

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE
805.756.1258

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, January 8, 2002
UU220, 3:00 to 5:00pm

- I. Minutes:
Approval of minutes for Academic Senate Executive Committee meeting of November 6, 2001 (pp. 2-3).
- II. Communication(s) and Announcement(s):
Amended Response to AS-566-01/IC Resolution on Commencement (pp. 4-5)
- III. Reports:
 - A. Academic Senate Chair:
 - B. President's Office:
 - C. Provost's Office:
 - D. Statewide Senators:
 - E. CFA Campus President:
 - F. ASI Representatives:
 - G. Other:
- IV. Consent Agenda:
- V. Business Item(s):
 - A. **Academic Senate/committee vacancies:** (p. 6).
 - B. **Review/recommendation of nominee for General Education Director 2002-2005:** (enclosed as separate document with this agenda).
 - C. **Resolution on Budget Principles and Strategies:** Greenwald, COSAM caucus chair, (pp. 7-9).
 - D. **Resolution on Minimum Units for Degree:** Hannings, chair of Curriculum Committee, (p. 10).
 - E. **Resolution on Academic Integrity, Program Accountability, and 180 Units for Degree:** Hood, COSAM senator, (p. 11).
 - F. **Resolution on Process for Change of Major:** Breitenbach, chair of Instruction Committee, (pp. 12-14).
 - G. **Resolution on Formation of an Ad Hoc Faculty Club and Conference Center Committee:** Harris, CENG senator/Riener, COB professor, (p. 15).
 - H. **Resolution to Change the Bylaws of the Academic Senate Section III.B.8.(b),** Executive Committee, (p. 16).
- VI. Discussion Item(s):
[time certain 4:30] Information Competency: Dingus, Academic Senate Vice Chair.
- VII. Adjournment:

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

MINUTES OF
The Academic Senate Executive Committee
Tuesday November 6, 2001
UU 220, 3:00 to 5:00

Preparatory: the meeting was opened at 3:13 p.m.

- I. Minutes: The minutes from the October 16, 2001 Executive Committee meeting were approved as submitted.
- II. Communications and Announcements: None.
- III. Reports:
 - a. Academic Senate Chair Report: (Menon) announced that Tim Kersten will step down from his position of Statewide Senator after 18 years of service. Kersten thanked the Executive Committee for all the support during the many years and mentioned that it has been a privilege to serve but now is time to go back to full time teaching. Myron Hood added that when the announcement was made at the statewide meeting, that Kersten would be stepping down, everyone was surprised and saddened because everyone really respects him. Hood also read a resolution from the CSU Academic Senate entitled "Resolution of Commendation for Timothy Kersten" in which his 18 years of services in various committees and councils is appreciated. Menon will fill in as statewide senator for Kersten until a replacement is elected during winter quarter. Menon reported that he attended a statewide chair's meeting in Long Beach in which the budget situation was described as grim with some reduction likely. Richard West, Executive Vice Chancellor for Business Affairs mentioned that the worse case scenario would be a 15% reduction in which case even a 40% increase in student fees would not make up the deficit; however CSU is not planning on fee increases at this time. The high cost of CMS was also discussed as a means of minimizing budget expenses but many campuses want to continue with the project. Menon also said that Jackie Kegley, CSU statewide Academic Senate Chair, has confirmed that she will attend an Academic Senate meeting during Winter quarter as well as Vice Chancellor Spence who is also planning a visit to Cal Poly in order to interact with the faculty. The Statewide Academic Senate is conducting a study of Department Chair's workload.
 - b. President's Report: None.
 - c. Provost's Report: (Conn) announced that Linda Halisky, Chair of the English Department, has accepted the position of Director of International Programs (IEP).
 - d. Statewide Senate: (Hood) last week at the Statewide Senator's meeting in Long Beach Chancellor Reed discussed the budget issues but the message was mixed. Chancellor Reed also mentioned that the entire CSU system is over enrolled by 8,400 students who are unfunded. The CSU is negotiating the request from the Department of finance to immediately cut from their budget \$25 million. The issue of salary gap in the CSU was discussed and it has been determined that the gap of 17% is only at the full professor level. Hood reported that there has been a reduction in the Partnership Budget.
 - e. CFA: None.
 - f. ASI: (Kipe) reported that she met with ASI members Leigh Love and Andrew Hunt who met with Academic Chair Menon and Academic Senate Vice Chair Dingus to discuss the

budget, the issue of 180-units, and housing. The student vote will be conducted on the fee referendum is November 14-15.

g. Other: None.

IV. Discussion Item:

V. Business Items:

- a. **Academic Senate and university-wide committee vacancies:** All Executive Committee members were reminded of the vacancies and encouraged to seek faculty members to fill the positions. The Academic Senate Office will send out an election ballot to the 268 part-time employees to elect a part-time representative to the Academic Senate.
- b. **Resolution on Distance Education Policy:** Hannings, Chair of the Curriculum Committee proposed the adoption of "Distance Education Policy at Cal Poly, San Luis Obispo" as the official policy for the newly accepted form of teaching. This was agendaized for the next Academic Senate meeting.
- c. **Academic Senate part-time representative:** Since the Academic Senate received interest from only one faculty member a ballot will be send out to all part-time faculty asking them to either vote for the interested party or write in their own part-time candidate.
- d. **Academic Calendar for 2003-2004:** Breitenbach, Chair of the Instruction Committee, presented to the Executive Committee their recommendation of Proposal #2 for the 2003-2004 calendar. Breitenbach discussed the pros and cons of all five proposals and summarized her committee's discussion of each proposal. The Executive Committee endorsed her recommendation and will forward it to the Provost before the December 7 deadline.

VI. Discussion Item(s):

The Executive Committee members expressed concern about the Administration's lack of support for the Senate's resolution on student eligibility to participate in graduation. The Senate has proposed that for students to be eligible to "walk" they must have completed all requirements, by the end of the current quarter, or have registered for their final requirements in the following term. Chair Menon will write a letter to Provost Zingg to obtain an agreement to the principle of compliance with the spirit of our resolution on commencement, with a gradual phase-in period for the full implementation of the policy.

VII. Meeting adjourned at 5:00 pm.

Submitted by:




Gladys Gregory
Academic Senate

State of California
M e m o r a n d u m



To: Unny Menon, Chair
Academic Senate

Date: December 7, 2001

From: Paul J. Zingg 
Provost and Vice President for Academic Affairs

Copies: Warren J. Baker
David Conn
Euel Kennedy
Thomas Zuur
Robert Detweiler
Kenneth Barclay
Kimi Ikeda

Subject: Amended Response to Senate Resolution As-566-
01/IC—Resolution on Commencement

As we discussed with President Baker, he has reconsidered his initial response to the Academic Senate Resolution on Commencement. In his initial response, as you may recall, he indicated his support of the spirit and intent of the Resolution, but raised concerns regarding its implementation in the face of impending budget cuts and limited resources. It is the President's decision now to endorse fully the policy recommended by the Academic Senate for student participation eligibility in Commencement ceremonies, effective with the 2002-03 academic year. The first Commencement exercise for which the new criteria would be applicable is Fall, 2002.

The new participation guidelines will be published in the next catalog, the quarterly class schedules, and through other means to notify students, department heads/chairs, and evaluators of this decision. The new policy is as follows:

"That it shall be the policy of Cal Poly that for a student to participate in graduation ceremonies, the student must satisfy at least one of the following:

1. The student shall have completed all degree requirements and not have participated in a graduation ceremony previously.
2. The student shall currently be enrolled in classes that would complete all of that student's degree requirements.
3. The student shall be registered for classes for the following term that would allow the student to complete all of his/her degree requirements."

Unny Menon
Page Two
December 7, 2001

Implementation of this policy will initially focus on informing students about it. Once we have fully implemented the DegreeWorks software, we will develop a mechanism for enforcing it, most likely through a cooperative effort among departments, colleges, and the Office of Academic Records. Since it is unlikely that we will ever choose to escort students and their families out of the ceremony itself, we will likely concentrate on ensuring that only eligible students are listed in the Commencement Bulletin in order to further reinforce this policy.

ACADEMIC SENATE COMMITTEES
Vacancies for 2001-2002

College of Architecture and Environmental Design
Grants Review Committee

Department

Faculty Affairs Committee

SENATORS
Vacancies for 2001-2003

College of Science and Mathematics

Department

Adopted:

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

AS-____-02/

RESOLUTION ON
BUDGET PRINCIPLES AND STRATEGIES

1 **Background:** During the early 1990s the State of California experienced a significant economic
2 downturn. As a result of the economic problems during this period of time, the financial support
3 for the CSU was substantially reduced. Many areas of this campus are still feeling the effects of
4 this reduction in support. The attached *Budget Principles and Strategies* are an attempt to create
5 strategies for minimizing the impact on Cal Poly resulting from the reduction in support from the
6 state.

7
8 WHEREAS, The State of California has entered a difficult financial period; and

9
10 WHEREAS, The financial difficulties of the state will likely result in a reduction of support for
11 the CSU; and

12
13 WHEREAS, The CSU has asked all of the campuses, including Cal Poly, to plan for significant
14 cuts in support; and

15
16 WHEREAS, Careful planning will be essential if the campus is to minimize the harmful effects
17 of these budgetary cuts; therefore, be it

18
19 RESOLVED: That the Academic Senate urge the Cal Poly administration to include all
20 constituencies in budgetary discussions; and be it further

21
22 RESOLVED: That the Academic Senate endorse the attached *Budget Principles and Strategies*;
23 and be it further

24
25 RESOLVED: That the Academic Senate urge the Cal Poly administration to use these *Budget*
26 *Principles and Strategies* in the budget process.

Proposed by: Academic Senate Budget and
Long Range Planning Committee
Date: December 18, 2001

Budget Principles and Strategies

Principles

- Priority shall be given to maintaining the quality and character of education at Cal Poly.
- Enrollment must be consistent with available resources.
- The University should adhere to an enrollment policy that stabilizes enrollments and minimizes enrollment oscillations.
- The University budgetary process should be open and include all constituencies.
- Faculty, students, and staff are entitled to timely financial information.
- Faculty, students, and staff are entitled to enrollment information that is made available at the time enrollment decisions are made.

Strategies

A. Short-term strategies

- Impose a hiring freeze.
- Defer maintenance.
- Reduce discretionary spending.
- Reduce equipment purchases.
- Reduce library acquisitions
- Reduce or eliminate campus-wide initiatives that are expensive to run and not widely used by faculty or students.
- Reduce or eliminate non-essential non-classroom activities such as non-essential workshops.
- Examine administrative positions, including those that have been added since 1990, to determine whether they are necessary.

B. Longer-term strategies

- Merge colleges.
- Fill openings selectively.
- Redirect resources.
- Delay implementation of the student administration portion of CMS.
- Consider reducing non-essential services.
- Evaluate the resources committed to athletics.
- Eliminate programs.

C. Enrollment and course offering strategies

- Reduce enrollment to match available resources.
- Minimize enrollment oscillations by establishing consistent fall enrollments.
- If necessary, reduce the number of new students admitted in other quarters.
- Try to maintain as many teaching positions as possible.
- Explore the possibility of creating a unit maximum for students.

- If consistent with good academic practice, explore reducing the number units required for graduation.
- Consistently apply policy regarding academic disqualifications.
- Synchronize academic disqualification with disqualification with financial aid.
- Examine the scheduling of classes to determine if scheduling conflicts can be reduced.
- Examine the scheduling of classes to determine if the number of non-essential course offerings can be reduced.
- Investigate potential changes in mode of instruction that could lead to efficiencies while preserving academic quality.
- Investigate expansion of international programs.
- Consider possible restrictions on double majors and/or minors.

D. Process

- Reactivate UPBAC and ensure that budgetary decisions are made with input from faculty, students, and staff.
- Schedule a special Senate Executive Committee and/or Senate meeting devoted to the budget.

Adopted:

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

AS-___-01/

**RESOLUTION ON
MINIMUM UNITS FOR DEGREE**

1 WHEREAS, The CSU Board of Trustees at its July 2000 meeting changed Title 5 so the
2 minimum number of units for a baccalaureate degree is now 180; and
3

4 WHEREAS, The campus has been directed to reduce units in each degree program to 180 or
5 supply convincing rationale for a higher number; and
6

7 WHEREAS, The curriculum is the purview of the faculty; therefore, be it
8

9 RESOLVED: That the faculty at Cal Poly express its concern for how the reduction in units
10 required for a baccalaureate degree might affect the quality of its programs; and
11 be it further
12

13 RESOLVED: That by the end of winter quarter 2002, the Academic Senate Curriculum
14 Committee draft its recommended criteria for programs wanting to maintain
15 baccalaureate degrees with more than 180 units.

Proposed by: Academic Senate Curriculum
Committee
Date: December 4, 2001

Adopted:

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

AS-__-02/

**RESOLUTION ON
ACADEMIC INTEGRITY, PROGRAM ACCOUNTABILITY,
AND 180 UNITS FOR DEGREE**

- 1 WHEREAS, Title V of the California Code of Regulations require a minimum of 180 quarter units for
2 graduating with a Bachelor of Arts degree in the CSU; and
3
4 WHEREAS, Title V of the California Code of Regulations states, "The number of [quarter] units for
5 each curriculum shall be determined by each campus"; and
6
7 WHEREAS, Title V of the California Code of Regulations also states, "Each campus shall establish
8 and maintain a monitoring system to ensure that justification is provided for all program
9 requirements that extend the baccalaureate unit requirement beyond 180 units"; and
10
11 WHEREAS, The Chancellor's Office has asked that every campus either reduce each of its programs
12 to 180 quarter units or have that program strongly justify why a higher number of units
13 should be required; and
14
15 WHEREAS, It is the duty of the faculty of Cal Poly to educate its students so that they graduate as
16 lifelong learners who are prepared to meet both the economical and societal challenges
17 of a world that is becoming increasingly more culturally and technologically diverse;
18 therefore, be it
19
20 RESOLVED: That each program at Cal Poly offer a curriculum that allows its majors to be educated
21 not only in the discipline but prepares them to be responsible citizens of the world; and
22 be it further
23
24 RESOLVED: That it be recommended that all programs have a sufficient number of units to provide
25 its students with a well rounded selection of courses which includes:
26 1. An adequate knowledge of the major as determined by a national accrediting agency
27 or other outside review source, such as that required for program review;
28 2. Those necessary to complete the General Education requirement;
29 3. A minimum of at least 8 units of non-restricted elective courses; and be it further
30
31 RESOLVED: That if complying with the above recommendations results in a program's curriculum
32 exceeding 180 quarter units, then this will be considered sufficient justification as
33 required by Title V.

Proposed by: Myron Hood, COSAM Senator
Date: December 12, 2001

Adopted:

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

AS-___-01/

**RESOLUTION ON
PROCESS FOR CHANGE OF MAJOR**

- 1 WHEREAS, Cal Poly requires students to declare their major upon entrance; and
2
3 WHEREAS, Some departments/programs expect students to make progress towards their stated
4 degree while attempting to change into their desired major; and
5
6 WHEREAS, Some change of major processes are unwieldy; and
7
8 WHEREAS, Some students may not gain acceptance into their desired major within a
9 reasonable time period; therefore, be it
10
11 RESOLVED: That the Academic Senate adopt the attached *Process for Change of Major*
12 document.

Proposed by: Academic Senate Instruction
Committee
Date: December 7, 2001

PROCESS FOR CHANGE OF MAJOR

Applies to matriculated undergraduate students at Cal Poly wishing to change major.

1. An application for internal change of major will not be considered until/unless a student:
 - has spent at least one quarter at Cal Poly
 - has a minimum of a 2.0 grade point average in the target major's prefix and/or support courses, and
 - is not presently on academic probation.
2. Prior to applying for a change of major, students are strongly advised to consult with at least two of the following:
 - Department chair/head in the "target" major (i.e., the major to which the student wishes to change)
 - Department chair/head in the current major
 - Faculty in the target major
 - Advising Center staff in the current major
 - Advising Center staff in the target major
 - Career Services staff
3. Departments/programs with heavily impacted majors will:
 - establish and publish each year
 - target numbers for admissions via change of major
 - a competitive process for making change of major decisions, and
 - one or two firm dates for making these decisions

OR

- raise the minimum criteria for acceptance to a high enough standard that acceptance is possible at any time for all students who meet the criteria.

The performance criteria established by departments/programs for changing majors will be designed primarily to assess the student's likelihood of achieving success in the new major (taking into account the possibility that poor past performance at Cal Poly may in part reflect an inappropriate choice of major on entry). As far as possible, performance criteria for change of major:

- will discourage students from seeking "backdoor" entry to a more impacted major by first applying to a less impacted (and more readily accessible) major, while
- accepting a responsibility to treat existing Cal Poly students who are acting in good faith somewhat more favorably than those applying from the outside.

It should be possible for *most* qualified students (i.e., those who are in good academic standing and are academically prepared for the lower division courses that are necessary to assess likelihood of success in the target major) to change their major within three quarters. Majors may no longer keep waiting lists of students who have met applicable performance criteria but whose entry into the major is being delayed pending space availability. Based on pre-set targets for internal transfers, these majors will hold regular competitions for admission and will give firm acceptance decisions only to those students who can be accommodated promptly; others will be rejected. Denied students may re-apply at a later date but should be made clearly aware that they will not be given preference based on persistence (i.e., repeated applications).

When a freshman student applies to change major within the first three quarters after entering Cal Poly, the target major has the option, where feasible, of using the academic MCA score combined

with a specific Cal Poly grade point average for acceptance purposes. Feasibility may depend on whether the MCA scores for the originating and target majors are based on the same formula, and on the availability of relevant historical data. If this option is selected, the target major will:

- Recalculate the academic MCA as if the student had applied to the target major on entry.
- Compare with the academic MCA cut-off used to determine admissions for the fall quarter in which the student first enrolled (when the student first enrolled in winter, the comparison will be made with the admissions cut-off for the *preceding* fall; when the student first enrolled in summer, the comparison will be made with the admissions cut-off for the *following* fall).
- Allow the change if the student's MCA exceeds this cut-off, there is space available within the target major, and the student meets the Cal Poly grade point average requirement prescribed by the target major.

A freshman student applying to change major within the first three quarters after entering Cal Poly, whose application is not accepted based on the above MCA scores and Cal Poly cumulative grade point average, or a student applying after the third quarter has passed, or a transfer student from another institution, will be considered on the basis of performance criteria pre-specified by the target major.

The communications sent to students who are not meeting the requirements for making satisfactory progress within their current major should be constructive in tone while clearly indicating:

- the nature of these requirements
- the potential consequences of failing to meet them
- the "window of opportunity" that is available for students seeking to change major.

Proposed by: Academic Senate Instruction Committee
Date: December 7, 2001

Adopted:

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

AS-__-01/

**RESOLUTION ON
FORMATION OF AN AD HOC FACULTY CLUB
AND CONFERENCE CENTER COMMITTEE**

- 1 WHEREAS, Many private and public universities within the State of California have provided faculty
2 clubs for the benefit of their faculty, staff, and university community; and
3
4 WHEREAS, The faculty would benefit by having dedicated facilities supporting university
5 conferences; and
6
7 WHEREAS, The faculty and staff of Cal Poly do not have a designated facility for their professional
8 and social use; and
9
10 WHEREAS, The Cal Poly Master Plan does not designate a facility to be specifically used as a faculty
11 club and conference center;
12
13 WHEREAS, The Cal Poly Centennial Campaign does not designate as one of its goals the use of
14 endowment funds for the establishment of a faculty club and conference center; and
15
16 WHEREAS, There exists an organization, The Association of Faculty Clubs International, which can
17 assist in the planning for a faculty club and conference center when joined as an
18 associate member for \$150 per year; therefore, be it
19
20 RESOLVED: That the Academic Senate Chair appoint an Ad Hoc Faculty Club and Conference Center
21 Committee to plan for the establishment of a Cal Poly Faculty Club and Conference
22 Center; and be it further
23
24 RESOLVED: That the Academic Senate request President Baker support the Ad Hoc Faculty Club and
25 Conference Center Committee by providing funds for Cal Poly to become an associate
26 member of The Association of Faculty Clubs International and by providing liaison
27 between the committee and the administrators responsible for the Master Plan and the
28 Centennial Campaign; and be it further
29
30 RESOLVED: That the Ad Hoc Faculty Club and Conference Center Committee complete its work by
31 submitting its findings and a report to the Academic Senate by the end of this academic
32 year.

Proposed by: James Harris (senator, CENG) and
Kenneth Riener (professor, COB)
Date: November 20, 2001

Adopted:

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

AS-__-01/

**RESOLUTION TO
CHANGE THE BYLAWS OF THE ACADEMIC SENATE SECTION III.B.8.(b)
[Election of Academic Senate Representative for Part Time Employees]**

1 WHEREAS, Bylaws section III.B.8 of the Academic Senate provides for the election of a voting
2 representative for part time academic employees to the Academic Senate; and
3

4 WHEREAS, During fall quarter, the Academic Senate solicits all part time academic employees for
5 nominations to this position; and
6

7 WHEREAS, Often only one nomination is received; and
8

9 WHEREAS, Administering a full election process when only one nomination has been received
10 requires an unnecessary expenditure of time and resources; therefore, be it
11

12 RESOLVED: That when only one nomination has been received for the position of Academic Senate
13 representative for part time academic employees, that the Executive Committee of the
14 Academic Senate be given the authority to appoint said nominee to the position; and be
15 it further
16

17 RESOLVED: That Section III.B.8.(b) of the Bylaws of the Academic Senate be changed as follows:
18

19 (b) After nominations have been received, election to this position
20 shall be conducted. A runoff election, if needed, shall be conducted
21 the week following the conclusion of the election. Said position
22 shall be elected by vote of all University part time academic
23 employees unless only one nomination to this position is received, in
24 which case the Executive Committee of the Academic Senate should
25 have the authority to appoint said nominee to the position. A runoff
26 election, if needed, shall be conducted the week following the
27 conclusion of the election.
28

Proposed by: Academic Senate
Executive Committee
Date: December 11, 2001