
- h) Service specific marketing
- i) Service specific data reporting

4) Financial Services
One Card financial services area provides financial management of the customer debit accounts, including deposits, refunds, and account closures, as part of the base service. Service specific financial services such as daily reconciliation and monthly account transfers are provided at cost to the service provider.
E.g. the laser printing service only pays for the financial transactions specific to the service, such as daily balancing and monthly fund transfers, and does not pay for maintenance of customer debit accounts.

5) Physical Infrastructure Services
One Card infrastructure services area is responsible for maintaining the hardware and software required for providing services. This includes maintenance of card system server hardware and software, including installation, backups, monitoring, and data administration, including security, import/export from/to external databases, and query/report development. Service specific infrastructure services, provided at cost to the service provider, include installation and maintenance of servers, card readers, controllers, and other required equipment.
E.g. the Rec Center must pay for the installation and maintenance of the card readers and controllers at their location, but does not pay for the use of the card system server and access control software that is part of the base service. The laser printing service must pay for the cost of the additional hardware and software required, but does not pay for the use of the debit account system because it is part of the base service.

Funding Model:
ITS provides campus implementation and direction for the One Card utility infrastructure. The business model that supports the funding and deployment of core resources and services is revenue neutral and will be driven by metrics, such as reliability, quality, cost, etc.

Service providers will not be required to pay to use the base utility; this will be funded out of ITS base budget. Service providers are required to pay for any additions required to specifically support the service being provided. If the net result of a proposed specific service results in a serious incremental demand on the core infrastructure, the business case for that service may require some appropriate cost allocation for that increment traffic. There will be a need to integrate and implement a sensible “mix” of services to ensure that the quality and pace of introduction of additional services is effectively managed. ITS will, through the Program Office, direct this planning and implementation effort.

Services utilizing the One Card service may or may not run with a zero profit, but those that are critical to the core academic mission (teaching, learning and development) or co-curricular should be implemented as “revenue neutral” services unless prior policy agreement has been reached by the principal stakeholders.

Services can run with one of three business model alternatives:
1. Subsidized - cost of the service is subsidized so there is no direct cost to the user. E.g. Rec. Center is subsidizing the cost of the access service. There is no cost to the user for this service; however, there is a fee that Rec. Center users pay for the uses of the facility from which this subsidy is derived.

2. User fee - the entire direct and "allocable" costs of the service is charged to the user. This can occur when the fee or charge is to recover costs (and is hence neutral) or where the charge is embedded in a service or sale that is intended to produce a profit (and is essentially recovered in the pricing mechanism but not as a burden of the core infrastructure) as with Campus Express or Bookstore transactions.

3. Fee/Subsidy hybrid - cost of the service is partially subsidized, reducing the cost to the user. E.g. in the current year-1 laser printing business model, ITS has partially subsidized the cost to reduce the fee to the user. The sources for such subsidies are generally to be scrutinized so as to make timely progress towards having all costs and uses of funds justified and assigned. As noted below, students do pay a generalized student fee for the production of their One Card, and as such this can be, selectively, one source for core production and support costs of the card program itself.

Source of funds:
The student fee (currently at $2 per student per quarter) is used for operation of One Card customer service and may potentially be used for the expansion of the critical services that are not funded by other means. ITS has acquired base funding of $150,000 for One Card infrastructure support. One Card services are required to pay for any additions required specifically for the service being provided. Total program management costs are still being determined and a source of funds for those costs is yet to be determined.
One Card Program
- Management Information
  - Facility, account, and activity use statistics
  - Annual business plan and performance statement
- Policy and Procedures
  - FERPA compliance
  - Off campus vendor participation (town/gown relationships)
  - IT policies and procedures (inclusion)
- Administrative services
  - Emergency response
  - Student and employment record
  - Fees and charge-back rates
  - New programs (e.g. visitor debit cards)

Customer Service
- Card Production
  - New cards, replacement cards
  - VIP cards – department/contractor, visitor, temporary cards
- Customer Communications
  - Program marketing to new and on-going students - brochures
  - Card contract and disclosure terms
  - Deposit forms - office, mailer ad tear-off
  - Parent guides, administrative and student handbooks
- Cashiering
  - Customer deposits for debit accounts
  - Subscriber Services
    - Subscriber Liaison
    - New Services
    - Subscriber reporting
    - Staff training, on-going support, and problem response

Financial Services Infrastructure
- Accounting/Financial Management
  - Cardholder debit accounts
  - Departmental (income) accounts
  - Inter-organizational charge-backs
  - Vendor sales, payments, and commission receipts
- Cashiering
  - Deposits and daily cash and sales reconciliation
  - Refunds and account closures

Physical Infrastructure Support
- System Administration
  - Data administration and security
  - Data import/export from/to other campus systems
  - Software, hardware, and reader maintenance and repair
  - Data query programming
  - System monitoring
  - Vendor/contractor liaison
- Subscriber/Location Support
  - Location wiring and reader installation
  - Software set-up and maintenance
  - Management reporting

Meal Plan
- Retail Sales
- Administrative Fees
- Print/Copy Services
- Laundry

Debit Card (Campus Express)
- Athletic Events
- Computer Lab Use

Enrollment/Employment Verification
- Health Center Records Window Help Desk

Information Lookup
- Residence Halls Door Access Rec. Center Access

Security/Access
1. Purpose of Fee
The laser printing fee will be used to recover the cost of providing laser printing services in labs on campus and to maintain quality relative to current technology.

2. Impact on Students
Students, faculty and staff who wish to use the lab laser printing services will be required to pay a per page fee.

3. Sources of funds
The fee to users of the laser printing service will be 10¢ per black and white page and 25¢ per color page. These fees are per single sided laser print.

This fee schedule requires a 1.19¢ per black and white page subsidy to reduce the fee to users to 10¢. The University will provide this subsidy through June 30, 2000, at which time we will determine the actual cost of printing services. The estimated cost of the subsidy is $15,000. In July 2000, ITS will use the data collected to evaluate the validity of the fee and the impact of the subsidy. ITS will present these findings and any adjustment recommendations to the President of the University.

To address student concerns regarding the implementation of this service, the University will subsidize the cost of 10 black and white printing credits per quarter for each enrolled student for one year. The estimated cost of the subsidy is $60,000. In April 2001, ITS will use the data collected to evaluate the impact of the subsidy on the printing service’s acceptance and cost. ITS will present these findings and a recommendation to the President of the University. Based on the results, the recommendation could be one of three alternatives: 1) continue the practice 2) eliminate the subsidy 3) find another source of funds (e.g. ASI or raise the student fee)

4. Uses of funds
The fees collected will be used to recover all costs of providing the laser printing service.

These costs will include the following:
- Printing consumables
  - e.g. paper, toner
- Hardware - including installation, maintenance, and a 3 year refresh cycle
  - e.g. printer, printing station (for integration with One Card system), card reader equipment, server (provides accounting database used for account balancing and auditing)
- Software- including installation, maintenance, and a 3 year refresh cycle
  - e.g. site license of integration software, all operating system licenses required for above hardware
- Transaction processing
  - e.g. daily balancing of fees collected, monthly reconciliation and transfer of printing funds

5. Response to ASI Resolution #00-05
In recognition of ASI Resolution #00-05, ITS agrees to the installation of strategically placed value add terminals for the One Card System. The cost of these terminals will not be included in this fee or the laser printing business case, because they are not part of the cost of printing. The cost will be included in the One Card business case.

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Details for the funding of this subsidy will be determined internally
Vendor development and delivery timelines have an estimated installation date of August, 2000
Hardware costs estimated at $20,000
ITS Response to a Misinterpretation of the Laser Printing Fee Proposal Information

At the IACC meeting on February 4th, 2000, there was a misinterpretation of the laser printing fee proposal information. E-mail was sent suggesting ITS would be applying this fee to ALL networked printers on campus. Following is the response ITS has sent to help clear up any confusion that has resulted.

The laser printing fee proposal does not require that all printers on campus implement a charge for printing. However, ITS recommends that the laser-printing fee should be implemented in all open access labs. This recommendation came from discussions with the lab printing group which had representatives from all colleges, library, ITS, and ASL. The consequence for not implementing the fee at a site will be an increased volume of users and prints, thus higher cost and subsidy to the department. The group was also in agreement that the students would seek out and find the locations of free printing. Departmental and other printing resources that have restricted access also concerned the group. Those who have access to these "private" resources will be more inclined to use them for other than the intended purposes. These issues will be "advertised" to the campus.

The One Card system can be used to help restrict access to these private printing resources in at least these two ways:

1. Use One Card to track printing
   The same system that will be used to implement the laser printing fee can be implemented on private resources using a "no charge to the user" model. This will track printing volume and users, allowing the department to know the actual cost of the printing and who is using the resource. ITS must build a business case to determine the costs for this solution.

2. Use One Card for access control
   One Card can be used to control access to the physical location of the printer. With this, a department will be able to restrict and track access to the location, but will not be able to track usage of the resource. E.g. Currently, departments who have closed labs use either keys or combination locks to control access to the lab. Both of these solutions allow for some abuse, e.g. not returning keys, or sharing the combination with friends. The One Card system will allow a department to decide who has access, provide specific access schedules, and know when users have entered the lab. At the end of a quarter, a new list is supplied for access to the lab, and the old list is denied access. The business case for this solution is being developed and will be available for general use during spring quarter.