

Adopted: June 2 2009

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

AS-692-09

RESOLUTION TO APPROVE A COURSE TO
FACILITATE CONTINUOUS ENROLLMENT OF GRADUATE STUDENTS

- 1 WHEREAS, Most universities require their graduate students to be continuously enrolled
2 during at least the three quarters of the regular academic year until they receive
3 their degree; and
4
- 5 WHEREAS, Cal Poly does not require continuous enrollment, nor does it require that graduate
6 students be enrolled during the quarter in which they graduate; and
7
- 8 WHEREAS, During the period between completion of classes and graduation many Cal Poly
9 graduate students use campus facilities, resources, and faculty time over many
10 quarters; and
11
- 12 WHEREAS, Requiring graduate students to be enrolled during these quarters will allow Cal
13 Poly to keep better track of the students, and the students may be more motivated
14 to finish in a timely manner; and
15
- 16 WHEREAS, The University wishes to implement a requirement for continuous enrollment of
17 graduate students, including enrollment during the quarter they graduate; and
18
- 19 WHEREAS, This enrollment could be through a one-unit class administered by the Open
20 University to reduce expense to students; therefore be it
21
- 22 RESOLVED: That the attached proposed GS 597, Continued Graduate Study course, be
23 approved as a vehicle for this enrollment.

Proposed by: Academic Senate Curriculum Committee
Date: May 8 2009
Revised: May 19 2009
Revised: May 26 2009

10.	<u>Crosslisted Course:</u> If yes, indicate other course prefix and number: If the course already exists, and you want to add a Crosslisting, use the "Course Modification" form. If this is a new course, include a Course Proposal form for each prefix. No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> D
11.	<u>Repeatable?</u> Is the course repeatable for multiple credit? No <input type="checkbox"/> D Yes <input checked="" type="checkbox"/> If yes, maximum # units: 15 Is the course repeatable in the same term? No <input type="checkbox"/> D Yes <input checked="" type="checkbox"/> 15
12.	Is this a Course to be taught with specific <u>Subtitles?</u> (e.g., ENGL 439 British Writers) No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> D <i>To schedule a specific subtitle, send an email to Mary Whiteford (mwhitefo@calpolv.edu). Copies may be required by your department chair/head and/or college dean's office.</i>
13.	Is this a <u>Selected Topics Course?</u> (e.g., 470, 471, 570, 571, IS 301) No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> D <i>To schedule a specific topic, use the "<u>Selected Topic Course Proposal</u>" form. These require approval by department chair/head and college dean.</i>
14.	Is this a <u>Replacement Course?</u> (replaces the content of a course to be deleted from the catalog) No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> D If yes, indicate prior course prefix, number: Is the deleted course <u>Articulated</u> with a California community college or university? No <input type="checkbox"/> D Yes <input type="checkbox"/> D If yes, do you want the articulation agreement to continue? No <input type="checkbox"/> D Yes <input type="checkbox"/> D
15.	<u>Course Classification Number(s) CfS#:</u> (Academic Programs will provide)
I.	Purpose of Course
A.	Where does the proposed course fit within the curriculum (major, support, concentration, etc.)?
	Graduate Program? No <input type="checkbox"/> D Yes <input checked="" type="checkbox"/> If yes, specify name of program/specialization: all graduate programs, unless exempted
	Undergraduate Major? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> D If yes, is the course:
	* required? No <input type="checkbox"/> D Yes <input type="checkbox"/> If yes, specify name of major and/or concentration:
	* elective? No <input type="checkbox"/> D Yes <input type="checkbox"/> D If yes, specify name of major and/or concentration:
	Support for a Major outside of department? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> D If yes, specify name of major and include a memo from that department:
	Minor?: No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> D If yes, specify name of minor:
	Other program (is this course for GE, USCP, a Certificate, Credential)? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> D If yes, specify name of program: If the course is intended for another department, please include a memo from that department.
B.	Need Briefly explain the need for this new course (e.g., changes in the discipline/profession, based on review of assessment data, etc.). Describe how the course aligns with program learning objectives. (Note: "program" refers to the item(s) check in 1.A. above-graduate program, undergraduate major, support, minor, GE, etc.) It is the vehicle for implementing a continuous enrollment requirement for graduate students. Ensures that students have access to university resources and are officially enrolled

II. Course Learning Objectives, Assessment, Content

Note

- Excerpts from already prepared materials may be "copied & pasted" into this section. **Please do not attach a separate document.**

A. Course Learning Objectives and Assessment Methods

List the learning objectives for the course (e.g., What should students know or be able to do after taking this course?) and the assessment method that will be used to collect credible evidence of student achievement of the learning objectives. Consult the Associate Dean in your college about assessment resources. Here's a link to [institutional assessment resources](#).

If course is proposed for General Education, refer to [GE criteria](#) and identify GE objectives and criteria here. If course is proposed for U. S. Cultural Pluralism, refer to [USCP criteria](#) and identify USCP criteria here.

You may use the chart below to directly relate course learning objectives to assessment methods OR you may list course learning objectives and assessment methods separately.

Course Learning Objectives	Assessment Methods
Not applicable	

B. Expanded Course Content

Provide a detailed week-by-week outline (you may include readings, discussion topics, lab experiments, activities, assignments, etc.) *For courses with multiple sections, faculty and/or courses with different subtitles, describe the consistent principles or key elements that will be common to all sections. For a course with different subtitles, please provide a representative sample of a syllabus.*

If course is proposed for General Education, refer to [GE criteria](#) and identify GE objectives and criteria here. If course is proposed for U. S. Cultural Pluralism, refer to [USCP criteria](#) and identify USCP content here.

III. Consultation

- A. If other departments or programs will be affected by this new course, please talk with the other department chairs/heads and attach signed [consultation memos](#) to this form.

Memo not required Memo attached **D**

- B. List all courses that already cover any significant part of the planned content/learning objectives of this course either within the department or from other departments. Explain why duplication of subject matter is necessary. Please talk with any other departments with which there will be significant duplication and attach signed [consultation memos](#) to this form.

To the best of my understanding, a memo is not required Memo attached **D**

C. Course proposal forms will be forwarded to the Library's representative on the Academic Senate Curriculum Committee by the Academic Programs office. The appropriate college librarian will comment on support of this course. This will be done one term prior to review by the full Senate Curriculum Committee.

IV. Resources (in consultation with the Department Head/Chair and College Dean/Associate Dean)

A. For Department and College Planning Purposes: NA

Estimated number of students in one section of this course? 100 Lec/Sem Lab/Act

Estimated number of sections offered | Fall: 1 | Winter: 1 | Spring: 1 | Summer: 1 | Total: 4 |

B. Explain the impact of this new course on current and/or new resources and accessibility.

1. Equipment.
Does this course require new equipment? No Yes If yes, specify:

2. Supplies.
Does this course require new supplies? No Yes If yes, specify:

3. Facilities. Indicate type of teaching environment needed.	Lee	Lab	Smart Room	Other
None needed' most students will not be on campus.				

4. Faculty.
Indicate the names of the faculty members who will initially teach the course. NA

Additional information regarding staffing of other courses and/or faculty workload may be requested by department head/chair and/or college dean.

5. Information Technology.
Does this course require new computer facilities and/or software? No Yes
If yes, please specify:

6. Instructional Materials and Information Technology Accessibility. (Revised 12/3/07) NA
- As of Fall Quarter 2008, new courses, including associated instructional materials and websites, must meet CSU accessibility requirements unless an exception is granted. Information is available at the following website, Accessibility.calpoly.edu
 - Please review the Universal Design and Faculty Support sections of the Learning Management System support website at BlackBoardSupport.calpoly.edu
 - I have read and understand Cal Poly's Universal Design webpage:
No Yes
 - Take advantage of the technology support tutorials, workshops and other services offered by the [Center for Teaching and Learning](#).
 - If you still have questions or need any assistance, email the [Electronic and Information](#)

Technology Campus Compliance Officer or telephone 805-756-5538.

V. Approval Signatures (to Curriculum Roles and Responsibilities)

Department Curriculum Chair: NA

Date:

Department Head/Chair: NA

Date:

College Curriculum Chair: NA

Date:

College Dean: NA

(This signature is the Dean's guarantee that s/he will provide any additional resources needed to support this course.)

Date:

Vice Provost for Academic Programs:

Date:

For questions and concerns contact Mary Whiteford at mwhitefo@calpoly.edu or 756-5475

State of California
Memorandum

To: John Soares
Chair, Academic Senate

Date: June 22, 2009

From: 
Warren J. Baker
President

Copies: R. Fernflores, R. Koob,
D. Conn, S. Opava,
K. Ikeda, M. Whiteford

Subject: Response to Academic Senate Resolution AS-692-09
Resolution to Approve a Course to Facilitate Continuous Enrollment of Graduate Students

This is to formally acknowledge receipt and approval of the above-subject resolution.

Please express my appreciation to the Academic Senate Curriculum Committee members for their work on this issue.