I. Minutes: none.

II. Communication(s) and Announcement(s): the faculty has been notified that a new earlier application deadline for CSU International Programs has been instituted this year. The new deadline is December 15, 2011.

III.A. Reports:
A. Academic Senate Chair: (Fernflores) The Chair reported on an editorial change made to Article II.3 of the Constitution of the Faculty. This change added the word or electronic to the following sentence: "A majority of those voting in a mail or electronic ballot is needed to pass an initiative." An brief Powerpoint presentation was provided to familiarize new senators with the Senate process.

B. President’s Office: (Kinsley) Cal Poly’s new Chief of Staff invited Executive Committee members to bring suggestions and ideas to her office any time. "The door is always open." The transcription of the President fall conference address is now available.

C. Provost: (Koob) It has been agreed that the Senate’s primary role in implementing the new general education (GE) policy will be administrative. Mary Pedersen’s position as Associate Vice Provost for Programs & Planning will have responsibility for both curricular and GE oversight. This year’s enrollment target was 16,000 FTES. Enrollment as of the second week of classes totals 16,041.

D. Statewide Senate: (Foroohar) Bernadette Cheyne (Humboldt) has been appointed the new Faculty Trustee. The Board of Trustees has passed a resolution making campus visits by presidential candidates optional during the presidential selection process. The reason for this action was to provide greater confidentiality to individuals applying for the position of campus President.

E. CFA Campus President: (Thorncroft) Meet and Greet invitations have been sent to all colleges. Every Thursday, a different college will be invited to meet at Julian’s for coffee. Thorncroft gave an explanation the status of contract issues dating back to 2008. An informational picketing will occur on this campus on November 8. Campuses will need to decide by November 17 if there should be a faculty strike.

F. ASI Representative: (Titus) ASI had its fall kickoff this weekend with over 50 student government members. Tomorrow is its first Board of Directors meeting in UU 220 at 5pm for anyone who wishes to attend.
III.B Special Reports:
(1) David Conn, Associate Vice Provost for Inclusive Excellence and Director of Ombuds Services, gave a WASC update. Everyone was invited to a fall conference session to look at the preliminary draft of the report to be submitted to WASC. A revised draft will be available by mid-October, comments will be received during November and December, and the final is due to WASC by January 9, 2012. The WASC visiting team will be on campus April 3 – 6. Please keep these dates open for meetings with the team. More information will be available at a webinar on October 26.
(2) Josh Machamer, chair of the GE Governance Board and Andrew Schaffner, chair of the Curriculum Committee talked about changes to both the GE and curriculum review process. (Machamer) The Governance Board will be looking at core knowledge and transferrable skills and making the GE process smoother. (Schaffner) The Curriculum Committee is actively revising the Curriculum Handbook, looking at aligning individual courses with program learning objectives, eliminating courses that have not been taught in many years, and various modes of delivering instruction. None of these should create a new curriculum requirement for students to graduate.

IV. Consent Agenda: none.

V. Business Item(s):
A. Resolution on Modification to Bylaws of the Academic Senate, Section III: Election Procedures: Executive Committee, first reading. Lack of time prevented discussion of this resolution. It will return as a first reading item at the October 25, 2011 meeting.

B. Resolution on Protecting the “American Institutions” Requirements at Cal Poly: Lewis Call, senator and assistant professor of History, first reading. Call gave an inclusive history of this issue that resulted in the Chancellor’s Office allowing the “American Institutions” requirement to be waived for a large number of students. It may turn out that this resolution has little impact on Cal Poly or its curriculum; however, it is felt to be important that Cal Poly stand in solidarity with other campuses that are affected and by adopting a resolution as a statement of principle.

VI. Discussion Item(s):

VII. Adjournment: 5:00pm

Submitted by,

Margaret Camuso,
Academic Senate
Curriculum Review

Andrew Schaffner, ASCC Chair
Josh Machamer, GE Chair
Significant ASCC Charges

• Proposal review
• Curriculum Handbook Revision
• Consider alignment of objectives: Courses, Programs and ULOs
• Curricular deletion policy (courses, concentrations, etc.)
• Sunsetting policy for out of date courses
• Method of delivery: will work with online task-force
2013-15 Catalog Review

- **Fall**: Departments prepare proposals
- **Winter**: College committees review proposals
  - Due to OAR: June 1, 2012
- **Spring**: OAR reviews proposals
- **Summer**: ASCC reviews proposals
- **Fall**: Senate hears ASCC recommendations
- **Winter**: OAR catalog preparation, degree audit, and
  - Summer and Fall Class Schedule Published
Exceptions to Catalog Cycle Review

The course does not create a new curriculum requirement for students on current or prior catalogs and is:

• needed for documented accreditation purposes, or
• accompanies an awarded grant, or
• is proposed for General Education, or
• improves student progress to degree and time allows for review by the Academic Senate Curriculum Committee (new criteria added 9/22/11)
The outcome of a General Education is to empower individuals with *core knowledge* and *transferable skills* and to cultivate social responsibility and a strong sense of ethics and values. Characterized by challenging encounters with important issues, a general education prepares graduates both for socially valued work and for civic leadership in their society.
Significant GE Charges

• Ongoing review of curriculum proposals: catalog cycle proposals and continuous course review proposals

• Address recommendations from GE Task Force, including exploration of policies related to:
  – Writing intensive course parameters; writing in GE
  – GE Flow within major programs
  – GE “C5” option elective area
Where to learn more?

• Easiest to remember:
  – [http://www.catalog.calpoly.edu](http://www.catalog.calpoly.edu)
  – Click on “Curriculum Handbook”
  – Currently under revision, but still useful

• Direct link:

• General Education:
  – Instructions on Proposals/Modifications found @
    [http://www.ge.calpoly.edu/facultyandstaff/ge_courses/gecourses/eproposalprocess.html](http://www.ge.calpoly.edu/facultyandstaff/ge_courses/gecourses/eproposalprocess.html)
  – Criteria for all General Education Areas found @
    [http://www.ge.calpoly.edu/facultyandstaff/ge_objectivesandcriteria.html](http://www.ge.calpoly.edu/facultyandstaff/ge_objectivesandcriteria.html)
2011-2013 Cal Poly Catalog

The online Catalog is the official catalog and supersedes the printed version available at the campus Bookstore.

- Table of Contents
- Colleges, Departments and Programs
- Programs A to Z
- Courses
- Updates
- Graduate Programs

- Welcome to Cal Poly - Message from the President
- User's Guide
- Academic Calendar
- Accreditation
- University Policies
Curriculum Handbook - Table of Contents

Course/Curricula Summary for 2011-2012 Review (Academic Senate Agenda)

Chapter 1: Process, Deadlines, Roles and Responsibilities
- Curriculum Cycle for 2011-13 Catalog
- Preparation of Curriculum Proposals for 2011-2013 Catalog
- Curriculum Roles and Responsibilities
- 2011-2012 Course/Curricula Review - Exceptions to Catalog Review Cycle

Chapter 2: Course Policies and Proposal Forms
- New Courses, use Course Proposal form (Word doc)
- Modifying Courses, use Course Modification form (Word doc)
- Substitute Courses
- Selected Topics Courses, use Selected Topics Course form (Word doc)
- General Education Courses, use Course Proposal form (Word doc)
- 2011-2012 Course Review - Exceptions to Catalog Review Cycle
- UNIV - University Studies Courses
- U.S. Cultural Pluralism Courses, use Course Proposal form
http://www.ge.calpoly.edu/facultyandstaff/ge_courses/gecourseproposalprocess.html

GE Course Proposal Deadlines for 2011-12

<table>
<thead>
<tr>
<th>NEW COURSE START DATE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Spring 2012</td>
<td>September 30, 2011</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>January 6, 2012</td>
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Instructions below apply for GE courses OUTSIDE of catalog review.

NOTE: Instructions for the 2013-15 catalog are currently being developed. More information will be available in late October 2011.

1. New GE course proposals will be reviewed during the 2011-12 academic year, however these courses cannot create any new curriculum requirements for students.
2. Download the Course Proposal Form from the Curriculum Handbook on the Office of the Registrar web site.
3. Follow the instructions on the GE section (syllabus) of the course proposal form.
4. Refer to the GE Objectives and Criteria outlined in the GE 2001 document.
5. If you have specific GE questions, please contact the GE office for more information.
6. GE course proposals must be approved at the Department and College levels prior to submitting to the Office of the Registrar.
7. Signed GE course proposals must be submitted to Susan Olivas in the Office of the Registrar by the DEADLINES below:

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http://www.ge.calpoly.edu/facultyandstaff/ge_objectivesandcriteria.html

General Education Program

GE Objectives and Criteria

GE Area A: Communication
GE Area B: Science and Mathematics
GE Area C: Arts and Humanities
GE Area D/E: Society and the Individual
GE Area F: Technology

Cal Poly - University Learning Objectives

At Cal Poly, we believe that General Education is central and vital to each student's university experience. The GE Program strives to integrate the University Learning Objectives into the GE Curriculum for students.

All Students who complete an undergraduate education at Cal Poly should be able to:

- Think critically and creatively
- Communicate effectively
Open Forum

When

– 11AM – noon, Tuesday, November 1
– 11AM – noon, Thursday, November 3

Who

– A representative from every department/program
– Anyone preparing curricular proposals

Further details will be published in the Cal Poly Report!
Online Courses

• Online task-force will develop policy to be approved by the Senate

• Provisional approval of all new proposals
  – New proposals will be reassessed when policy is determined
  – Revisions to provisional courses may be needed for some courses to continue to be offered online
Thank you

Susan Olivas, Assoc. Registrar

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<thead>
<tr>
<th>ASCC</th>
<th>OCOB</th>
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<tbody>
<tr>
<td>Phil Barlow, CAED</td>
<td>Chris Carr, OCOB</td>
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<tr>
<td>Bob Flores, CAFES</td>
<td>Derek Majewski, ASI</td>
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<tr>
<td>Katherine O’Clair, Library</td>
<td>Susan Opava, Grad. Studies</td>
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<td>Chris Pascual, CENG</td>
<td>John Walker, CSM</td>
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<tr>
<td>Helen Bailey, Evaluations</td>
<td>Clare Battista, OCOB</td>
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<tr>
<td>Elena Keeling, CSM</td>
<td>Andrew Morris, CLA</td>
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<td>Lisa Nicholson, CAFES</td>
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<tr>
<td>Camile O’Bryant, CSM</td>
<td>Tal Scriven, CLA</td>
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<tr>
<td>Wendy Spradlin, PCS</td>
<td>Clark Turner, CENG</td>
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Academic Senate Orientation

Fall 2011
Senate Officers & Staff

Officers

Chair: Rachel Fernflores, Philosophy Department, 6-2330
Vice Chair: Steve Rein, Statistics Department, 6-2941

Staff

Margaret Camuso, 6-1258
Gladys Gregory, 6-1259
Officers: Chair

• Develop committee charges for Senate committees: consultation
• Communicate with committee chairs/committees about committee charges
• Prepare meeting agendas and minutes
• Observe meeting procedures
• Act as liaison between administrators and faculty
• Provide faculty with the opportunity to talk about issues important to our work as educators
Officers: Vice Chair

• Maintain speaker’s list during Senate meetings (Executive Committee meetings and Academic Senate meetings)
• Observing rules and regulations
• Be ready to take over duties of the Chair
Parliamentarian

Senator Lee Burgunder

• Parliamentarian advises the Chair when she is in doubt about how to rule on an important point
Senate Staff

• Logistics
• Arranging meetings
• Consult with Senate Chair and Senate Committee Chairs about procedures
• Help with resolutions
• Minutes
• Much more!
Caucus Chairs

• Attend Executive Committee meetings and Academic Senate meetings
• Fill vacancies from their college/area on Senate and University committees
• Keep people in their college/area informed of what happens at Senate meetings
• Report to Senate officers or Executive Committee when there are things happening in the colleges/areas that we need to know about
Senators

• Attend Senate meetings
• Address the Chair when speaking
• Observe procedures
• Arrange for proxy in writing if not able to attend a meeting
• Copy Margaret & Gladys when arranging for proxy
• Technically, a Senator can be dismissed from Senate duty if he or she misses two consecutive meetings for which there was no substitution
• If a Senator cannot attend meetings for a whole quarter (or more), he or she should work with the caucus chair to find a replacement
Resolutions

• Resolutions come from Senate committees and other university community members
• Resolutions that come to the Senate undergo first and second readings
• During a first reading, the resolution cannot be amended, but the body can discuss the resolution and make suggestions for improvement
Resolutions

• If a resolution is time sensitive, it can be moved to a second reading at the same meeting – care needs to be taken to do this only when needed
• At the second reading, a resolution needs to be moved and seconded to adoption
• A moved and seconded resolution can be amended by the Senate
Resolutions

• As a courtesy, it is preferable if we have proposed amendments in advance of meetings
• Attachments to resolutions cannot be amended
Resolutions

• Resolutions are either adopted, rejected or withdrawn, referred to committee, postponed (time certain if we do not intend to postpone indefinitely)
• If unresolved at the end of the year, a resolution is dropped and would need to be re-agendized the following year by the Executive Committee