Meeting of the Academic Senate Executive Committee
Tuesday, October 9 2012
01-409, 3:10 to 5:00pm

I. Minutes: Approval of minutes for the meetings of September 18 and September 20 2012 (pp. 2-4).

II. Communication(s) and Announcement(s): none.

III. Reports:
   A. Academic Senate Chair:
   B. President’s Office:
   C. Provost:
   D. Statewide Senate:
   E. CFA:
   F. ASI:

IV. Business Item(s):
   A. Appointment of Thomas Gutierrez, CSM faculty member, to the Academic Senate for 2012-2014.
   B. Appointment of nominees to Academic Senate committee vacancies (pp. 5-7).
   C. Appointment of nominees to university committees (p. 7).
   D. Resolution on “Support of Proposition 30 on the November 2012 Ballot: Temporary Taxes to Fund Education – Guaranteed Local Public Safety Funding” (pp. 8-10).
   E. Approval of committee charges for 2012-2013 (pp. 11-12).

V. Discussion Item(s):
   Review of possible amendments to the Academic Senate Constitution of the Faculty: (1) role of Senate Secretary, (2) formula for senators in small units, (3) review of General Faculty membership, (4) voting status for two ASI representatives (pp. 13-16).

VI. Adjournment:
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

MINUTES OF THE
ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, September 18, 2012
01-409, 3:10 to 5:00pm

I. Minutes: none.

II. Communication(s) and Announcement(s): none.

III. Reports:
A. Academic Senate Chair: Rein reported that the focus of the discussion at the Executive Committee level is simply to determine if a resolution is ready to move to the full senate, not its merit.

B. President's Office: Kinsley reported that Steve Rein is the Academic Senate's main point of contact but she is always available to meet with anyone. The CSU Board of Trustees is discussing issues that affect everyone such upper-division GE, pension, and health issues.

C. Provost: Finken reported that the reorganization of Academic Affairs will be completed by the end of fall quarter. A search is underway for an Associate Vice Provost for Industry Partnerships and Sponsored Research. A memo will go out soon regarding the Student Success Fee allocation. Other issues being discussed include upper-level GE courses, changing current space into large classrooms, converting from quarters to semesters, and the 4-year graduation rate.

D. Statewide Senate: Forohar reported that the CSU Board of Trustees is discussing a policy that would require exactly 120/180 units wherever possible. Various issues are being discussed for cutting the budget if proposition 30 fails, including cutting salaries, raising tuition, increasing out of state tuition and graduate programs tuition, among others. In addition, a resolution is being developed supporting a yes vote on proposition 30 and a no vote on proposition 32. The search for a new chancellor continues with six candidates making the first round. Round two is scheduled for October 3. LoCascio added that a $250 million trigger-cut could lead to layoffs. In addition, a community college transfer model for engineering is being developed.

E. CFA Campus President: Thracroft announced that a contract is proceeding after receiving a 91% vote in favor of ratifying. Outreach and education efforts are being planned to discuss the nature of the contract including the evaluations provision.

F. ASI Representative: Morrow reported that ASI is preparing members of student government to serve on committees. In addition, ASI will be working on a voter registration drive October 9-22 as well as The Mustang Way. ASI is working on various ways to get students to understand The Mustang Way with the hope that it becomes part of the campus culture. During the summer, the CSSA Board of Directors voted to suspend the Strategic Plan and are rewriting it without the growth (dollar fee) element. A vote on the revision will take place in November.

G. Caucus Chairs: none.

H. Other: none.
IV. Business Items:
A. Resolution on the Proposal for the Establishment of the Institute for Advanced Technology & Public Policy (Blakeslee, CA senator/Piirto, CAFES professor): Piirto presented this resolution, which requests the Academic Senate’s approval for the establishment of the Institute for Advanced Technology and Public Policy. PowerPoint presentation by Sam Blakeslee is available at <http://www.academicsenate.calpoly.edu/content/meetings_calendar> M/S/P to agendize the resolution.

B. Appointment of nominees to the search committee for Executive Director for Campus Diversity and Inclusivity: M/S/P to approve Rachel Johnson, Academic Advisor for PCS and Camille O’Bryant from Kinesiology.

C. Appointment of nominees to the Quarters-to-Semester Task Force: Rein announced that four nominations have been received from CAFES, six from CAED, one from OCOb, six from CENG, six from CLA, four from CSM, and one from PCS. Discussion of all nominations and selection of representatives will take place at the next Executive Committee meeting scheduled for Thursday, September 20.

D. Appointment of CSM faculty member to the Academic Senate for 2012-2014: Due to lack of time, this item was not addressed.

E. Resolution on Conflict of Interest in the Assignment of Course Materials (Instruction Committee): Due to lack of time, this item was not addressed.

F. Appointment of nominees to Academic Senate committee vacancies: Due to lack of time, this item was not addressed.

G. Appointment of nominees to university committees: Due to lack of time, this item was not addressed.

V. Discussion Items:
A. Support for the ASCSU resolution on “Support of Proposition 30 on the November 2012 Ballot: Temporary Taxes to Fund Education – Guaranteed Local Public Safety Funding”: Due to lack of time, this item was not discussed.

B. Possible amendments to the Academic Senate Constitution of the Faculty: (1) role of Senate Secretary, (2) formula for senators in small units, (3) review of General faculty membership, (4) voting status for two ASI representatives. Due to lack of time, this item was not discussed.

VI. Adjournment: 5:04 pm

Submitted by,

Gladys Gregory
Academic Senate
I. Minutes: none.

II. Communication(s) and Announcement(s): none.

III. Reports: none

IV. Business Item(s):

A. **Appointment of nominees to the Quarters-to-Semesters Task Force:** The following were nominated:
- CAFES – Mark Zohns, BioResource & Agricultural Engineering
- CAED – Graham Archer, Architectural Engineering
- OCOB – Cyrus Ramezani, Finance Area
- CENG – David Clague, Biomedical Engineering
- CLA – Gary Laver, Psychology & Child Development
- CSM – Derek Gragson, Chemistry and Biochemistry
- PCS – Helen Bailey, Evaluations

B. **Appointment of CSM (2012-2014) and OCOB (2012-2013) faculty members to the Academic Senate:** Eric Olsen from Industrial Technology was appointed to the Academic Senate for the 2012-2013 academic year. CSM position still vacant.

C. **Appointment of nominees to Academic Senate committee vacancies:** The following were appointed:
- College of Agriculture, Food and Environmental Sciences
  - Distinguished Scholarship Award Committee Bill Hendricks, RPTA
- Orfalea College of Business
  - Graduate Programs Subcommittee Joan Lindsey-Mullikin, Marketing
  - Sustainability Committee Alison Mackey, Management
- College of Engineering
  - Graduate Programs Subcommittee Alexander Dekhtyar, Computer Science
- College of Liberal Arts
  - GE Governance Board Brenda Helmbrecht, English
  - Other
- Curriculum Appeals Committee Jim Mueller, Math

D. **Appointment of nominees to university committee vacancies:** none.

V. Discussion Item(s): none.

VI. Adjournment: 5:00 pm

Submitted by,

Gladys Gregory
Academic Senate
Nominations for 2012-2014 Academic Senate Vacancies
*Willing to chair committee*

**College of Agriculture, Food and Environmental Sciences**

Distinguished Teaching Award Committee
Wayne Howard, Agribusiness (13 years at Cal Poly) Tenure Track
In the last 30 years I have taught at 6 universities in three countries. At two of those schools I received a teaching award, and at all of those schools I participated in teaching seminars. I have observed that good teachers want to improve and that one way to do so is to learn from peers. I expect that reviewing how outstanding teachers teach I will learn more about teaching as well as be motivated to see where and how I can improve my classes.

Fairness Board
Instruction Committee

**College of Architecture and Environmental Design**

Budget and Long Range Planning Committee
Curriculum Committee – Fall Quarter Only
Michael Lucas, Architecture (14 years at Cal Poly) Tenured
I am happy to represent CAED for fall on the Senate Curriculum Committee.

Distinguished Teaching Award Committee
Umut Taker, City & Regional Planning (8 years at Cal Poly) Tenured
I have been recently invited to serve on the committee as a CAED representative. 2012-2013 academic year constitutes my eight year of teaching at Cal Poly. During this time, I have taught lab and lecture format classes in my discipline. I was one of the recipients of the 2012 Distinguished Teaching Award. Prior to receiving this award, I experienced the teaching observation process in my classes. Therefore I am now familiar with the observation process. I will be available to serve on this committee through Fall 2012, Winter and Spring 2013. The motivation to serve on this committee comes from the fact that it is a rigorous process that awards those teachers who put outstanding effort to enhance their students’ learning. Since this is an important contribution to not only fellow teachers’ academic life but also students’ success, I believe the committee’s mission is very important. Therefore I am interested in, and motivated for serving in the Distinguished Teaching Award Committee.

Fairness Board
Jill Nelson, Architectural Engineering (4 years at Cal Poly) Tenure Track
I would like to be considered for a position on the Fairness Board. I came to Cal Poly a little over four years ago after a 25+ year stint in industry as a practicing structural engineer. While in industry I was often responsible for difficult personnel actions. I find the blend of human need coupled with specific requirements to be extremely interesting and would like to continue my involvement and growth in this area. I believe that I can offer the Board a competent and active attendee and would like to be considered for the position.

Graduate Programs Subcommittee
Grants Review Committee
Instruction Committee
Research & Professional Development Committee
Orfalea College of Business

Curriculum Committee

Manocher Djassemi, Industrial Technology (9 years at Cal Poly) Tenured
I am entering my 10th year of service in Cal Poly. I have been heavily involved in curriculum development at the program and college level. I have been the member of OCOB undergraduate program committee (UPC) for the past 3 years. Last year I developed a number of proposals for courses, major programs, and minor programs related to industrial technology area. I believe I can contribute to ASCC’s work in hand including reviewing the above-mentioned proposals as well as other proposals in an efficient manner.

Faculty Affairs Committee
Instruction Committee
Research & Professional Development Committee

Stern Neill, Marketing (4 years at Cal Poly) Tenured - Incumbent
As I enter my fifth year at Cal Poly, I am seeking to contribute to the continued growth and development of the campus. In my first three years, I sought to contribute to the teaching and learning culture through involvement with CTL, ULO, and WASC initiatives. The R&PD committee provides me a direct means to contribute to the campus R&PD culture. I began my service last year and would like to complete my term. In addition to my personal R&PD experience, I have been involved in service at university- and system-levels while I was at the University of Washington, Tacoma (2000-08). This included multiple policy (e.g., Faculty Council on Tri-Campus Policy) and research-specific (e.g., Human Subjects Committee) committees of the academic senate, as well as by Provost appointment.
As mentioned above, I was on R&PD last year and believe that I made a valued contribution to the committee’s 2011-2012 charge: Review of current policy regarding research and human subjects and develop a list of support mechanism to better implement the teacher-scholar model.

College of Engineering

Distinguished Teaching Award Committee
Instruction Committee

College of Liberal Arts

Research & Professional Development Committee

Kristi Weddige, CSM Advising Center (8 years at Cal Poly) Lecturer
I am interested in serving as a member of the curriculum committee for the 2012-2013 academic year. In my role as an academic advisor, I am intricately involved in explaining curriculum to students, and assisting them with scheduling courses appropriately so that they will graduate in a timely manner. I have experience in reviewing curriculum from outside institutions and assisting students with petitioning for course substitutions. My philosophy is to challenge and support students to define their own learning objectives and to then choose general education, advanced electives, minors (if applicable) and free elective courses that will align with those educational pursuits.

As a pre-health advisor, part of my job is to interpret course prerequisites needed for professional schools and to inform departments when proposed changes may have an adverse effect on entrance into professional programs. For example, this past year, both the Physics and Chemistry/Biochemistry departments made necessary changes to their courses that affected course prerequisites for students with a pre-health interest. Prior to those changes being submitted, both departments consulted with me to determine how the changes would affect students pursuing these programs. Once the modifications were approved, I then collaborated with these two departments to write a letter that explained the changes in their curriculum and sent it out to over one hundred professional schools within California. As director for our advising office, I serve as a liaison to our departments with regards to how course proposals and course modifications will impact progress to degree. I have initiated or suggested blanket substitutions be submitted when prescribed courses are infrequently or no longer offered or when new changes warrant the need. I have been creating flowcharts/roadmaps for our majors for the last three catalog cycles and have become skilled at reviewing course prefix/unit/prerequisite changes, to ensure
that changes align with older catalogs as well as with the peoplesoft degree audit.
My past and current experience as a member of our college curriculum committee has prepared me for the role needed as the PCS representative on this committee. I am prepared to review and evaluate curriculum proposals and to consider whether they align with course objectives, program objectives and university learning objectives. Additionally, I would like to be in a position to make recommendations (when needed) for graduation, general education, cultural pluralism and any other curriculum-related matters.
My strengths include: being pro-active and thinking strategically about how curriculum changes will impact students on a campus-wide level as well as an individual basis; working collaboratively with others to complete charges assigned to committees and advocating for changes that will improve efficiency and promote student learning and academic success.

Fairness Board
GE Governance Board
Instruction Committee

Nominations for 2012-2013 University Committee Vacancies

Cal Poly Housing Corporation Board – 1 representative, 1 vacancy
Campus Fee Advisory Committee – 1 representative, 1 vacancy
Health Services Oversight Committee – 1 representative, 1 vacancy
Institutional Animal Care and Use Committee (IACUC) – 1 representative, 1 vacancy
Intellectual Property Review Committee – (CSM only)
Student Health Advisory Committee – 1 representative, 1 vacancy
University Union Advisory Board – 1 representative, 1 vacancy
RESOLVED: That the Academic Senate of Cal Poly support the Academic Senate CSU resolution AS-3090-12/EX entitled “Support of Proposition 30 on the November 2012 Ballot: Temporary Taxes to Fund Education – Guaranteed Local Public Safety Funding.”

Proposed by: Academic Senate Executive Committee
Date: October 9 2012
Support of Proposition 30 on the November 2012 Ballot: Temporary Taxes to Fund Education - Guaranteed Local Public Safety Funding

AS-3090-12/EX

RESOLVED: That the Academic Senate of the California State University (ASCSU) support Proposition 30, Temporary Taxes to Fund Education. Guaranteed Local Public Safety Funding; and be it further

RESOLVED: That the ASCSU commend the California State Student Association for its early support of Proposition 30 and for its commitment to educate and mobilize CSU students and others to support Proposition 30; and be it further

RESOLVED: That the ASCSU urge campus senates to endorse Proposition 30 and to encourage their campus faculty, staff, students, alumni, families, and friends to support Proposition 30; and be it further

RESOLVED: That this resolution be distributed to the Board of Trustees, campus presidents, campus senate chairs, California State Student Association, California Faculty Association and other collective bargaining units in the CSU, Intersegmental Council of Academic Senates, membership of the California State Legislature, Governor Jerry Brown, and the "Yes on Prop 30" campaign.

RATIONALE: At the July 17, 2012 meeting of the CSU Board of Trustees, the importance of Prop 30 for the CSU was made clear. According to AVC Robert Turnage, campuses are already struggling with the effects of the $750 million reduction in state support last year. The failure of Prop 30 on the November 2012 ballot would guarantee another $250 million trigger cut to the California State University system. If this trigger cut is implemented, annual state support for the system will fall to approximately $1.8 billion, a loss of annual funding of almost $1.2 billion, or 39 percent, from the peak level of state support of nearly $3 billion in the 2007-08 fiscal year.

On that day, the Board of Trustees approved a resolution endorsing Proposition 30 "given its direct relationship to the systems' fiscal stability and funding levels in 2012-2013 and beyond." (http://www.calstate.edu/BOT/Resolutions/Jul2012.pdf). The California State Student Association had previously unanimously approved "A Resolution in Support of Governor Brown's Tax Initiative Proposal" (CSSA-06-12) on July 15, 2012. The California Faculty Association and numerous other education, public safety, business/community groups, and labor organizations also endorse Prop 30 (http://www.yesonprop30.com/index.php/endorsements).

The ASCSU joined others in supporting funding for public education and safety. We recognize the importance of investing in the future of California, and that such investment includes funding for the education of California's citizens. Should Proposition 30 fail, the CSU will again be forced to cut enrollments and leave those seeking an education with
fewer affordable and accessible options, severely limit programs and services that impact
the quality of education provided to those enrolled, more severely limit the quality and
scope of research and service that impacts our campuses and broader communities, and
lose even more employees. Ongoing budget cuts diminish the ability of the CSU to fulfill
our mission and obligation to enhance the quality of life for our students and to improve
conditions throughout the state and beyond. Predictable state support is critical to control
tuition costs for students and their families.

Approved Unanimously by the Executive Committee of the Academic Senate of the
California
State University, July 31, 2012

This endorsement was also supported without dissent by 50 of the 53 ASCSU senators who
responded to an email inquiry from the ASCSU Chair.
Carry Over Charges for 2012-2013
Academic Senate Committees

Budget and Long range Planning Committee
- Revise guidelines/description/procedures – needs more clear/explicit charge. Due end of fall 2012.
- How to improve the way the budget information is made publicly available
- Better understanding of the budget allocation – supposed to meet with Provost
- Look at strategic plan and suggest criteria for evaluating targeted growth options

Curriculum Committee
- Curriculum refresh proposal
- Distinction between units/departments. Maybe wait until not a catalog year.

Faculty Affairs Committee
- International travel insurance (look into international travel to ensure that there is some clarity and that faculty are not paying for insurance. Due end of all 2012.
- Assist the Instruction Committee with course evaluation and course materials discussions. Due end of January 2013.

Fairness Board
- Resolution to change description and procedures.

GE Governance Board
- Draft GE survey – assessment 7 Learning Outcomes
- GE assessment planning for 13/15 catalog
- Stagger terms of GEGB membership

Instruction Committee
- Resolution on conflict of interest in the assignment of course materials. Due end of winter 2013.
- EO 1062 – field trip policy (check in with Mary Pedersen to find out if we need to do anything to review our policies in light of recent EO 1062). Low priority.
- Course evaluation discussion. Due end of January 2013.

Research & Professional Development Committee
- Teacher-Scholar Model, flexibility for junior faculty – continue discussion with Provost
- The potential involvement and role for our committee in developing a process for competitive faculty research grants
- The consideration of TSM aspects in the RPT guidelines
- The exploration of a simplified SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis concerning the status of RSCA/TSM at Cal Poly - Kayzen analysis may be an alternative
- Continuation of the discussion of support mechanisms for the Teacher-Scholar Model, including a review of relevant documents from the past
Work towards a regular status report on scholarship at Cal Poly (similar to the one Susan Opava's office did in 2004)
Informal yearly survey similar to the one on instructional technology done by the IACC
Systematic collection of relevant information - at the moment, this is done only on grants information by the Grants Development office
Identify examples of enabling and inhibiting practices relating to research and professional development
Possible discussion of consulting practices across departments - currently no university-wide policy on reporting of consulting activities

Sustainability Committee
- Continue assessing SLOs. Due winter 2013.
- Continue work with ExecComm on sustainability requirement.
- Develop resolution on CP Sustainability catalog – tag GE courses or SUSCAT courses as a sustainability requirement ~2015-17. Due spring 2013 must have suggestions on what to incorporate.
- Work with students to better integrate approaches to sustainability inside and outside the classroom/curriculum. Low priority.
- Promote/extend the Green Campus/Star Certification. Low priority.
- Determine the role of sustainability in the University's strategic plan/action plan. Low priority.
- Develop procedures and guidelines – needs more clear/explicit charge. Low priority.
CONSTITUTION OF THE FACULTY

Preamble

We, the faculty of California Polytechnic State University, San Luis Obispo, in order to meet our academic responsibilities, hereby establish this Constitution of the Faculty for our governance. The responsibilities of the faculty, the powers necessary to fulfill those responsibilities, and the collegial form of governance are based on historic academic traditions that have been recognized by the people of the State of California through their legislature.

ARTICLE I. MEMBERSHIP OF THE GENERAL FACULTY

Voting members of the General Faculty of Cal Poly shall consist of those persons who are employed at Cal Poly and belong to at least one of the following entities: (1) full-time academic employees holding faculty rank whose principal duty is within an academic department, unit, or program; (2) faculty members in the Pre-Retirement Reduction in Time Base Program; (3) full-time probationary and/or permanent employees in Professional Consultative Services as defined in Article III.1.b of this constitution; (4) full-time co-aches holding a current faculty appointment of at least one year; (5) lecturers holding full-time appointments of at least one year in one or more academic departments, units, or programs; or (6) lecturers with a current assignment of 15 WTUs for at least three consecutive quarters.

Members of the General Faculty, including department chairs/heads, shall not cease to be members because of any assigned time allotted to them for the carrying out of duties consistent with their employment at Cal Poly. “Visiting Personnel” shall not be members of the General Faculty. Members of the General Faculty who are on leave for at least one year shall not be voting members during their leave. Nonvoting membership in the General Faculty shall consist of all academic personnel not included in the voting membership.

ARTICLE II. RIGHTS, RESPONSIBILITIES, AND POWERS OF THE GENERAL FACULTY

Section 1. Rights of the General Faculty

The right of academic freedom is necessary for the pursuit and dissemination of truth and the maintenance of a free society. It is the obligation of the General Faculty to insure the preservation of an academic community with full freedom of inquiry and expression and insulation from political influence.

Voting members of the General Faculty have the right to nominate, elect, and recall members of the Academic Senate and the right to call for, participate in, and vote at meetings of the General Faculty.

Section 2. Responsibilities of the General Faculty

The primary responsibility of members of the General Faculty is to seek truth and to encourage the free pursuit of learning in their peers and students. To this end, they devote their energies to developing and improving their scholarly competence. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students and peers reflects true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage, acknowledge significant assistance from them, and protect their freedom of inquiry.
Section 3. Powers of the General Faculty: Meetings, Initiatives, Referenda, and Recall

No regularly scheduled meetings of the General Faculty are provided for but meetings of the General Faculty may be called by the University President or the Academic Senate Chair. Meetings of the General Faculty will be scheduled by the Academic Senate Chair upon receipt of a meeting request petition bearing the signatures of 10% of the voting membership of the General Faculty. The Academic Senate Chair presides at meetings of the General Faculty and parliamentary procedure is in effect. Positions developed at meetings of the General Faculty must be ratified by initiative.

A majority of the voting members of the General Faculty in attendance at duly called General Faculty meetings is needed to propose an initiative to be put before the entire voting membership of the General Faculty. A majority of those voting in a mail or electronic ballot is needed to pass an initiative. Initiatives to amend this constitution shall be governed by Article IV.

Actions of the Academic Senate are subject to nullification by the voting membership of the General Faculty. Upon receipt of a referendum petition bearing the signatures of 15% of the voting faculty constituency, the Academic Senate Chair will conduct a mail or electronic ballot of the voting members of the General Faculty. A majority of those voting on a referendum is required to nullify the Academic Senate action in question. Recall of academic senators shall be provided for in the Bylaws of the Academic Senate.

ARTICLE III. THE ACADEMIC SENATE

Section 1. Membership

(a) Colleges with fewer than 30 faculty members shall elect two senators. All other colleges shall elect three senators, plus one senator for each 30 faculty members or major fraction thereof.

(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 III and IV; (d) Cooperative Education lecturers; and (e) physicians.

(3) Full-time coaches holding a current faculty appointment of at least one year.

(c) Part-time lecturers in an academic department/teaching area and part-time employees in Professional Consultative Services, other than those who are members of the General Faculty as defined in Article I, will be represented by one voting member in the Senate.

(d) Senators acting in an at-large capacity are the current Academic Senate Chair, the immediate Past Academic Senate Chair, and the CSU academic senators. All at-large positions shall be voting positions except for the Academic Senate Chair which is a nonvoting position except when the Chair’s vote is needed to break a tie.
Ex officio, nonvoting members are (1) the President of the University or designee, (2) the Provost or designee, (3) one representative from among the academic deans, (4) the ASI President, (5) the Chair of ASI Board of Directors, and (6) the Vice President for Student Affairs.

Section 2. Powers and Responsibilities of the Academic Senate

Joint decision making and consultation between the administration and the General Faculty have been recognized by the legislature of the State of California as the long accepted manner of governing institutions of higher learning and are essential to the educational missions of such institutions. In order to participate fully in the process of joint decision making and consultation with the administration, the Academic Senate is empowered to exercise all legislative and advisory powers on behalf of the General Faculty. These legislative powers shall include all educational matters that affect the General Faculty (e.g., curricula, academic personnel policies, and academic standards). Advisory powers shall include, but not be limited to consultation on budget policy, administrative appointments, determination of campus administrative policy, university organization, and facilities use and planning.

It is the responsibility of the Academic Senate to respond to requests for legislative action or advice from the President within sixty days of the receipt of such requests. On those occasions when the President disapproves Senate legislation, s/he shall inform the Senate in writing within sixty days from the date of transmittal of the compelling reasons for disapproval. The President shall inform the Senate of the disposition of such matters upon which the Academic Senate has performed in its advisory capacity.

The Academic Senate has the right to present to the Chancellor or the Board of Trustees of the CSU any matter pertaining to the conduct and welfare of the University. The Academic Senate, through its Chair, is empowered to express the sentiments of the General Faculty.

The Academic Senate is empowered to adopt bylaws for its governance.

Section 3. Officers

The officers of the Academic Senate are a Chair, a Vice Chair, and a Secretary as provided for in the bylaws.

Section 4. Organization

The Academic Senate shall function through its standing and ad hoc committees as well as through floor discussion and debate. Enumeration of the committees and their responsibilities is specified in the bylaws. Meetings of the Academic Senate and its committees shall be called and conducted as specified in the Bylaws of the Academic Senate. 50% plus one member of the Academic Senate membership constitutes a quorum.

ARTICLE IV. AMENDMENTS

Amendments to this constitution may be proposed by initiative in a meeting of the General Faculty (Article II, Section 3) or by resolution of the Academic Senate by a two-thirds majority of those present and voting.

Amendments to this constitution shall be adopted by a two-thirds majority of the votes cast by the voting members of the General Faculty. A referendum to amend this constitution shall be administered by the Academic Senate Chair within 45 days of the receipt of a duly submitted proposal.
(d) the Chair shall prepare, in consultation with committee chairs and the Provost, an annual list of charges for Academic Senate committees for approval by the Executive Committee. The Chair shall meet with each committee or committee chair before the end of fall quarter to review these charges as well as applicable bylaws and procedures [Xref: VIII.C.5&7].

(e) the Chair shall serve as an alternate for the Academic Senate California State University and shall attend when an elected statewide senator must miss a given meeting.

2. Vice Chair

In the event of a permanent vacancy in the office of Chair, the Vice Chair shall succeed to the office and a replacement Vice Chair shall be elected to complete the term of office. The Vice Chair shall serve in the capacity of the Chair during her/his absence or upon the request of the Chair.

3. Secretary

The Secretary or designee shall record the minutes of all Senate and Executive Committee meetings and shall provide copies of these minutes to all senators in the case of Senate meetings and to all Executive Committee members in the case of Executive Committee meetings. The Secretary or designee shall provide written notice of meetings to the appropriate faculty and shall handle correspondence of the Academic Senate. The Secretary or designee shall create three copies of the minutes of all meetings—one for the Chair, one to be passed to the library, and one to be filed in the Academic Senate office. The Secretary shall have available at each Senate meeting a current file of the actions of the Senate and a copy of the constitution and bylaws.

4. The immediate Past Chair, if available, shall serve as parliamentarian for Executive Committee and Senate meetings.

B. ELIGIBILITY

Each officer shall be an elected member of the Academic Senate. Every candidate for Academic Senate office shall have at least one more year to serve as an elected senator. A college is permitted to provide only one officer at a time.

C. TERMS OF OFFICE

Each officer shall be elected by the voting members of the Academic Senate for a one-year term. These elections shall be held at the last regularly scheduled Senate meeting of winter quarter and term of office shall begin with the start of summer quarter. The only limitation to the number of terms a senator may hold office as Vice Chair or Secretary are the eligibility requirements in Article II.A of these bylaws and the terms of office restrictions in Article II.B.1 of these bylaws. The number of terms a senator may hold office as Academic Senate Chair is set forth in Article II.B.2 of these bylaws.

D. REPLACEMENT

The filling of temporary vacancies shall be accomplished as specified in Article III of these bylaws.

V. MEETINGS