I. Minutes: Approval of the minutes for the Academic Senate meetings of October 27, November 10, November 17, November 24, and December 1, 1998 (pp. 2-8).

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:
Curriculum proposals: All proposals recommended for approval are located at http://www.calpoly.edu/~acadprog/curriculum/curriculum_webdir.html. If there are any questions on any courses proposed for approval, please notify the Academic Senate office at 61258. These courses will be pulled from the Consent Agenda and brought to the January 19th meeting in hardcopy. The last date to notify the Academic Senate office in order to pull a course from the Consent Agenda is Friday, January 15.

V. Business Item(s):
A. Curriculum proposals: Keesey, Chair of the Curriculum Committee, first reading (courses not recommended for approval are listed on p. 9).
B. Resolution on Policy and Procedures for Resolving University 504/ADA Accommodation Disputes: Bailey, Director for the Disability Resource Center, first reading (pp. 10-13. Minor revisions to this document will be distributed at the meeting).
C. Resolution on Revision to the Bylaws of the Academic Senate to Add Academic Senate Student Grievance Board: Executive Committee, first reading (pp. 14-18).
D. Resolution to Modify the Definition (Membership) of General Faculty in the Constitution of the General Faculty: Harris, chair of the Faculty Affairs Committee, first reading (pp. 19-20).

The Forum on Admission Selection Criteria has been rescheduled for Tuesday, February 2, 1999 from 3:50pm in UU220. This is an added meeting to those appearing on the Academic Senate Calendar of Meetings for 1998-1999. Please add this meeting to your calendars. Thank you.
To: Academic Senate
From: Academic Senate Curriculum Committee (ASCC)
Subject: Course Changes Proposed for 1999-2000 Catalog

<table>
<thead>
<tr>
<th><strong>ASCC Recommendation</strong></th>
<th><strong>Item</strong></th>
<th><strong>Rationale for Recommendation</strong></th>
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<tbody>
<tr>
<td><strong>1. Disapprove</strong></td>
<td>OH 243 Turf Management change to EHS 330</td>
<td>Given the articulation concerns with community colleges, the rationale provided by the EHS department for changing course level to upper division was not strong. Additional information was requested, but no response received by Dec 11.</td>
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<td><strong>2. Postpone</strong></td>
<td>CE 557 Seismic Analysis and Design for Civil Engineers new course</td>
<td>A recommendation regarding this new course is postponed to allow the departments of CE and ARCE to meet in Winter Quarter to discuss coordination of course offerings.</td>
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<td><strong>3. Postpone</strong></td>
<td>PSY 563 Counseling Diverse Populations new course</td>
<td>A recommendation regarding this new course is postponed to allow the PSY/HD department and UCTE to meet in winter quarter to discuss this course.</td>
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<td><strong>4. Approved Pending add'l information</strong></td>
<td>IT 375 Packaging Material and Product Testing new course IT 408, IT 409, IT 435 unit increases</td>
<td>It was unclear whether these courses will be required in the Packaging Minor and what effect the increase in units will have. Industrial Technology was asked to provide the curriculum display for the Minor. Since Packaging is an interdisciplinary minor with FSN &amp; GRC, sign-off on notification memos are needed. As of Dec 11 no response received.</td>
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<tr>
<td><strong>5. Approved Pending add'l information</strong></td>
<td>LIB 304 Information Competency new course</td>
<td>There were several unresolved questions regarding the course and the instructor was asked to provide additional information. As of Dec 11 no response received.</td>
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<td><strong>6. Not approved to fulfill USCP requirement</strong></td>
<td>DANC 311 BUS 481 MU 221 SPAN 123</td>
<td>The recommendation of the U. S. Cultural Pluralism subcommittee was not to approve these courses for USCP. The Senate Curriculum Committee concurs with the recommendation.</td>
</tr>
</tbody>
</table>
WHEREAS, Cal Poly, and its Academic Senate, have stated commitments supporting campus diversity--which includes persons with disabilities--in its University Strategic Plan (revised January 26, 1996), and several Academic Senate resolutions on diversity (most recently AS-505-98/DTF “Resolution on the Academic Value of Diversity” and AS-506-98/DTF “Resolution on The Cal Poly Statement on Diversity”); and

WHEREAS, Cal Poly has publicly stated its commitment in official publications (e.g., catalog, job announcements, etc.) to compliance with Section 504 of the Federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA); and

WHEREAS, Federal law (34 C.F.R., Section 104.7; 28 C.F.R., Section 35.107) requires that the University adopt and publish a grievance procedure; and

WHEREAS, The existing Student Grievance Procedure was written over 10 years ago, prior to the signing of the ADA, and does not adequately address the current needs of the campus; therefore, be it

RESOLVED: That the Academic Senate at Cal Poly accept and endorse the attached Policy and Procedures for the Resolution of 504/ADA Accommodation Disputes.

Proposed by: Cal Poly Disability Resource Center and Ombud Services and Educational Equity Programs
Date: January 5, 1999
Introduction
It is the policy of California Polytechnic State University that “otherwise qualified” students who have
disabilities shall have access to academic adjustments and auxiliary aids necessary to accommodate
functional limitations (resulting from verified disabilities) impairing one or more major life activities.
Accommodations are generally determined on an individual basis. Students must verify their disability
through the campus Disability Resource Center (DRC) and are encouraged to identify their needs as
early as possible.

This document describes the remedies available to students, staff, and faculty in the event that there is a
dispute regarding the appropriateness of a particular accommodation. Every effort will be made to
resolve the dispute as expeditiously as possible. During the time that the accommodation is under
review, the DRC recommendation for accommodation will remain in effect.

The following procedures have been developed in response to Section 504 of the Federal Rehabilitation
Act of 1973, the Americans with Disabilities Act, State of California ACR 201 (1976), ACR 3 (1985),
AB 746 (1987), and the “Policy for the Provision of Services to Students with Disabilities,” coded
memorandum AAES 89-07, The California State University system.

Informal Resolution Procedures
Students, faculty, or staff should attempt to resolve disputes informally with either the party alleged to
have committed the violation, and/or with the head of the department or unit in which the alleged
violation occurred. There is no requirement that a complainant utilize these informal procedures
before filing a formal complaint, but all complainants are encouraged to resolve disputes via these
informal processes when possible. The Office of Campus Student Relations and Judicial Affairs and
the Disability Resource Center are available to provide advisory, mediation, and conciliation services to
students raising such complaints.

Formal Resolution
To initiate the formal resolution process, a written complaint must be filed with the Office of Campus
Student Relations and Judicial Affairs (CSRJA) within thirty (30) calendar days of the time the
complainant could reasonably be expected to have had knowledge of the injury allegedly caused by the
discriminatory action. The Director of CSRJA will refer the complaint to the appropriate campus vice
president (Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice
President for Administration and Finance, or Vice President for Advancement). Complaints must
include the following information:

(a) the complainant’s name, address, and phone number;
(b) the specific act(s) or circumstance(s) alleged to constitute the discriminatory actions that are the basis of the complaint, including the time and place of the alleged discriminatory action; and
(c) the remedy requested.

Formal Complaint Resolution Procedures
1. The Director of CSRJA will direct the complaint to the appropriate campus vice president (Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Administration and Finance, or Vice President for Advancement). The vice president, or her/his designee, will, within five (5) working days, evaluate the complaint and send the complaint to the appropriate department chair, department head, or director for resolution.
2. If the department chair, department head, or director is unable to resolve the dispute within five (5) working days, it will be referred to the Accommodation Review Board (ARB) by the vice president.
3. The ARB will review the complaint to decide if the complaint appears to have merit. If the ARB decides the complaint has merit, a hearing will be scheduled. The ARB findings and recommendations will be forwarded to the appropriate vice president within fifteen (15) working days of receiving the case for review.
4. The vice president will issue an implementation letter within ten (10) working days of receipt of the ARB recommendation. The vice president has the authority to accept, reject, or modify the recommendations of the ARB. The vice president’s decision is final and ends the formal University 504/ADA Accommodation Disputes resolution process.

Accommodation Review Board
Members of the Accommodation Review Board are appointed by the Provost/Vice President for Academic Affairs, the Vice President for Student Affairs, and the Academic Senate for two year terms. Membership shall include:
(a) two (2) faculty members (nominated by the Academic Senate);
(b) one (1) associate dean (nominated by the Provost/Vice President for Academic Affairs);
(c) one student member with no less than junior standing and three consecutive quarters of attendance at Cal Poly preceding the appointment (nominated by the current ASI President for a one year term);
(d) one Student Affairs director (nominated by the Vice President for Student Affairs);
(e) the University ADA/504 Compliance Officer; and
(f) the Associate Vice President for Academic Programs;
(g) the Director of Campus Student Relations and Judicial Affairs or her/his designee shall serve on the ARB in an ex officio capacity;
(h) the Director of the Disability Resource Center or her/his designee shall serve on the ARB in an ex officio capacity.

The Associate Vice President for Academic Programs shall serve as the chairperson of the ARB.
Hearing Procedures

1. The chairperson of the ARB upon receipt of the complaint will schedule a meeting of the ARB. A quorum shall consist of five (5) members, one (1) of whom must be a faculty representative.
2. The chairperson will notify the Board members and any principal parties.
3. In order to avoid potential conflicts of interest, Board members may excuse themselves if they have a significant direct involvement in the dispute. They will be replaced temporarily by a designee selected by the nominating authority of the excused member.
4. The ARB will allow each principal party, who may be accompanied by her/his advisor (not a practicing attorney of law), to present her/his case personally, call and question witnesses and present exhibits. The Board may request copies of any materials it believes are relevant to the hearing.
5. Each Board member may ask questions of either party or any witnesses.
6. The Board itself may call witnesses or recall witnesses.
7. The Board will keep a summary file of each case and will tape record the hearing.
8. The Board will close the hearing when it is satisfied that both sides have been heard.
9. The Board will deliberate in private.
10. Decisions will be reached by simple majority vote with the Associate Vice President for Academic Programs voting only when needed to break a tie.
11. The chairperson of the Board will send a copy of its recommendation to the appropriate vice president.
12. Should any Board member wish to file a minority recommendation, it will be attached to the Board’s majority recommendation.

Training for the Board will be provided annually by the University’s ADA/504 Compliance Officer, the Office of Campus Student Relations and Judicial Affairs, and the Office of the Disability Resource Center.
Adopted:

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

AS-____-98/
REVISION TO THE BYLAWS OF THE ACADEMIC SENATE
TO ADD ACADEMIC SENATE STUDENT GRIEVANCE BOARD

WHEREAS, The Academic Senate adopted AS-500-98/ETF, Resolution on Student Grievance Process, on May 19, 1998 (attached); and

WHEREAS, President Baker approved Academic Senate resolution AS-500-98/ETF, Resolution on Student Grievance Process, on September 18, 1998; and

WHEREAS, The Resolution on Student Grievance Process establishes a formal process for dealing with student grievances concerning faculty that do not involve grade appeals and are not covered by existing policies; therefore, be it

RESOLVED: That the following committee be added to the Bylaws of the Academic Senate:

VIII. COMMITTEES
I. SPECIAL STANDING COMMITTEES
   5. Student Grievance Board

K. COMMITTEE DESCRIPTIONS OF SPECIAL STANDING COMMITTEES
   5. Student Grievance Board
      a. Membership
      The Student Grievance Board shall include one tenured faculty member from each college and Professional Consultative Services for two year terms, and two student members appointed by the ASI. The student members shall serve one year terms and shall have at least junior standing and three consecutive quarters of attendance at Cal Poly preceding appointment. The Student Grievance Board chair shall be a member of the general faculty and shall be elected by the members of the Board.
b. Responsibilities

The procedures to be followed and the problems to be considered shall be approved by the Academic Senate and published as a document entitled “Student Grievance Process.” Changes in the document shall be made by the Senate upon recommendation of the Student Grievance Board. The board shall report to the Academic Senate.

Proposed by: Academic Senate Executive Committee
January 5, 1999
Background: The Fairness Board of the Academic Senate deals with formal grade appeals concerning student grievances involving faculty. In addition, the campus currently has policies and procedures to deal with the formal resolution of issues involving sexual harassment, amorous relations, and disputes involving students with disabilities. All other student grievances involving faculty can only be dealt with informally and are addressed with the aid of the Office of Campus Student Relations and Judicial Affairs (CSR/JA). Grievances that would fall under the purview of the Student Grievance Process are those that deal with issues of alleged harassment or perceived unfair treatment such as those that result from race, ethnicity, gender, disability, or sexual orientation. These grievances, which do not involve grade appeals, are at least as common as those grievances that do involve grade appeals. As a result, it would not be possible for the Fairness Board to deal with both types of grievances. The creation of a board to deal with these non-grade grievances would enable faculty to have a significant role in addressing these types of grievances. Many other universities have similar student grievance procedures. In fact, the student grievance processes at other universities influenced the enclosed process.

WHEREAS, The Fairness Board of the Academic Senate deals with grade appeals; and
WHEREAS, There are a number of student grievances concerning faculty that do not involve grade appeals and are not covered by existing policies; and
WHEREAS, These student grievances concerning faculty that do not involve grade appeals and are not covered by existing policies are only dealt with through informal means, with the help of the Office of Campus Student Relations and Judicial Affairs; and
WHEREAS, There is a need to create a formal process involving faculty and students to deal with these student grievances concerning faculty that do not involve grade appeals and are not covered by existing policies; therefore, be it
RESOLVED: That a Student Grievance Process be established consistent with the attached document; and, be it further
RESOLVED: That a Grievance Board be established consistent with the attached document; and, be it further
RESOLVED: That the Grievance Board be charged with creating procedures to implement a Student Grievance Process consistent with the attached document.

Proposed by: The Academic Senate Ethics Task Force
Date: April 21, 1998
Revised: May 19, 1998
Student Grievance Process

1. **Scope:** The Student Grievance Process applies to student grievances involving faculty members that do not involve grade appeals and are not covered by existing policies. Grievances involving grade appeals should be submitted to the Fairness Board of the Academic Senate. For the purpose of this policy, faculty shall include part-time faculty as well as teaching assistants. The following matters do not constitute the basis of a grievance under this policy:
   a. Policies, regulations, decisions, resolutions, directives, and other acts of the Board of Trustees and the Office of the Chancellor;
   b. Any statute, regulations, directive, or order of any department or agency of the United States or State of California;
   c. Any matter outside the control of Cal Poly;
   d. Course offerings;
   e. The staffing and structure of any academic department or unit;
   f. The fiscal management and allocation of resources by the CSU and Cal Poly;
   g. Any issue(s) or act(s) which does (do) not affect the complaining party directly.

2. **Informal Resolution Process:** A student should attempt to resolve the matter with the individual faculty member. If unable to reach a resolution, the student and faculty member may request assistance from the faculty member’s department chair or the dean of the college. There is no requirement that a complainant utilize this informal process before filing a formal complaint. The Office of Campus Student Relations and Judicial Affairs is available to provide advisory, mediation, and conciliation services to students raising such complaints.

3. **Formal Process:** To initiate the formal resolution process, a written complaint must be filed with the Office of Campus Student Relations and Judicial Affairs within two quarters of the time the complainant could reasonably be expected to have knowledge of the injury allegedly caused by the discriminatory action. If special circumstances exist, such as when a faculty member is on leave and not readily available to the student, the Grievance Board may elect to waive the two-quarter requirement. Complaints must include the following information:
   a. The complainant’s name, address, and phone number;
   b. The specific act(s), or circumstances alleged to constitute the discriminatory actions that are the basis of the complaint including the time and place of the alleged discriminatory action; and
   c. The remedy requested, if any.
4. **Grievance Board**: The Grievance Board shall include one tenured faculty member from each college and the Professional Consultative Services appointed by the Academic Senate for two-year terms, and two student members appointed by the ASI. The student members shall serve one-year terms and shall have at least junior standing and three consecutive quarters of attendance at Cal Poly preceding appointment. The Grievance Board chair shall be a member of the general faculty and shall be elected by the members of the Board.

   a. The Grievance Board shall be a committee of the Academic Senate.

   b. A quorum shall consist of six members (2/3) of the Grievance Board.

   c. Every effort should be made to ensure that students are able to attend.

   d. Grievance Board members will disqualify themselves from participation in any case in which they are a principal or they feel that they cannot be impartial.

   e. The Grievance Board shall conduct hearings if appropriate and forward its recommendations to the Provost, to each principal party, and to the faculty member’s department chair and dean.

   f. Each principal party shall have the right to appeal the decision of the Grievance Board to the Provost.

   g. The Provost shall inform the Grievance Board, each principal party, and the faculty member’s department chair and dean of the action, if any, that has been taken.

   h. The Grievance Board shall provide a yearly report of its activities to the Provost with copies to the Director of Judicial Affairs and to the Vice Provost for Academic Programs and Undergraduate Education.

   i. The Director of Judicial Affairs shall be responsible for providing appropriate training for the Grievance Board.

   j. The Grievance Board shall ensure that confidentiality is maintained.
WHEREAS, Changes in the Collective Bargaining Agreement Between The Board of Trustees of The California State University and The California Faculty Association, Unit 3 – Faculty since the last publication of the Constitution of the Faculty have expanded CPA’s representation of general faculty to include faculty in the Pre-retirement Reduction in Time Base Program, full-time coaches holding faculty appointments of one year or more, and full-time probationary and permanent employees in Professional Consultative Services; therefore, be it

RESOLVED: That Article I, Membership of the General Faculty, as defined in the Constitution of the Faculty be modified as follows:

Article I. Membership of the General Faculty

Voting members of the General Faculty shall consist solely of those persons who are full-time academic employees holding faculty rank and occupying a position in an academic department, according to their appointment, within the university and faculty in the Pre-retirement Reduction in Time Base Program regardless of time base. Department chairs, department heads, center directors, officers of the faculty and representatives to The California State University Academic Senate will not cease to be members of the General Faculty because of any reassigned time allotted to them by virtue of their offices. Full time coaches holding faculty appointment of one year of more in an academic department or equivalent unit, personnel full time probationary and permanent employees in Professional Consultative Services, as defined in Article III.1.b of the Constitution, and full time lecturers holding appointments of one year or more in academic departments are members of the General Faculty. Faculty whose appointments are full time for an
academic quarter are considered members of the General Faculty during each quarter of their full time appointment. Voting membership of the General Faculty shall lapse during a leave of absence if the leave is one year or longer. Nonvoting membership in the General Faculty shall include all temporary, part-time academic personnel not included in the voting membership.

and, be it further

RESOLVED: That upon Academic Senate approval of this modification, and in accordance with Article IV, Amendments, of the Constitution of the Faculty, said modification be submitted to the General Faculty for its adoption by a two-thirds majority of the votes cast.

Proposed by: The Academic Senate Faculty Affairs Committee
Date: January 5, 1999
WHEREAS, Cal Poly, and its Academic Senate, have stated commitments supporting campus diversity—which includes persons with disabilities—in its University Strategic Plan (revised January 26, 1996), and several Academic Senate resolutions on diversity (most recently AS-505-98/DTF “Resolution on the Academic Value of Diversity” and AS-506-98/DTF “Resolution on The Cal Poly Statement on Diversity”); and

WHEREAS, Cal Poly has publicly stated its commitment in official publications (e.g., catalog, job announcements, etc.) to compliance with Section 504 of the Federal Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA); and

WHEREAS, Federal law (34 C.F.R., Section 104.7; 28 C.F.R., Section 35.107) requires that the University adopt and publish a grievance procedure; and

WHEREAS, The existing Student Grievance Procedure was written over 10 years ago, prior to the signing of the ADA, and does not adequately address the current needs of the campus; therefore, be it

RESOLVED: That the Academic Senate at Cal Poly accept and endorse the attached Policy and Procedures for the Resolution of 504/ADA Accommodation Disputes.

Proposed by: Cal Poly Disability Resource Center and Ombud Services and Educational Equity Programs
Date: January 5, 1999
POLICY AND PROCEDURES FOR
RESOLVING UNIVERSITY 504/ADA ACCOMMODATION DISPUTES

Introduction
It is the policy of California Polytechnic State University that "otherwise qualified" students who have disabilities shall have access to academic adjustments and auxiliary aids necessary to accommodate functional limitations (resulting from verified disabilities) impairing one or more major life activities. Accommodations are generally determined on an individual basis. Students must verify their disability through the campus Disability Resource Center (DRC) and are encouraged to identify their needs as early as possible.

This document describes the remedies available to students, staff, and faculty in the event that there is a dispute regarding the appropriateness of a particular student accommodation. Every effort will be made to resolve the dispute as expeditiously as possible. During the time that the accommodation is under review, the DRC recommendation for accommodation will remain in effect.

The following procedures have been developed in response to Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act, State of California ACR 201 (1976), ACR 3 (1985), AB 746 (1987), and the "Policy for the Provision of Services to Students with Disabilities," coded memorandum AAES 89-07, The California State University system.

Informal Resolution Procedures
Students, faculty, or staff should attempt to resolve disputes informally with either the party alleged to have committed the violation, and/or with the head of the department or unit in which the alleged violation occurred. There is no requirement that a complainant utilize these informal procedures before filing a formal complaint. Experience has shown that the majority of complaints can be effectively resolved through the informal process. In the interest of efficiency but all complainants are encouraged to resolve disputes via these informal processes when possible. The Office of Campus Student Relations and Judicial Affairs and the Disability Resource Center are available to provide advisory, mediation, and conciliation services to students raising such complaints.

Formal Resolution
To initiate the formal resolution process, a written complaint must be filed with the Office of Campus Student Relations and Judicial Affairs (CSRJA) within thirty (30) calendar days of the time the complainant could reasonably be expected to have had knowledge of the injury allegedly caused by the discriminatory action. The Director of CSRJA will refer the complaint to the appropriate campus vice president (Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Administration and Finance, or Vice President for Advancement). Complaints must include the following information:

(a) the complainant's name, address, and phone number;
(b) the specific act(s) or circumstance(s) alleged to constitute the discriminatory actions that are the basis of the complaint, including the time and place of the alleged discriminatory action; and

(c) the remedy requested.

**Formal Complaint Resolution Procedures**

1. The Director of CSRJA will direct the complaint to the appropriate campus vice president (Provost/Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Administration and Finance, or Vice President for Advancement). The vice president, or her/his designee, will, within five (5) working days, evaluate the complaint and send the complaint to the appropriate department chair, department head, or director for resolution.

2. If the department chair, department head, or director is unable to resolve the dispute within five (5) working days, it will be referred to the Accommodation Review Board (ARB) by the vice president.

3. The ARB will review the complaint to decide if the complaint appears to have merit. If the ARB decides the complaint has merit, a hearing will be scheduled. The ARB findings and recommendations will be forwarded to the appropriate vice president within fifteen (15) working days of receiving the case for review.

4. The vice president will issue an implementation letter within ten (10) working days of receipt of the ARB recommendation. The vice president has the authority to accept, reject, or modify the recommendations of the ARB. The vice president’s decision is final and ends the formal University 504/ADA Accommodation Disputes resolution process.

**Accommodation Review Board**

Members of the Accommodation Review Board are appointed by the Provost/Vice President for Academic Affairs, the Vice President for Student Affairs, and the Academic Senate for two year terms. Membership shall include:

(a) two (2) faculty members (nominated by the Academic Senate);
(b) one (1) associate dean (nominated by the Provost/Vice President for Academic Affairs);
(c) one student member with no less than junior standing and three consecutive quarters of attendance at Cal Poly preceding the appointment (nominated by the current ASI President for a one year term);
(d) one Student Affairs director (nominated by the Vice President for Student Affairs);
(e) the University ADA/504 Compliance Officer; and
(f) the Associate Vice President for Academic Programs and Undergraduate Education.

(g) the Director of Campus Student Relations and Judicial Affairs or her/his designee shall serve on the ARB in an ex officio capacity;
(h) the Director of the Disability Resource Center or her/his designee shall serve on the ARB in an ex officio capacity.

The following are designated as ex officio nonvoting members:

a. the Coordinator of Campus Student Relations/Judicial Affairs or designee; and
b. the Director of the Disability Resource Center or designee.
The Associate Vice President for Academic Programs shall serve as the chairperson of the ARB.

**Hearing Procedures**

1. The chairperson of the ARB upon receipt of the complaint will schedule a meeting of the ARB. A quorum shall consist of five (5) voting members, one (1) of whom must be a faculty representative.

2. The chairperson will notify the Board members and any principal parties.

3. In order to avoid potential conflicts of interest, Board members may excuse themselves if they have a significant direct involvement in the dispute. They will be replaced temporarily by a designee selected by the nominating authority of the excused member.

4. The ARB will allow each principal party, who may be accompanied by her/his advisor (not a practicing attorney of law), to present her/his case personally, call and question witnesses and present exhibits. The Board may request copies of any materials it believes are relevant to the hearing. **If the complainant or her/his advisor is an attorney, the ARB chairperson must be notified in writing of that fact prior to the scheduling of the hearing. In such cases, the University will be represented by the University Legal Counsel.**

5. Each Board member may ask questions of either party or any witnesses.

6. The Board itself may call witnesses or recall witnesses.

7. The Board will keep a summary file of each case and will tape record the hearing.

8. The Board will close the hearing when it is satisfied that both sides have been heard.

9. The Board will deliberate in private.

10. Decisions will be reached by simple majority vote with the Associate Vice President for Academic Programs voting only when needed to break a tie.

11. The chairperson of the Board will send a copy of its recommendation to the appropriate vice president.

12. Should any Board member wish to file a minority recommendation, it will be attached to the Board’s majority recommendation.

Training for the Board will be provided annually by the University’s ADA/504 Compliance Officer, the Office of Campus Student Relations and Judicial Affairs, and the Office of the Disability Resource Center.
The Academic Senate met on Tuesday, January 12, 1999.

*Minutes for 10/27, 11/10, 11/17, 11/24, and 12/1 were approved.

*Communications and Announcements

The Admissions Forum, originally scheduled for today's meeting has been rescheduled for February 23.

*Reports

CHAIR (Myron Hood)
The Governor's budget is available on the Web at: osp.gov/budget98.htm
According to a summary from the Statewide Senate: there is no new compact for Higher Education; $5 million is going to UC system for teacher education, no significant additional funding to CSU; CSU and UC were instructed to shorten time to graduation; and both should use existing facilities more intensely. The $2 billion deficit may shrink by the May rewrite allowing for a better CSU budget.

PRESIDENT'S OFFICE: No report

PROVOST'S OFFICE: (Buell Kennedy) The Fall 99 head count is 15,746, 400 students over the projected number. Cal Poly's goal is to bring funding into alignment with enrollment. The target enrollment for summer is 4500 students. These, and other enrollment figures, will be sent out to Senators via e-mail.

STATEWIDE SENATE (Tom Hale)
The first meeting of the Statewide Senate is tomorrow (1/20/99).

CFA: No report

ASI: No report

CONSENT AGENDA: A move to approve all program changes recommended by the Curriculum Committee was approved.

BUSINESS ITEMS:

A. Curriculum proposals: First reading. This was moved to Second Reading by Senate vote.
Of the 6 course changes NOT recommended for approval by the Curriculum Committee, 2 were postponed, 2 were withdrawn, and one was to be approved upon receipt of missing documentation. The final change not approved was for 4 courses to be approved for fulfilling USCP requirements. All recommended changes EXCEPT the USCP were moved to a second reading. The proposed USCP courses, which were postponed until next meeting, were DANC 311, BUS 481, MJ 221, SPAN 123.

B. Resolution on Policy and Procedures for Resolving University 504/ADA Accommodation Disputes: First reading
University policy 504 and Federal ADA laws require that there be established objective grievance processes. Students always have access to the Office of Civil Rights for a complaint, but it is in the University's best interest to resolve the differences locally. Students
coming in have a greater sense of entitlement and a greater awareness of their rights. This policy allows for both informal and formal complaints. MOVED TO SECOND READING.

C. Resolution on Revision to the By-Laws of the Academic Senate to Add Academic Senate Student Grievance Board. First reading. This resolution, which implements the resolution of last year's Senate forming an Academic Senate Student Grievance Board, was moved to second reading and passed.

D. Resolution to modify the Definition (Membership) of General Faculty in the Constitution of the General Faculty. First reading. Moved to Second Reading. If anyone wants to suggest changes, they must submit them in writing, to John Harris, Chair of the Faculty Affairs Committee, before the next Senate meeting. Also, if any Senator proposes to significantly amend this document, amendments should be submitted in writing to the Academic Senate office so that copies can be made for all Senators.

The next Senate meeting is scheduled for February 9, 1999. President Baker is scheduled to discuss the Governor's budget in more detail, as well as answer questions from the floor.

-Pat Harris, Vice-Chair