



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

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, January 7, 2003
UU220, 3:00 to 5:00pm

- I. Minutes:
Approval of minutes for the November 5, 2002 Executive Committee meeting (pp.2-3).
- II. Communication(s) and Announcement(s):
- 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. Universitywide committee vacancy for 2002-2003: ASI Facilities and Operations Committee.
 - B. Curriculum proposal for Master of Public Policy (MPP): Hannings, chair of the Curriculum Committee (pp. 4-6).
 - C. Resolution on Class Attendance (CAM 485.2): Breitenbach, chair of Instruction Committee (p. 7).
 - D. Resolution on Budget Priorities: Foroohar, chair of the Faculty Affairs Committee (p. 8).
 - E. Resolution on Including Unit 3 Employees in the Program to Pay for Parking with Pretax Dollars: Foroohar, chair of the Faculty Affairs Committee (p. 9).
- VI. Discussion Item(s):
 - A. Faculty Club and Conference Center: Harris, chair of Ad Hoc Faculty Club and Conference Center Committee (pp. 10-11).
 - B. Formation of the University Civility Enhancement Council.
 - C. Academic Senate meetings: attendance, substitutes, proxies, and resignations (p. 12).
 - D. Orientation for new senators.
- VII. Adjournment:

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

MINUTES OF
The Academic Senate Executive Committee
Tuesday, November 5, 2002
VU220, 3:00-5:00 p.m.

Preparatory: The meeting was opened at 3:14 p.m.

- I. Minutes: The minutes for the Executive Committee meeting of October 15, 2002 were approved without change.
- II. Communication(s) and Announcement(s):
 - a) Request for campus recommendations for honorary doctoral degrees: Any nominations should be forwarded to Dan Howard-Greene for consideration.
 - b) The election of faculty to the College of Architecture and Environmental Design dean's search committee has been completed. The elected faculty are as follows: From colleges other than CAED - Steve Kaminaka, BioResource and Ag Engineering and Carolyn Stefanco, History. From within the CAED - Bill Epstein, Construction Management, Jake Feldman, Architectural Engineering, Walt Tryon, Landscape Architecture, and Howard Weisenthal, Architecture. Those appointed by the Provost - Margot McDonald, Associate Professor from Architecture and Bonnie Konopak, Dean for UCTE.
 - c) John Ashbaugh, History department, has been selected as the part-time representative to the Academic Senate. Ashbaugh will be introduced at the next Senate meeting.
- III. Reports:
 - A. Academic Senate Chair: (Menon)
 - a) As part of the effective implementation follow-up for AS-574-011MH (Academic Senate Resolution on explicit RTP criteria, clear statement of expectations and effective mentoring for probationary faculty), I am pleased to report to you that Anny Morrobel-Sosa and I conducted a Dean's Council workshop on October 23rd that was well received by the Provost and College Deans. We appreciate the excellent research and presentations completed by Anny on best RPT practices nationwide, which has resulted in an excellent set of readings for these RPT workshops. In addition to the Dean's Council presentation, we are conducting similar workshops with Department Chairs at each College Council, at the invitation of the respective Dean. At each of these workshops I have re-affirmed the Senate position that "there is no higher priority than the nurturing of our young faculty on whom we depend for the continuing academic excellence of Cal Poly programs".
 - b) I am pleased to report that I participated as an invited guest at the November 4th meeting of the Academic Senate Instruction Committee deliberations on ways to improve the timely completion rates of senior projects, as one element of campus-wide efforts for student success and improvements in Cal Poly graduation rates. There are substantial differences between colleges and programs. The Academic Senate Instruction Committee will look at ways in which to improve student progress and will return to the Senate with some guidelines.
 - c) The Academic Senate meeting of November 19th will be presided by Vice-Chair Del Dingus, because I will be away in Salt Lake City, Utah to make a presentation to the Utah Board of Equalization November 19-20th.
 - B. President's Office: (Howard-Greene) we are waiting for the election results; especially prop 47 and its consequences. The revised policy for Free Speech is now publicly available at the CAP web site under draft policy. Any comments in regards to this policy should be sent to Dan Howard-Greene.
 - C. Provost Office: (Zingg) A policy on biased incident reports, which will clarify the procedures and protocol on how to deal with incidents such as the gay and lesbian group painting of the P or the distribution of racial flyers will be completed soon. The president's outline in September on student success, diversity, and campus climate has created two new task force groups. In honor of

the 10th anniversary of Cal Poly Division 1 athletic programs, a full internal review will be taking place. The Athletic Governing Board does not sponsor this review but they will be involved in this study and the scale and scope of the review will be worked out before the end of the quarter. The selection of faculty for the CAED dean search committee is now completed and the initial review of applicants will begin before the end of the quarter. Cal Poly has requested a 2.3% reduction in enrollment for next year. This enrollment reduction will roll us back to the number of students 2 years ago and will enable us to work closely with students enrolled and funding available.

- D. Statewide Senators: (Menon) Jackie Kegley, Chair of the Statewide Academic Senate, has been nominated for the position of CSU Faculty Trustee. An offer was made to support Bob Cherny, from San Francisco State University, but he declined the nomination.
- E. CFA Campus President: (Manzar) The Board of Trustees has now approved the proposed budget for next year, but the Chancellor still has the option to modify it. The good news about the approved budget is that for the first time in the history of CFA a proposed amendment was discussed and was supported by some trustees, although it failed to get majority approval.
- F. ASI Representative: None.
- G. Other: None.

IV. Consent Agenda: None.

V. Business Items:

- A. Universitywide committee vacancies for 2002-2003: no appointment was made but all caucus chairs were asked to try to find a representative.
- B. Appointment of internal reviewer (Larry Gay) for Graphic Communication Department program review: M/SIP to approve the appointment Larry Gay as the internal reviewer for Graphic Communication Department.
- C. Curriculum proposals for BUS 396, 397, 398: Hannings, Chair of the Curriculum Committee. The Curriculum Committee recommends the disapproval of the three courses. The dean for the College of Business is appealing the Curriculum Committee's recommendation. M/SIP to agendize the proposal with the stipulation that the Curriculum Committee will submit a con statement and the College of Business will submit a pro statement to the Academic Senate prior to the next meeting.
- D. Approval of Academic Calendar for 2004-05: Breitenbach, Chair of the Instruction Committee. Breitenbach mentioned that the Instruction Committee looked at both proposal and the faculty representatives talked to their colleges about the proposed academic calendars. With the exception of one committee member the committee recommends the approval of proposal #1. MIS/P to accept the conmm'ltee s recommendation to approve proposal #1.

VI. Discussion Item (s):

VII. Adjournment: meeting was adjourned at 4:05 p.m.

Submitted by



Gladys Gregory
Academic Senate

Master of Public Policy (MPP)

Summary Statement of Proposed New Degree Program

1. Title of Proposed Program.

Master of Public Policy
Department Proposing to Offer the Program:
Political Science
Intended Date of Implementation: Fall 2003

2. Objectives of the Proposed Program.

The Master of Public Policy degree program (MPP) is professionally oriented, open to students who wish to pursue analytic careers in government and non-profit organizations or in organizations related to public policy regulations. The MPP is structured to prepare graduates with competence to function in a general context of policy, as well as in analysis. The core courses cover statistics, public policy, public policy analysis, quantitative methods, public finance, policy internship, and graduate seminar.

The MPP program is designed to meet the needs of those who have earned baccalaureate degrees in a variety of disciplines including, but not limited to, economics, history, political science, social sciences, psychology, city and regional planning, business administration, education, environmental studies, and natural resource management.

The program is two years in duration for students taking 8 or more units per term. The program consists of 55 approved units (not including courses necessary to compensate for deficiencies). Because of the sequencing of courses, students admitted to the program are expected to begin study in the fall quarter. The degree culminates in the second year with a two-term seminar (POLS 590) where analytical projects will be undertaken. Both group reports and individual papers will be developed, presented, and discussed. The MPP program offers students opportunities to develop close working relationships with faculty. Self-directed study, tailored to student interest and needs, is encouraged.

3. Anticipated Student Demand.

Minimally, we would start the program with 15 students, but could accommodate up to 25 students in the first year, especially if they come with some advanced graduate credit. We anticipate the maximum enrollment to be 50 students after 5 years. Realistically, we plan for 30 or two classes of 15 students each within the first two-year start-up. The program takes a student two years or six quarters to complete.

	Number of Students		
	<u>at initiation</u>	<u>3 years after initiation</u>	<u>5 years after initiation</u>
Number of Majors	15-25	30-50	40-60
Number of Graduates	0	20-40	40-60

4. Indicate the kind of resource assessment used by the campus in determining to place the program on the academic plan. If additional resources will be required, the summary should indicate the extent of university commitment to allocate them and evidence that campus

decision-making committees were aware of the sources of resource support when they endorsed the proposal.

A thorough assessment of resources was conducted by the Chair and Faculty of the Political Science Department and the Dean of the College of Liberal Arts. Resources will come from replacing the existing undergraduate concentration in public administration within the political science major with the master's program. The department experienced a number of retirements and hired four new faculty to teach policy courses at the graduate level in addition to undergraduate program support. Two tenured faculty will also work with the program and two lecturers presently provide courses. No additional staffing resources will be required, however one course of release time for coordination each quarter will need to be assigned to the program.

The Senate Curriculum Committee reviewed and recommended approval of the MPP proposal during Fall 2002 quarter.

5. If the program is occupational or professional, summarize evidence of need for graduates with this specific education background.

A market survey for professionals in governmental and non-profit institutions was conducted Spring 1999 and a follow-up set of interviews with 21 agency heads was conducted Spring 2002. The program is attractive to mid-career individuals in government and nonprofits in the community. All noted the need for a program, since professionals must travel two hours or more to the San Francisco or Los Angeles areas for graduate and professional coursework related to their jobs. City and county agencies provide employees with opportunities for further study and provide additional compensation for those with advanced analytical competencies.

In annual exit surveys with undergraduates over the last twenty years, over half (50-53%) express an interest in pursuing a graduate degree program, and 25-30% have moderate to high interest in a policy related program. At present we have a mailing list of 40 persons awaiting the initiation of this program. Since the program is open to students of any major from this institution or others, we are confident that there will be a continued strong demand for the program. In the College of Liberal Arts alone there are over 400 graduates each year. MPP graduates traditionally have nearly 100% employment in the U.S.

6. If the new program is currently a concentration or specialization, include a brief rationale for conversion.

The former undergraduate concentration in public administration and policy has been replaced by graduate level offerings for this new program and in support of other programs at Cal Poly, notably the Master of City and Regional Planning. The Department of Political Science provides support courses for both the undergraduate and graduate programs in City and Regional Planning. As the program matures, we would develop program links with other graduate programs at Cal Poly and would coordinate offerings. The course conversions reflect the kinds of offerings found in similar MPP programs and interdisciplinary programs at the graduate level that are directed at urban studies, public administration, and policy.

At the undergraduate level, introductory policy courses, and special seminars related to policy issues have replaced the former offerings. The internship program at the undergraduate level continues. The new graduate internships will be crafted in coordination with local agencies and organizations to focus on analytical skills.

7. If the new program is not commonly offered as a bachelor's or master's degree, provide compelling rationale explaining how the proposed subject area constitutes a coherent, integrated degree major which has potential value for students. If the new program does not appear to conform to the Trustee policy calling for "broadly based programs," provide rationale:

The Master of Public Policy is a commonly offered graduate program. Cal Poly has no current graduate program as are found in the other CSU campuses. Cal Poly, San Luis Obispo is affiliated with the Association for Public Policy Analysis and Management, an academic support organization for public policy study and research.

The MPP provides coursework relevant to analysis of public policies and planning.

8. Briefly describe how the new program fits with the campus and college strategic plans.

The College of Liberal Arts Strategic Plan (May 1998) supports the MPP Proposal. Likewise, it is supported by the university strategic plan that calls for an expansion of graduate programs with the policy program designated as a priority.

9. Provision for meeting accreditation requirements, where applicable.

The Department of Political Science is an affiliate institution of the Association for Public Policy Analysis and Management, a support organization for public policy study and research. Some MPP programs are affiliated with the NASPAA, an accrediting agency for public administration and related management programs. However, many policy graduate programs are not, and NASPAA tends to think they are not ready to take on policy programs like ours at this time.

10. For graduate programs, how will the culminating experience be accomplished (thesis, project or comprehensive exam)?

A comprehensive oral exam will culminate the program. A faculty team of three will administer the exam where the student is expected to display work performed as part of a course of study and to present research projects undertaken.

Master of Public Policy

Graduate students must file a formal study plan with their major professor, graduate committee, department, college and university graduate studies office no later than the end of the quarter in which the 12th unit of approved courses is completed. The formal program of study must include a minimum of 55 units (at least 43 of which must be at the 500 level).

CORE COURSES (37 units)

STAT 512 Statistical Methods	4
POLS 515 Public Policy.....	4
POLS 516 Public Finance	4
POLS 518 Public Policy Analysis.....	4
POLS 560 Quantitative Methods.....	5
POLS 586 Policy Internship.....	8
POLS 590 Graduate Seminar.....	8

ELECTIVES: To be selected with an academic advisor 18

55

Adopted:

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

AS- -03/

RESOLUTION ON
CLASS ATTENDANCE (CAM 485.2)

1 WHEREAS, The Class Attendance section (485.2) in the Campus Administrative Manual
2 (CAM) has not been revised since June 1979; and
3

4 WHEREAS, This section outlines the excusable reasons for allowing students to make up
5 missed work; and
6

7 WHEREAS, It does not mention NCAA athletic competitions or Instructionally Related
8 Activities (IRA)/competitions as excusable reasons to make up missed class work;
9 therefore, be it
10

11 RESOLVED: That NCAA athletic competitions and Instructionally Related Activities
12 (IRA)/competitions be included in Campus Administrative Manual section 485.2
13 as excusable reasons for missing class work:
14

15 485 Class Attendance
16

17 485.2 To maintain uniformity, it is suggested that instructors consider the
18 following "excusable" reasons for allowing students to make up missed
19 work:

- 20 A. Illness with a doctor's statement
- 21 B. Serious illness or death of close relatives
- 22 C. Active participation in university events (an instructor may require
23 a statement from the adviser involved certifying that the student
24 was actively participating in a recognized university event)
- 25 D. Field trips
- 26 E. Religious holidays
- 27 F. Selective service and military reasons
- 28 G. NCAA athletic competitions
- 29 H. Instructionally Related Activities (IRA)/competitions

Proposed by: Academic Senate Instruction Committee
Date: November 18, 2002

Adopted:

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

AS--03/

RESOLUTION ON
BUDGET PRIORITIES

- 1 WHEREAS, The mission of the California State University is to provide the people of California with
2 readily accessible and high quality education; and
3
4 WHEREAS, To fulfill our mission we need to recruit and retain highly qualified faculty; and
5
6 WHEREAS, Low compensation, high workload, and high cost of living are major obstacles to faculty
7 recruitment and retention; and
8
9 WHEREAS, The State of California is going through severe economic slowdown and extreme fiscal
10 uncertainty, and funding outside the Partnership Funding Agreement is highly unlikely;
11 therefore, be it
12
13 RESOLVED: That the CSU administration honor the Short Term Budget Priorities (AS-2572-02/FGA,
14 May 2-3, 2002) and the Priorities for Strategic Budget Planning (AS-2573-02/FGA, May
15 2-3, 2002) approved by the CSU Academic Senate; and be it further
16
17 RESOLVED: That the CSU administration revise its budget proposal for 2003-2004 to provide for
18 faculty compensation to achieve parity with comparison institutions as established and
19 published by the California Post-Secondary Education Commission (CPEE); and be it
20 further
21
22 RESOLVED: That funding for faculty salary and staff salary be given priority status in the framework of
23 the Partnership Funding Agreement and not as augmentation; and be it further
24
25 RESOLVED: That the CSU administration request specific funding in the Partnership Funding
26 Agreement to begin the process of implementation of ACR 73; and be it further
27
28 RESOLVED: That the CSU administration request specific funding to begin the process of reducing the
29 student-faculty ratio to the level typical before the state's fiscal crisis of the early 1990s;
30 and be it further
31
32 RESOLVED: That copies of this resolution be forwarded to the Chancellor of the CSU and the CSU
33 Board of Trustees.

Proposed by: Academic Senate Faculty Affairs Committee and
Academic Senate Budget & Long Range Planning Committee
Date: Nov 18, 2002

Adopted:

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

AS- -03/

RESOLUTION ON
INCLUDING UNIT 3 EMPLOYEES IN THE PROGRAM
TO PAY FOR PARKING WITH PRETAX DOLLARS

- 1 WHEREAS, With the exception of Unit 3 employees, all employees of the California State
2 University who pay for parking through payroll deduction are pennitted to pay
3 such fees with pretax dollars; and
4
5 WHEREAS, Permitting faculty to pay for parking through payroll deduction with pretax dollars
6 would benefit faculty at little or no cost to the California State University, and
7
8 WHEREAS, No convincing rationale has been offered for denying CSU faculty the opportunity
9 to pay for parking with pretax dollars; therefore, be it
10
11 RESOLVED: That the Academic Senate of California Polytechnic State University, San Luis
12 Obispo, urge Cal Poly administration to include faculty in the program to pay for
13 parking with pretax dollars.

Proposed by: Academic Senate Faculty Affairs Committee
Date: November 18, 2002

Interim Report of the Academic Senate Ad Hoc Faculty Club and Conference Center Committee
11/14/02

Members:

Robert Ambach (Foundation) rambach@calpoly.edu x61131

Walt Bethel (CLA) abethel@calpoly.edu x62015

Joe Grimes (Provost Office) jgrimes@calpoly.edu x62088

Jim Harris (CENG), chair jharris@calpoly.edu x65708

Tim O'Keefe (CAG) tokeefe@calpoly.edu x62021

Ken Riener (COB) kriener@calpoly.edu x61763

For background, the committee's activities to date are briefly summarized. The committee was formed in Winter 2002 by appointment of the executive committee of the Academic Senate. The committee has been meeting since. The President's office provided an associate membership in The Association of Faculty Clubs International in Spring 2002; this membership is being used as a reference for planning purposes. In Spring 2002, a faculty survey was performed using the auspices of Dr. Krishnan's BUS 347 marketing class, and a copy of the summary prepared by the students is available. Based upon the results of the survey, the committee work this Fall is focused on defining short term and long term goals for establishing a faculty club and conference center at Cal Poly. At the request of President Baker, a meeting with two members of the committee, Jim Harris and Ken Riener was held on October 22, 2002; the promulgation of this interim report is the result of that meeting. The minutes of the committee meetings and the summary of the faculty survey are available in the Academic Senate office.

There are three long term goals of the committee

1. designate a faculty club and conference center on the Cal Poly Master Plan
2. obtain funding for the planning and development of the faculty club and conference center, initially with an association with the Centennial Capital Campaign
3. define and establish the requirements for a faculty club and conference center, using models such as public-private partnerships

To achieve these goals will require a number of years of effort by the committee, and will require the support of the extended Cal Poly community. It may require an effort such as that used to develop the Performing Arts Center.

The committee is focused on the following short term goals, and hopes to achieve them as soon as possible:

1. establish a venue for regularly scheduled social "happy hours" for the faculty. A proposal is to start once a month with the possible use of Vista Grande or the Alumni House; beer and wine would be available at reasonable cost and complementary hors d'oeuvres would be provided. The schedule would accommodate increased faculty demand.
2. establish a facility that faculty can have convenient access to without students that can provide "Julian-type" services for reasonable costs for periods of time in the morning and afternoon. One plan is to work with Campus Dining to determine an area that would have comfortable accommodations for social faculty gatherings and for impromptu meetings, and convenient amenities which would attract faculty such as international publications and current academic periodicals.
3. establish a lunch area designated exclusively for the faculty which is conveniently located and has attractive food at reasonable prices. It is noted that there is a lack of such a facility now. The current joint use of the Veranda Cafe by the faculty and students is a source of concern being expressed by a growing number of faculty.

The committee observes that these opportunities would be new for the faculty at Cal Poly, and would contribute to a cultural change in the way faculty interact. The establishment of venues and opportunities for the faculty from the various colleges to meet socially does not immediately insure that the faculty will participate. There must be value added in order for there to be consistent interaction, and the resultant sense of community that it would bring. It is noted that the Center of Teaching and Learning is developing an area for faculty to meet. The committee encourages the development of current and future CTL activities that bring faculty together. However, the goals of this committee are broader, being oriented to the social aspects of faculty interaction and the known resultant benefits of this interaction to the growth of the university community. Finally, let it be understood that the committee's constituents are the faculty and

that this is the body that we represent; however, we wish that the results of the committee's efforts be shared with the staff, and the university community at large.

It should also be noted that, although our main focus has been on the creation of a Faculty Club and Conference Center, we are not wedded to that concept exclusively. Our logic for suggesting such a format was to create a facility which could support a high-quality restaurant facility, with facilities for meetings, banquets, and other social functions. We felt that this would be compatible with joint use as a conference center. However, we recognize that the need for a convenient location on campus might conflict with the needs of a Conference center for easy access from off-campus. We also recognize the possibility for synergies between a faculty club and an alumni center, and remain open to discussion of various configurations and partnerships. Our overriding goal is to develop a social center for faculty to gather, away from the interruptions and distractions of our on-campus obligations. We also feel that, even though the stated mission of the Faculty Club is to provide a social gathering place, the resulting enhancement of the culture of the faculty, often from different departments and colleges, is likely to foster greater interaction in, for instance, developing interdisciplinary research as well as educational programs.

State of California

California Polytechnic State University
San Luis Obispo, California 93407

MEMORANDUM

Date: September 25, 2002

To: ALL ACADEMIC SENATORS

From: Academic Senate Office

Subject: Attendance at Academic Senate Meetings

In order to efficiently maintain a record of attendance at Academic Senate meetings and abide by our bylaws, we request that each of you pick up your nameplate at the entrance of UU 220 prior to each meeting even if you will not be sitting at a table where the nameplate will be displayed. The absentee list will be posted from those nameplates which remain on the table prior to the adjournment of the meeting.

If a substitute or proxy is representing you at a meeting, written notice, signed by the absent senator, should be given to one of the Academic Senate office staff at the beginning of the meeting.

Quoted below are the bylaw provisions concerning substitutes, proxies, and automatic resignation (Articles II. D, E, and F):

D. SUBSTITUTES

When a senator must miss Senate meetings over an extended period of time (two or three consecutive meetings), the senator must notify the appropriate caucus chair relating to the planned absences. The caucus chair will solicit nominations for a substitute, who is eligible for election to the Senate, from the senator's college. The caucus will then hold an election to decide who will act as a substitute. Substitutes shall be counted in the determination of a quorum and shall have voting rights. The caucus chair will transmit, in writing, the name of the substitute and the dates that substitute will be in attendance at Academic Senate meetings to the Chair of the Academic Senate.

E. PROXIES

When a senator must miss a Senate meeting or a portion of a meeting, the senator may select a member of her/his college who is eligible for election to the Senate or another senator who is a member of the college to serve as proxy. The senator shall transmit in writing the name of the person to serve as proxy to the Chair of the Academic Senate. Proxies shall be counted in the determination of a quorum and will have the same right to vote as the senator who is absent.

F. AUTOMATIC RESIGNATIONS

Any senator missing more than two consecutive Senate meetings without a substitute or proxy shall be automatically resigned from the Senate at its regular meeting and shall be reinstated if an appeal for reinstatement is upheld by the Executive Committee of the Academic Senate.

Thank you for your cooperation in this effort.