

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

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, April 2, 2002
UU220, 3:00 to 5:00pm

- I. Minutes: Approval of minutes for the January 29, 2002 Executive Committee meeting (pp. 2-3).
- II. Communication(s) and Announcement(s):
Academic Senate election results for 2002-2003: (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 vacancy for 2001-2002:** (p. 6).
 - B. **Academic Senate committee vacancies for 2002-2003:** (pp. 7-13).
 - C. **Universitywide committee vacancies for 2002-2003:** (pp. 14-16).
- VI. Discussion Item(s):
 - A. **Extended Studies:** Follow up discussion on name change for Extended Studies.
 - B. **Liberal Studies:** Changing Liberal Studies from a program to a department.
 - C. **Statement on Proposed Classroom Conduct and Expectations:** Devore, (pp. 17-18).
- VII. Adjournment:

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

MINUTES OF
The Academic Senate Executive Committee
Tuesday January 29, 2002
UU 220, 3:00 to 5:00 pm

Preparatory: the meeting was opened at 3:15 p.m.

- I. Minutes: None.
- II. Communications and Announcements: None.
- III. Reports:
 - A. Academic Senate Chair Report: None.
 - B. President's Report: (Howard-Greene) President Baker is in Long Beach this week attending Board of Trustees meeting. Not much will be know on the budget until the May revise but the initial Governor's scenario seems sustainable.
 - C. Provost's Report: None.
 - D. Statewide Senate: (Hood) At the last Statewide Academic Senate meeting there was a most interesting debate on how to change the membership of the Statewide Senate. If the proposed process passes Cal Poly's number of senators will increase but if it fails, we will loose one senator. Hood suggested that Menon continues to serve as interim senator until a decision is made. M/S/P to postpone election of Statewide senators until further notice. Hood also reported on a presentation by Richard West, Vice Chancellor for Business, who described the budget as "very fragile".
 - D. CFA: (Fetzer) There is a faculty meeting next Thursday in the Alumni House to generate ideas on how to help the contract negotiations move along. February 26 and 27 are lobby days in Sacramento and everyone is encouraged to attend.
 - E. ASI: None.
 - F. Other: None.
- IV. Discussion Item:
- V. Business Items:
 - A. **Academic Senate Vacancies:** It was requested that the vacancy list be reviewed and any recommendations sent to the Academic Senate office.
 - B. **Resolution on Formation of an Ad Hoc Faculty Club and Conference Center Committee:** Harris, CENG Senator and Ken Riener, COB professor. This resolution establishes an ad hoc committee to study the idea of a Faculty Club and Conference Center and how to incorporate it into the Cal Poly's Materplan and Centennial Celebration. This committee is to report back to the Academic Senate by spring quarter 2002. Greenwald mentioned that there is no need for a resolution to create a committee but President Baker should be asked for the funds to join The Association of Faculty Clubs International, which is an organization that can assist in the planning. Menon authorized the formation of an ad hoc committee to include Harris, Riener, and others as members. Menon will pursue the request to President Baker for \$150.00 to join The Association of Faculty Clubs International.
 - C. **Curriculum Proposal for BS in Software Engineering:** This resolution creates a new degree, which focuses more on engineering instead of computer science. The proposal addresses the issues of enrollment, library resources, and total number of units, and was agendized.

- D. **Resolution on Process for Change of Major:** This resolution, which offers a uniform process for students to change major, was agendized.
- E. **Resolution on Academic Integrity...180 Units for Degree:** This resolution which requests that each program undertakes a self-review of their curriculum and provide justification for a baccalaureate requiring more than 180 units, was agendized.
- F. **Resolution to Change the Bylaws of the Academic Senate Section III.B.8.(b):** Due to lack of time, this item was forwarded to the next Academic Senate Executive Committee agenda.

VI. Discussion Item(s): **Expanding Child Care Services on Campus** - Reg Gooden, Statewide Senator mentioned that several colleagues with young children have a great need for qualified child care. Tonya Iversen, Director of ASI Children's Program, said that the Children's Center on campus is funded thru ASI and is primarily for low-income students but resources are available to help locate off-campus childcare for faculty and staff. Bob Ambach, Associate Executive Director for Foundation said that the small program is providing good service to student parents but not serving faculty and staff with toddler age children. The center is maintained through grants, ASI, and fees. There is no master plan for improvement since state funds are not used to subsidize childcare. The biggest challenges are money, place, and appropriate staff. Jonathon Reich suggested that the Academic Senate be on record as supporting the issue of childcare in order to attract faculty and their needs for safe, licensed childcare. Rick Johnson, Director of ASI, announced that ASI would go to any length to help and create new partnerships. Greenwald suggested that Gooden and Reich get together and draft a resolution to present to the next Executive meeting. Reich requested that without a formal resolution it be requested that the Employee Manual be edited to say that the children's program has a waiting list and is not readily available for staff and faculty. Provost Zingg said that he would pledge to support Mike Suess and President Baker in creating a task force. Bob Detweiler asked to include Deborah Schwartz and others, including staff, as part of the task force.

VII. Meeting adjourned at 5:00 pm.

Submitted by:



Gladys Gregory
Academic Senate

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

ACADEMIC SENATE SENATORS
2002-2003

(by college)

Names of newly elected members are highlighted

COLLEGE OF AGRICULTURE (7 representatives)

<u>NAME</u>	<u>DEPT</u>	<u>OFC/DEPT</u>	<u>@calpoly.edu</u>	<u>TERM END</u>
Beckett, John	AniSci	67011/62419	jbeckett	2003
Dingus, Del	E&SoilSci	62753/62261	ddingus	2003
Hannings, Dave	H&CropSci	62870/62279	dhanning	2004
Harris, John	NRM	62426/62702	jhharris	2004
Noel, Jay	Agribus	65014/65000	jnoel	2003
Stephens, Sarah	AE&Comm	67272/62803	sastephe	2004
VACANCY				2004

COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN (5 representatives)

<u>NAME</u>	<u>DEPT</u>	<u>OFC/DEPT</u>	<u>@calpoly.edu</u>	<u>TERM END</u>
Boswell, Mike	C&RPlg	62496/61315	mboswell	2003
Epstein, Bill	ConstMgt	62797/61323	wepstein	2004
Lynn, Abe	ArchEngr	62152/61314	alynn	2003
Reich, Jon	Arch	62881/61316	jreich	2003
VACANCY				2004

COLLEGE OF BUSINESS (5 representatives)

<u>NAME</u>	<u>DEPT</u>	<u>OFC/DEPT</u>	<u>@calpoly.edu</u>	<u>TERM END</u>
Armstrong, Mary Beth	Acctg	62084/61384	marmstro	2003
Dobson, John	Finance	61606/61543	jdobson	2004
Griggs, Ken	Mgtmt	62731/62012	kgriggs	2004
Iqbal, Zafar	Acctg	62977/62831	ziqbal	2003
VACANCY				2004

COLLEGE OF ENGINEERING (7 representatives)

<u>NAME</u>	<u>DEPT</u>	<u>OFC/DEPT</u>	<u>@calpoly.edu</u>	<u>TERM END</u>
Agbo, Sam	ElecEngr	61528/62781	sagbo	2004
DeTurris, Dianne	AeroEngr	61515/62562	ddeturri	2003
Goel, Rakesh	C&EEEngr	62052/62947	rgoel	2003
Maddren, Jesse	MechEngr	61386/61334	jmaddren	2004
Menon, Unny	IndEngr	61180/62342	umenon	2003
VACANCY				2004
VACANCY				2004

COLLEGE OF LIBERAL ARTS (9 representatives)

<u>NAME</u>	<u>DEPT</u>	<u>OFC/DEPT</u>	<u>@calpoly.edu</u>	<u>TERM END</u>
Flores, Francisco	Philos	62044/62041	fflores	2004
Foroohar, Manzar	History	61707/61707	mforooha	2003
Hampsey, John	English	62239/62596	jhampsey	2004
Jones, Terry	SocSci	62523/62260	tljones	2004
Laver, Gary	Psyc&HD	62865/62033	glaver	2003
Lynch, Joe	Philos	62952/62041	jlynch	2004
Osmond, Penny	GrphComm	62408/61108	posmond	2003
Rinzler, Paul	Music	65792/62406	prinzler	2003
VACANCY				2004

Foroohar, Manzar (stwd sen)	History	61707/61707	mforooha	2005
-----------------------------	---------	-------------	----------	------

COLLEGE OF SCIENCE AND MATHEMATICS (8 representatives)

<u>NAME</u>	<u>DEPT</u>	<u>OFC/DEPT</u>	<u>@calpoly.edu</u>	<u>TERM END</u>
Brown, Ron	Physics	62439/62448	rbrown	2004
Elrod, Susan	BioSci	62875/62788	selrod	2003
Goldenberg, Stu	Math	62130/62206	sgoldenb	2004
Greenwald, Harvey	Math	61657/62206	hgreenwa	2003
Lewis, George	Math	62333/62206	glewis	2004
Maxwell, John	Chem&BC	62694/62693	jmaxwell	2003
Puhl, Susan	Kinesiology	62087/62545	spuhl	2003
Rein, Steve	Stats	62941/62709	srein	2004

Hood, Myron (stwd sen)	Math	62352/62206	mhood	2003
------------------------	------	-------------	-------	------

PROFESSIONAL CONSULTATIVE SERVICES (5 representatives)

<u>NAME</u>	<u>DEPT</u>	<u>OFC/DEPT</u>	<u>@calpoly.edu</u>	<u>TERM END</u>
Andre, Barbara	IEP	65837/61477	bandre	2003
Brar, Navjit	Library	62631/62631	nbrar	2004
Harlan, Sallie	Library	62403/62403	sharlan	2004
Montgomery, Wayne	Library	62057/62057	wmontgom	2003
VACANCY				2004

UNIVERSITY CENTER FOR TEACHER EDUCATION (1 representative)

<u>NAME</u>	<u>DEPT</u>	<u>OFC/DEPT</u>	<u>@calpoly.edu</u>	<u>TERM END</u>
Hernandez, Anita	UCTE	65537/61503	achernan	2003

ACADEMIC SENATE COMMITTEES
Vacancies for 2001-2002

College of Architecture and Environmental Design

Department

Faculty Affairs Committee

COLLEGE OF AGRICULTURE
Faculty Interest Questionnaires Received for
Academic Senate Committee Vacancies for 2002-2004

	<u>Department</u>	<u>Order of Preference</u>
<u>Budget and Long Range Planning Committee</u>		
No Vacancy		
<u>Curriculum Committee</u>		
Casey, Glen (Incumbent)	AgEd	1 of 1
Hannings, Dave	HCS	1 of 1
(Willing to continue as chair but not as the CAGR rep)		
<u>Cultural Pluralism Requirement Subcommittee</u>		
No Vacancy		
<u>Faculty Affairs Committee</u>		
No Vacancy		
<u>Faculty Awards Committee</u>		
<u>Faculty Dispute Review Committee</u>		
No Vacancy		
<u>Fairness Board</u>		
Dingus, Del* (Incumbent)	Eth&SoilSci	1 of 1
<u>Grants Review Committee</u>		
<u>Instruction Committee</u>		
Harris, John* (Incumbent)	NRM	1 of 1
<u>Library Committee</u>		
No Vacancy		
<u>Research and Professional Development Committee</u>		
No Vacancy		
<u>Student Grievance Board</u>		
No Vacancy		

* Willing to chair if release time were available

COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN
Faculty Interest Questionnaires Received for
Academic Senate Committee Vacancies for 2002-2004

	<u>Department</u>	<u>Order of Preference</u>
<u>Budget and Long Range Planning Committee</u> Duerk, Donna	Arch	1 of 1
<u>Curriculum Committee</u>		
<u>Cultural Pluralism Requirement Subcommittee</u>		
<u>Faculty Affairs Committee</u>		
<u>Faculty Awards Committee</u> No Vacancy		
<u>Faculty Dispute Review Committee</u> No Vacancy		
<u>Fairness Board</u>		
<u>Grants Review Committee</u> No Vacancy		
<u>Instruction Committee</u> No Vacancy		
<u>Library Committee</u>		
<u>Research and Professional Development Committee</u>		
<u>Student Grievance Board</u> No Vacancy		

* Willing to chair if release time were available

COLLEGE OF BUSINESS
Faculty Interest Questionnaires Received for
Academic Senate Committee Vacancies for 2002-2004

	<u>Department</u>	<u>Order of Preference</u>
<u>Budget and Long Range Planning Committee</u>		
<u>Curriculum Committee</u>		
Peach, David* (Incumbent)	Mgmt	1 of 1
<u>Cultural Pluralism Requirement Subcommittee</u>		
No Vacancy		
<u>Faculty Affairs Committee</u>		
Biggs, Joseph (Incumbent)	Mgmt	1 of 1
<u>Faculty Awards Committee</u>		
No Vacancy		
<u>Faculty Dispute Review Committee</u>		
No Vacancy		
<u>Fairness Board</u>		
No Vacancy		
<u>Grants Review Committee</u>		
Lituchi, Terri*	GlSt&Law	1 of 1
<u>Instruction Committee</u>		
<u>Library Committee</u>		
No Vacancy		
<u>Research and Professional Development Committee</u>		
No Vacancy		
<u>Student Grievance Board</u>		
No Vacancy		

* Willing to chair if release time were available

COLLEGE OF ENGINEERING
Faculty Interest Questionnaires Received for
Academic Senate Committee Vacancies for 2002-2004

	<u>Department</u>	<u>Order of Preference</u>
<u>Budget and Long Range Planning Committee</u> No Vacancy		
<u>Curriculum Committee</u> No Vacancy		
<u>Cultural Pluralism Requirement Subcommittee</u> No Vacancy		
<u>Faculty Affairs Committee</u> No Vacancy		
<u>Faculty Awards Committee</u>		
<u>Faculty Dispute Review Committee</u> Niku, Saeed* (Incumbent)	MechEngr	1 of 1
<u>Fairness Board</u> No Vacancy		
<u>Grants Review Committee</u> No Vacancy		
<u>Instruction Committee</u>		
<u>Library Committee</u> Shaban, Ali	ElecEngr	1 of 1
<u>Research and Professional Development Committee</u> No Vacancy		
<u>Student Grievance Board</u> No Vacancy		

* Willing to chair if release time were available

COLLEGE OF LIBERAL ARTS
Faculty Interest Questionnaires Received for
Academic Senate Committee Vacancies for 2002-2004

	<u>Department</u>	<u>Order of Preference</u>
<u>Budget and Long Range Planning Committee</u>		
Dugan, Timothy	Thea&Dnc	1 of 1
<u>Curriculum Committee</u>		
Fitzhenry, William	English	3 of 3
Keseey, Doug (Incumbent)	English	1 of 1
<u>Cultural Pluralism Requirement Subcommittee</u>		
No Vacancy		
<u>Faculty Affairs Committee</u>		
Arceneaux, Craig	PoliSci	1 of 2
Foroohar, Manzar	History	1 of 1
<u>Faculty Awards Committee</u>		
<u>Faculty Dispute Review Committee</u>		
No Vacancy		
<u>Fairness Board</u>		
No Vacancy		
<u>Grants Review Committee</u>		
No Vacancy		
<u>Instruction Committee</u>		
McKim, Patrick (Incumbent)	SocSci	1 of 1
<u>Library Committee</u>		
Fitzhenry, William	English	2 of 3
Schwartz, Debora* (Incumbent)	English	1 of 1
<u>Research and Professional Development Committee</u>		
Arceneaux, Craig	PoliSci	2 of 2
Fitzhenry, William	English	1 of 3
Jones, Terry	SocSci	1 of 1
Levenson, Harvey*	GraphComm	1 of 1
<u>Student Grievance Board</u>		
No Vacancy		

* Willing to chair if release time were available

COLLEGE OF SCIENCE AND MATHEMATICS/UCTE
Faculty Interest Questionnaires Received for
Academic Senate Committee Vacancies for 2002-2004

	<u>Department</u>	<u>Order of Preference</u>
<u>Budget and Long Range Planning Committee</u>		
<u>Curriculum Committee</u> No Vacancy		
<u>Cultural Pluralism Requirement Subcommittee</u> Jacques, Jodi	UCTE	1 of 3
<u>Faculty Affairs Committee</u> No Vacancy		
<u>Faculty Awards Committee</u> No Vacancy		
<u>Faculty Dispute Review Committee</u> Baldwin, Marylud	UCTE	1 of 1
<u>Fairness Board</u> No Vacancy		
<u>Grants Review Committee</u> Chance, Beth Jacques, Jodi	Stats UCTE	1 of 1 3 of 3
<u>Instruction Committee</u> No Vacancy		
<u>Library Committee</u> No Vacancy		
<u>Research and Professional Development Committee</u> Jacques, Jodi	UCTE	2 of 3
<u>Student Grievance Board</u> No Vacancy		

* Willing to chair if release time were available

PROFESSIONAL CONSULTATIVE SERVICES
Faculty Interest Questionnaires Received for
Academic Senate Committee Vacancies for 2002-2004

	<u>Department</u>	<u>Order of Preference</u>
<u>Budget and Long Range Planning Committee</u> No Vacancy		
<u>Curriculum Committee</u> No Vacancy		
<u>Cultural Pluralism Requirement Subcommittee</u>		
<u>Faculty Affairs Committee</u> Sydnor, William (Incumbent)	Acad Skills	1 of 1
<u>Faculty Awards Committee</u> No Vacancy		
<u>Faculty Dispute Review Committee</u>		
<u>Fairness Board</u>		
<u>Grants Review Committee</u> No Vacancy		
<u>Instruction Committee</u> No Vacancy		
<u>Library Committee</u> Fryer, Ann (Incumbent)	DRC	1 of 1
<u>Research and Professional Development Committee</u> Harlan, Sallie (Incumbent)	Library	1 of 1
<u>Student Grievance Board</u> No Vacancy		

* Willing to chair if release time were available

**Faculty Interest Questionnaires Received for
UNIVERSITY-WIDE COMMITTEES
Vacancies for 2002-2003**

	<u>Department</u>	<u>Order of Preference</u>
<u>Accommodation Review Board</u>		
(2 Representatives/1 Vacancy)		
Baldwin, Marylud	UCTE	1 of 2
Chance, Beth	Stats	1 of 3
Harris, John	NRM	1 of 2
Osmond, Penny	GrphComm	1 of 2
Ruef, Mike	UCTE	2 of 3
Taylor, Kevin (Incumbent)	Kinesiology	1 of 2
 <u>ASI Facilities and Operations Committee</u>		
(1 Representative/1 Vacancy)		
 <u>ASI Pace Committee</u>		
(1 Representative/1 Vacancy)		
Dingus, Del	Eth&SoilSci	1 of 2
 <u>ASI Student Senate</u>		
(1 Representative/1 Vacancy)		
Chance, Beth	Stats	2 of 3
Dingus, Del (Incumbent)	Eth&SoilSci	2 of 2
 <u>Athletics Governing Board</u>		
(3 Representatives/1 Vacancy)		
Chance, Beth	Stats	3 of 3
Clark, Kevin	English	1 of 1
Colvin, Kurt	I&Meng	1 of 1
Hood, Myron (Incumbent)	Math	1 of 1
Jacques, Jodi	UCTE	1 of 4
 <u>Cal Poly Plan Steering Committee</u>		
(3 Representatives/3 Vacancies)		
Kelly, Meredith	Finan Aid	2 of 2
 <u>Campus Safety and Risk Management Committee</u>		
(2 Representatives/1 Vacancy)		
Goldenberg, Stu (Incumbent)	Math	1 of 1
Harris, John	NRM	2 of 2
Kellogg, Bill	Ag Ed	1 of 1

3/18/02

Coordinating Committee on Aids and HIV Infection

(1 Representative/1 Vacancy)

Jacques, Jodi

UCTE

2 of 4

Deans Admissions Advisory Committee

(2 Representatives/2 Vacancies)

Disabled Students Advisory Committee

(4 Representatives/2 Vacancies)

Baldwin, Marylud

UCTE

2 of 2

Duerk, Donna

Arch

1 of 1

Jones, Carolyn

Career Serv

1 of 1

Osmond, Penny

GrphComm

2 of 2

Ruef, Mike (Incumbent)

UCTE

1 of 3

Taylor, Kevin (Incumbent)

Kinesiology

2 of 2

El Corral Bookstore Advisory Committee

(2 Representatives/1 Vacancy)

Arceneaux, Craig

PoliSci

2 of 2

Miller, Sandy

Arch

1 of 1

Vernon, Scott

AgEd&Comm

1 of 1

Faculty Development Grants Review Committee

(1 Representative/1 Vacancy)

Shaban, Ali

ElecEngr

1 of 2

International Education and Programs Council

(1 Representative/1 Vacancy)

Arceneaux, Craig

PoliSci

1 of 2

Geringer, Michael

GlSt&Law

1 of 1

Hilltpold, Paul

History

1 of 1

Lituchi, Terri

GlSt&Law

1 of 1

Martinez, William

ModLgs&Lit

1 of 1

Richison, Jeannine

English

1 of 2

Ruef, Mike

UCTE

3 of 3

Instructional Advisory Committee on Computing (IACC)

(1 Representative/1 Vacancy)

Resource Use Committee

(3 Representatives/2 Vacancies)

Ahern, Jim

Agribus

1 of 1

Lancaster, Kathryn

Accntg

1 of 1

Student Health Advisory Committee

(1 Representative/1 Vacancy)

Jacques, Jodi	UCTE	3 of 4
Kelly, Meredith	Finan Aid	1 of 2
Nicholson, Lisa	FdSci&Nut	1 of 2
Richison, Jeannine	English	2 of 2

University Committee on Committees

(1 Representative/No Vacancy)

Academic Senate ChairUniversity Diversity Enhancement Council

(2 Representatives/1 Vacancy)

Bomstad, Linda	Philo	1 of 1
Jacques, Jodi	UCTE	4 of 4
Nicholson, Lisa	FdSci&Nut	2 of 2
Schwartz, Debora	English	1 of 1
Shaban, Ali	ElecEngr	2 of 2

University Planning and Budget Advisory Committee

(2 Representatives/No Vacancies)

Academic Senate Chair**Chair of the Budget and Long Range Planning Committee**University Union Advisory Board

(1 Representative/1 Vacancy)

Proposed
Classroom Conduct and Expectations*
(Draft date 4.2.02)

While there are many informal situations in which people have neither the desire nor the right to prescribe how others ought to behave, a college classroom requires a higher level of courtesy than many people exercise in ordinary public space. Everyone in a classroom is there for the purpose of learning, and no one should be able to deprive another person of the chance to learn. Expressions of rudeness and even of carelessness degrade the high purpose of learning that should be paramount in a college classroom. Your professor expects that you as a student:

- Will be attentive and courteous during class;
- Will complete the assigned work according to the course schedule; and
- Will do all your own work and will not present anyone else's work as your own (this is also covered by the BSU Code of Conduct).

Some more specific principles of civil conduct in a college classroom:

- Do not cut classes, come in late or leave early. If you ever are late for class, enter in complete silence and do not walk between the class and the professor. Never leave during class unless you absolutely must. Leaving for a short break and then returning is not acceptable. The professor is not a TV set, but a person addressing the class, and it is rude to leave when someone is addressing you.
- Likewise, it is rude and inappropriate to talk with classmates while the professor (or another student who has the floor) is talking.
- It is also entirely unacceptable to use a cell phone during class. Cell phones, pagers and similar electronic devices should be turned off prior to the beginning of a class period and left off until after the professor has dismissed the class. To request an exception to this policy on a specific occasion, see the instructor before class begins.
- Visible and noisy signs of restlessness are rude as well as disruptive to others. If you cannot sit still or stay awake, you should not be taking a college class. Do not begin packing your book bag or otherwise indicate that *you* think it is time for class to come to an end; wait for the professor to dismiss class. If this class period has ended but the professor has not finished and you cannot stay any longer, leave in complete silence.

- Come to class *prepared* to work. Bring writing materials and any other necessary instructional material with you, such as your textbook, workbook, computer disks, etc. make necessary financial arrangements so that you can purchase all such material at the beginning of the semester. It is a waste of money to pay for a class and then not buy the books you will be reading. Your professor expects you to obtain all necessary material in order to succeed in the course. Your professor also expects you to prepare for class by completing reading and homework assignments. If you are unprepared for class, this may prevent you from participating in a class activity. *Do not present your lack of preparation as a problem for the professor to solve or excuse.*
- Submit work and take tests on schedule. Professors aim to evaluate all students in an course under the same standards. If you miss a test or fail to turn in work on time, you may not have the opportunity to make it up, because that might give you an advantage not available to the entire class.
- While in class, students are expected to participate actively in discussion, or other activity at hand. Avoid such unrelated activities as reading newspapers, magazines, or unrelated books, doing homework assignments for this or other classes, balancing checkbooks, sleeping, etc.
- Computers in classrooms are provided for class purposes only. Classroom computers are to be used only when and as directed by the professor—not for general web browsing, etc. Never make any unauthorized changes to any classroom computer or network; such as installing software or creating macros other than as assigned.
- If you bring your own laptop computer to class, do not use it in class without prior approval by the professor for class purposes.

Students who do not follow these expectations may be invited to leave the class. Continued misconduct may lead to removal from the course and initiation of procedures described in the BSU Code of Conduct.

*Excerpted from the 1998-1999 college of Charleston Student Handbook with additional modifications. Adopted by the BSU College of Business & Economics as a guideline.