



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

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, November 2, 2004
UU220, 3:10 to 5:00pm

- I. Minutes: Approval of the Academic Senate Executive Committee meeting minutes of October 12, 2004 (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. Academic Senate/universitywide committee vacancies 2004-2006: (p. 4).
 - B. Appointment of internal reviewer for Theatre Program Review: (p. 5).
 - C. Appointment of Part Time Employees representative to the Academic Senate: (pp. 6-9).
 - D. Resolution on Equitable Scholarly Publishing Practices: Executive Committee (pp. 10-11).
 - E. Resolution in Support of Affordable Textbooks: Executive Committee (pp. 12-15).
 - F. Approval of 200617 Calendar Proposal: Schaffner, Chair of the Instruction Committee (pp. 16-28).
 - G. Resolution on Establishment of an Institute for Policy Research: Valenty, Political Science Department (pp. 29-41. The full proposal can be found at <http://www.calpoly.edu/-acadsen/documents.html>). □
 - H. Resolution Re-nominating Professor Kathleen E. Kaiser as CSU Faculty Trustee: Executive Committee (pp. 42-43).
- VI. Discussion Item(s):
- VII. Adjournment:

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

MINUTES OF
The Academic Senate Executive Committee
Tuesday, October 12, 2004
VU220, 3:00-5:00 p.m.

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

I. Minutes: The minutes for the Executive Committee meeting of September 21, 2004 were approved.

II. Communication(s) and Announceinent(s): None.

III. Reports:

- A. Academic Senate Chair: (Hannings) All college deans have now received a copy of the new registration changes and procedures for winter quarter 2005. Nominees for the Provost Search Committee have been received from all colleges except College of Architecture and Environmental Design. Clarification on the meaning and interpretation of an absentee vote will be discussed in more detail at a future meeting.
- B. President's Office: None.
- C. Provost Office: (Detweiler) Final enrollment for fall quarter is under target even as more community college transfers are enrolled. GE Committee is working on a recommendation to allow double counting of courses in area F. Library acquisition budget has been increased with Lottery funds. \$150,000 from records has been moved to the library, on a long-term basis, for the acquisition of instructional material. Continuing Education and Conference Services is facing a severe deficit problem. Skip Parks is currently working with the Administration on a business plan and way to eliminate this problem. Cal Poly students and faculty who have senior projects that have commercial potential may apply for a grant through Innovation Quest, a privately funded program. The \$14 million Mustang Stadium expansion has received significant contributions.
- D. Statewide Senators: (Foroohar) The Statewide Faculty Affairs Committee discussed the following issues at its meeting: CSU San Marcos has a resolution in the works regarding the President's revoke of Michael Moore's invitation to their campus, CMS implementation on different campuses of the likelihood of a takeover of PeopleSoft by Oracle, and the hiring of MPPs without going through the established process.
- E. CFA Campus President: (Foroohar) RPT training workshop will take place this Thursday, October 14 from 11-1:00 pm in room 213 Fisher Science North.
- F. ASI Representative: (Mednick) Wednesday, October 13 is the first Board of Director's meeting. The agenda for this meeting is mostly procedural items. A survey will be available between October 14 and the 19th to get the students pulse on facilities and the rec center.
- G. Other: None.

IV. Consent Agenda: None.

V. Business Items:

- A. Academic Senate/universitywide committee vacancies 2004-2006: The following appointments were made:

COLLEGE OF AGRICULTURE

Fairness Board

Grants Review Committee

Student Grievance Board

Steve Daugherty, Animal Science

Elizabeth Koutsos, Animal Science

Bill Kellogg, Ag Education and Communication

COLLEGE OF BUSINESS

Faculty Dispute Review Committee

Norm Borin, Marketing

COLLEGE OF EDUCATION

Curriculum Committee

Roberta Herter (via email 10.07.04)

Ron Brown was appointed chair of the Academic Senate Fairness Board.

Robert Pena was appointed to the Sustainability Advisory Committee.

- B. Approval of names: faculty representatives to the Lower Division Transfer Project: Conn, Vice Provost for Academic Programs provided the Executive Committee with a list of campus representatives to the Lower Division Transfer Project. MIS/p to approve list as presented.
- C. Resolution on Revision to the *Bylaws of the Academic Senate* to Update the Procedures for the Faculty Dispute Review Committee: Rinzler, chair of the Faculty Dispute Review Committee. This resolution amends the committee's charge and procedures. MIS/p to agendaize.
- D. General Description for the Position of Provost and Vice President for Academic Affairs: After some discussion recommendations were made to Mike Suess who was in attendance.
- E. Resolution in Support of Affordable Textbooks: MIS/p to table this resolution for the next meeting.
- F. Resolution on Equitable Scholarly Publishing Practices: MIS/p to table this resolution for the next meeting.
- G. Resolution on Establishment of a Center for Sustainability in Engineering: Vanasupa, Chair of Materials Engineering Department. This resolution requests that the Academic Senate endorse the proposal to establish the Center for Sustainability in Engineering (CsinE) previously approved by the Dean's Council last spring. MIS/p to agendaize.
- H. [CLOSED SESSION]

VI. Discussion Item (s):

- A. Disbanding the Ad Hoc Foundation Oversight Committee: The creation of this committee arose from faculty concerns regarding the Foundation. The committee spent time debating the issues and making recommendations. Now that the work is completed, it should be disbanded. MIS/p to disband the committee.
- B. Forming an Ad Hoc Committee to review Constitution and Bylaws Article 111.1 *Membership* (formula for college representative): The newly formed College of Education only has 18 faculty members it will be problematic to staff all committees in the same manner as all other colleges and maintain the same Academic Senate representation, therefore the past four Academic Senate chairs are being asked to review the bylaws and submit their recommendation by the end of the quarter as to the best way to assign membership to the College of Education. This request was assigned to the former Academic Senate Chairs.
- C. Faculty Expectations, Research and Grants: (Hannings) stated that there is an increased concern in the College of Engineering regarding faculty expectations. Provost Detweiler mentioned that he will further discuss this with the Academic Senate.

VII. Adjournment: meeting was adjourned at 5:00 p.m.

Submitted by,


Gladys Gregory
Academic Senate

ACADEMIC SENATE COMMITTEE VACANCIES FOR 2004-2006**COLLEGE OF BUSINESS****Curriculum Committee**

James Sena

Department

IT

Faculty Affairs**Fairness Board****COLLEGE OF LIBERAL ARTS****Student Grievance Board****Department****ACADEMIC SENATE
Vacancy for 2004-2006**

College of Science and Mathematics

one vacancy (2004-06)

Orfalea College of Business

one vacancy (2004-05)

**UNIVERSITY-WIDE COMMITTEES
Vacancies for 2004-2006****Advisory Committee on Workplace Violence**

(1 Representative/1 Vacancy - must be nominated by the Academic Senate Chair)

Deans Admissions Advisory Committee

(2 Representatives/1 Vacancy - must be from Budget and Long Range Planning Committee)

Tim Dugan

Theater and Dance

Student Health Advisory Committee

(1 Representative/1 Vacancy. Also serves on Health Services Oversight Committee)

Sustainability Advisory Committee (formerly know as Resource Use Committee)

Choose one to continue as Academic Senate representative

Kathryn Lancaster member since 2002

Paul Wack member since 2001

University Union Advisory Board

(1 Representative/1 Vacancy - appointed by the Academic Senate Chair)

Del Dingus

E&S Science

**APPOINTMENT OF INTERNAL REVIEWER
FOR THEATRE PROGRAM REVIEW**

Choose one:

Joines-Novotny, Laura

Architecture Department

Lucas, Michael

Architecture Department

Peck, Roxy

Associate Dean, CSM

I am interested in serving as the part time academic employees representative to the Academic Senate for the following reason(s) :

TO PARTICIPATE IN THE DEVELOPMENT OF
POLICY FOR CAL POLY. I'M A CAL POLY ALUMNUS
WITH AN INTEREST IN GIVING BACK THE UNIVERSITY
(ATTACHED, IS MY RESUME OF QUALIFICATIONS

Name:

JAMES G. (JIM) VALDEZ

Department:

INDUSTRIAL TECHNOLOGY

Email address:

JValdez@calpoly.edu

Office number:

756-7176

Signature:

James G. Valdez

Go Up	View	File	Delete	New Msg	Forward	Reply	Create	Edit	Attach	Retrieve
Desktop	Inbox	Outbox	Folders	Bulletins	Trash	Set Up	Exit			Help

JAMES G. VALDEZ
898 Cypress Ridge Parkway
Home Phone: 805/474-4870
jamesgvaldez@charter.net

SUMMARY

A general manager/educator possesses strong skills in the areas of: facility/production management, packaging, quality administration, distribution center operations, laboratory operations, industrial sales/marketing, product development, project management, financial management, and teaching/training.

Functional Accomplishment Highlights

- **General Management:** Planned and executed a strategic plan to grow a 500 employee integrated automotive parts business by 300% (sales) in seven years. Achieved increased productivity of 150% and increased profits by 24% (CSF, Inc.). Founded the Industrial Lubricants Division of Pennzoil Company.
- **Facility/Production Management:** Designed/Developed/Executed a 90,000 sq. ft. Distribution Center and a 200,000 unit/year Automotive Parts Aluminum Core/Plastic Composite Tank Radiator Manufacturing Facility in Jakarta, Indonesia (CSF, Inc.). Directed the management of two Pennzoil Industrial Lubricant Manufacturing Plants. Established strong Total Safety Management programs at Pennzoil and CSF. Directed the Operational Management of two Distribution Centers at CSF. Improved productivity by 150%
- **Packaging:** Headed a project at Pennzoil to transition from a motor oil composite can to a plastic bottle. This strategic project included: project justification, package design, plastic bottle production, filling equipment acquisition, key personnel hiring, and packaging operational start-up. Implemented a project to improve corrugated packaging quality/costs at CSF, Inc.
- **Quality Administration:** Established Pennzoil's first independent Quality Administration Department. Initiated the project that ultimately resulted in ISO 9002 Certification at Pennzoil. Achieved ISO 9002 certification at the CSF's Plants and the highest quality record for major heat transfer manufacturers in North American. Headed the project to achieve QS 9000 Certification at Castrol.
- **Laboratory Operations:** Designed and executed a central product development laboratory and four quality control test labs at Pennzoil Manufacturing Plants. Established an Engineering Technology Center in Singapore for CSF to serve all worldwide needs, providing product development and quality control testing.

- **Industrial Sales and Marketing:** Directed the Sales and Marketing Department for Castrol's Specialty Synthetics Industrial Lubricants Division. Planned and executed a new product/market strategy at Castrol, to increase sales by 20 %. Planned and executed a strategy to increase sales for Ethyl Corporation's Lubricant Additive Chemicals Division/Western Region by 85%.
- **Product Development:** Justified, developed and successfully introduced the first Pennzoil Synthetic Motor Oil. Implemented dozens of fuel, lubricant, and filter new/existing product improvements. Increased the automobile radiator/condenser product lines by 100% at CSF.
- **Project Management:** Developed and implemented the first Project Management System at Pennzoil Products Company. Utilized Project Management Techniques at Analysts, Castrol and CSF to: develop new products/processes; launch new businesses; continuously improve quality/safety; improve distribution; improve production/operations; and design/develop new facilities
- **Financial Management:** Managed the accelerated growth at CSF without additional paid-in capital, utilizing only cash flow and earnings reinvestment.
- **Teaching/Training:** Successfully developed and implemented a NORAD Unit Commander Fire Control Training Program to upgrade skills. Developed and executed an industrial/commercial products training program at Pennzoil. Implemented industrial strategic sales training programs at Analysts, Inc., and Castrol. Achieved strong evaluations, as a Lecturer at Cal Poly, having taught a variety of classes including: Product/Project Evaluation; Facility Design and Development; Technical Presentations; and Industrial Health/Safety.

COMPANY/BUSINESS AFFILIATIONS

California Polytechnic State University 2003-Present Lecturer, Industrial Technology Area	San Luis Obispo, CA
A.G. Edwards and Sons, Inc. & Smith Barney 2001-Present Financial Consultant	Irvine/San Luis Obispo, CA
CSF, INC. 1993 - 2000 Vice President and General Manager (Chief Operating Officer)	Rialto, CA

Castrol, Inc., Specialty Products Division Irvine, CA
1988-1992 Director, Sales and Marketing

Analysts, Inc. (Petroleum Testing Laboratory) Torrance, CA
1986 - 1988
Vice President, Marketing

Valguard Protective Coatings Tustin, CA
1984 - 1990
President (Absentee Ownership, 1986-1990)

Pennzoil Company Houston, TX
1976 - 1984
Director, Product Engineering

Ethyl Corporation Los Angeles, CA
1970-1976
Western Regional Sales Manager

EDUCATION

MBA, Pepperdine University, Malibu, CA
Thesis: Manufacturing as a Method of Market Entry to the Andean
Common Market
Bachelor of Science, Industrial Technology (Previously-Technical Arts),
California Polytechnic State University, San Luis Obispo, CA
"Effective Teaching With Technology", Blackboard Training Course (Cal Poly)

TRADE AND TECHNICAL SOCIETY AFFILIATIONS

Automotive Mtermarket Industry Association, Board and Committee Member
Society of Automotive Engineers (General Materials Board Member)
American Petroleum Institute, Lubricants Committee, Past Chairman
Society for Tribology and Lubrication Engineering, Past Section Chairman
ASTM, Past Member
NAIT, Member

MILITARY

Major, USAR
Air Defense Artillery (NORAD Missile Unit Commander and Battalion Training Officer)
Battalion Executive Officer (Deputy Commander)
Honorable Discharge

Adopted:

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

AS- -04

RESOLUTION ON
EQUITABLE SCHOLARLY PUBLISHING PRACTICES

Background: In an environment of escalating subscription costs and serious budget constraints, the University Library strives to provide access to scholarly journals-either online or in print-required for student and faculty research. The Systemwide Electronic Information Resources group at the Chancellor's Office has been on the cutting edge of subscription negotiations with large publishers such as Elsevier, Wiley, etc. This process has increasingly resulted in the purchase of large, bundled packages of journal titles from a single publisher. Because these bundled subscriptions include both necessary and unnecessary titles, academic libraries often pay for journal titles that are not needed. A number of academic institutions, including some in the CSU and UC systems, are engaged in a struggle to obtain reasonably priced packages of desired online journals. Some campuses have passed resolutions asking for intensified negotiations with journal publishers. These events have also inspired some faculty and administrators to rethink extant definitions and ranking of quality journals.

The CSU system faces a challenge to scholarly communication in relation to the costs of online journal subscriptions; for example, access to many of the 1800 journal titles represented in Elsevier's Science Direct Online (SDOL) database. Difficult negotiations with Elsevier and other large publishers concerning pricing issues are symptomatic of an underlying issue in scholarly communications: many faculty feel the need to publish their papers in high profile, highly respected journals whose publishers are selling access to these papers at prices that are increasing at a much higher rate than current inflation.

Alternative forms of scholarly communication need to be considered. Consider the California Digital Library (CDL) which has been pioneering new forms of publication including the eScholarship Repository. Through the CDL the UC also provides tangible support for new scholarly publishing initiatives that promise high quality peer reviewed content at affordable prices, including the Public Library of Science and BioMed Central.

Faculty action to retain intellectual property rights would also contribute to meeting the challenge. Authors can negotiate to retain rights, including the right to post their work in an institutional repository or distribute copies to their classes.

31
32 WHEREAS, Online access to scholarly papers is increasingly important to scholarly research.
33 Such access would be jeopardized by a breakdown in negotiations between the
34 CSU and any large scale publisher's collective product (such as Elsevier's Science
35 Direct Online, negotiations for which will occur next fiscal year). Successful
36 resolution of negotiations is threatened by these publishers' insistence on
37 increasing subscription charges at a rate far exceeding inflation and to a level not
38 justified by their relative utility compared with other online journal services;
39 therefore be it
40

41 RESOLVED: That the Cal Poly Academic Senate resolves to call upon its faculty members to
42 give serious and careful consideration to:

- 43 • Cutting its ties with Elsevier and other large scale publishers identified as
44 problematic;
- 45 • No longer submitting papers to Elsevier journals or to the journals of other
46 large scale publishers identified as problematic;
- 47 • Declining to referee the work of colleagues submitted to these publishers'
48 journals;
- 49 • Relinquishing editorial posts, should the CSU/Elsevier negotiations--or
50 negotiations with other publishers-prove unsuccessful; and, be it further
51

52 RESOLVED: That the Senate also calls upon all faculty and administrators involved in the
53 promotion, tenure & retention procedures to recognize that some faculty may
54 choose not to submit papers to these types of journals even when the journals are
55 highly ranked. Faculty choosing to follow the advice of this resolution should not
56 be penalized.

Proposed by: Academic Senate Executive Committee
Date: September 21, 2004

Adopted:

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

AS- -04

RESOLUTION IN
SUPPORT OF AFFORDABLE TEXTBOOKS

- 1 WHEREAS, According to a survey by the California Student Public Interest Research Group
2 (CALPIRG), students spent an average of \$898 per year on textbooks in the 2003-
3 2004 school year, or almost 20% of the cost of in-state fees; and
4
- 5 WHEREAS, In contrast, a 1997 University of California survey found that students spent an
6 average of \$642 on textbooks in 1996-97; and
7
- 8 WHEREAS, Textbook publishers use gimmicks to increase the price of textbooks; and
9
- 10 WHEREAS, Textbook publishers add bells and whistles to textbooks-such as CD ROMs and
11 workbooks that over 65% of faculty surveyed say they "rarely" or "never" use;
12 and
13
- 14 WHEREAS, Textbook publishers put new editions on the market frequently-often with few
15 content changes-making the less expensive used editions obsolete and
16 unavailable; and
17
- 18 WHEREAS, Over 59% of students surveyed who searched for a used book for the fall 2003
19 quarter/semester were unable to find even one used book for their classes; and
20
- 21 WHEREAS, Textbook publishers are unfairly charging students at a time when tuition and
22 other college costs are rising; therefore be it
23
- 24 RESOLVED: That Cal Poly support the CSU Academic Senate to call upon college textbook
25 publishers to adopt the following practices:
26
- 27 • To keep the cost of producing textbooks as low as possible without sacrificing
28 educational content;
 - 29 • To give faculty and students the option of buying textbooks separately, without
30 additional bells and whistles;
 - 31 • To keep textbook editions on the market as long as possible without sacrificing
32 the educational content;

- To give preference to paper or online supplements to current editions over producing entirely new editions;
- To pass on cost savings to students once online textbooks are on the market;
- To disclose to faculty members all of the different products they sell including both bundled and unbundled options, list how much each of those products cost, the length of time they intend to produce the current edition, and how the newest edition is different from the previous edition; and be it further

RESOLVED: That Cal Poly support the CSU Academic Senate to call upon faculty to both give preference to the least cost textbook option when the educational content is equal and to press publishers to adopt the above practices; and be it further

RESOLVED: The Cal Poly support the CSU Academic Senate to call upon the University to encourage as many forums for students to purchase as many used books as possible, including rental programs and book swaps; and be it further

RESOLVED: That a copy of this resolution be forwarded to The Association of American Publishers, Chancellor Reed, and the California Student Public Interest Research Group (CALPIRG).

Proposed by: Academic Senate Executive Committee
Date: September 21, 2004



California Student Public Interest Research Group

May 4, 2004

Dear Robert Cherny,

Please consider adopting the attached resolution in support of affordable textbooks.

As you probably know; a recent survey of students across the University of California system found that students are now paying an average of \$900 a year for textbooks. In contrast, a 1997 DC study found that students paid on average \$642 a year during the 1996-1997 academic year. With other college costs rising as well, we are concerned about students' ability to either pay for college or to fully take advantage of all of the educational opportunities available to them while at college.

We recently interviewed faculty members who teach the top five most purchased textbooks at 13 colleges and universities in California and Oregon. Our survey found that many textbook publishers engage in practices that unfairly drive up the cost of textbooks for students, such as adding bells and whistles that have questionable usefulness and producing new textbook editions with relatively few significant changes, forcing students to forgo the older, less expensive edition. The full report can be downloaded at www.CALPIRGStudents.org.

Over-500 mathematics professors from over 100 universities from around the country - including California State University campuses - have already signed a letter to Thomson Learning which makes four simple requests; we are hoping that the Senate's involvement will help make the case to all publishers to cease many of their unfair practices.

Feel free to contact us at (213) 251-3680 x303 if you have questions or are interested in getting more involved in our effort. You may also review the report and download this resolution at www.CALPIRGStudents.org. Thank you for your time.

Sincerely,

Merriah Fairchild
CALPIRG Higher Education Advocate

Three-Way-Brice Agreement for' University of California, Los Angeles Math 31a, 31b, 31e, 32a, 32b .

This memo serves as full price disclosure for the text listed below as adopted by the Mathematics department for academic year 2004/2005. The following prices are good for the life of the edition.

ISBN:	0-534-39339-X	0-534-39366-7	0-534-39357-8
Author:	Stewart'	Stewart	Stewart
Title & Edition:	Calculus 5/e	Single Var Calc 5/e	Multivar Calc 5/e

Thomson Learning's Pledge to the Bookstore

Net Price (as invoiced to the Bookstore) .. of May 15, 2004:

	\$ 80.80	\$ 64.80	\$58.40
(down from	5101.00	\$11.00	\$13.00)

Not subject to annual company price increase.

The Bookstore's Pledge to the Department

Retail Price up of June 1, 2004 at or below:

	\$109.50	\$ 87.75	57.00
(down from	\$136.50 "	\$109.50	\$98.75)

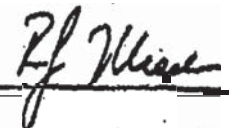
As part of the Bruin Advantage program.


The Instructors' Pledge to the Bookstore and Students

The professors for the courses listed above will mention that the book is required for the students by the professor and department, and will encourage the students to buy the books from the bookstore by informing the students of the special negotiated price available at the bookstore.

Our signed Pledge


Thomson Learning
Sales Representative
Sylvia Sotomayor


Department Contact
Dr. Miech


Textbook Manager
Anne Colburn

4-19-04
Date

4-19-04
Date

4-19-04
Date

gh
mc

State of California

RECEIVED

OCT 8 2004

CAL POLY
SAN LUIS OBISPO

Memorandum

ACADEMIC SENATE

To: David Hannings
Academic Senate, Chair

Date: October 5, 2004

Filename:

From: Andrew Schaffner
Instruction Committee, Chair

AS

Copies:

Subject: 200617 Calendar Proposal

On October 1st the Instruction Committee reviewed four proposed 2006-7 academic calendars as presented by Kay Jensen from Academic Programs (see attached). After some discussion, the committee unanimously chose Proposal 4 as it provides a longer break between spring/summer 07 as well as between summer/fall 06. These longer breaks will ease burdens on housing staff, records staff, and provide some respite for faculty that teach in the summer. Furthermore, this calendar is very similar to previous calendars chosen by the Senate. One note: this proposal would have a summer 07 start date of June 21st, a Thursday. CAM 481.B.1 indicates that "whenever possible" the quarter begin on Monday. Since this is a summer quarter, we felt that this criteria was not a priority. None of the proposed calendars included a Monday start for summer 07.

Proposal #1 - ACADEMIC CALENDAR, 2006-07

Fall classes begin September 18

SUMMER TERM 2006

June 19	Monday	Beginning of university year
		Beginning of summer term - classes begin
June 30	Friday	End of second week of instruction
		Last day to drop a class
July 3	Monday	Last day to add a class
		Last day to register late and pay late registration fee
July 4	Tuesday	Academic holiday - Independence Day
July 10	Monday	End of third week of instruction - Census date
August 7	Monday	End of seventh week of instruction
August 25	Friday	Last day of classes
August 28-September 1	Monday-Friday	Final examination period
September 1	Friday	End of summer term
September 2-10	Saturday-Sunday	Academic holiday

FALL TERM 2006

September 11	Monday	Beginning of fall term (faculty only)
September 18	Monday	Fall term classes begin
September 29	Friday	End of second week of instruction
		Last day to drop a class
October 2	Monday	Last day to add a class
		Last day to register late and pay late registration fee
October 6	Friday	End of third week of instruction - Census date
November 3	Friday	End of seventh week of instruction
November 10	Friday	Academic holiday - Veterans' Day Observed
November 22-26	Wednesday-Sunday	Academic holiday - Thanksgiving
December 1	Friday	Last day of classes
December 4-8	Monday-Friday	Final examination period
December 9	Saturday	Mid-Year Commencement
		End of fall term
December 1Q-January 7	Sunday-Monday	Academic holiday

WINTER TERM 2007

January 8	Monday	Beginning of winter term - classes begin
January 15	Monday	Academic holiday - Martin Luther King, Jr. Birthday observed
January 22	Monday	End of second week of instruction
		Last day to drop a class
January 23	Tuesday	Last day to add a class
		Last day to register late and pay late registration fee
January 29	Monday	End of third week of instruction - Census date
February 19	Monday	Academic holiday - George Washington's Birthday observed
February 27	Tuesday	End of seventh week of instruction
March 16	Friday	Last day of classes
March 19-23	Monday-Friday	Final examination period
March 24-April 1	Wednesday-Sunday	Academic holiday
March 30	Friday	Cesar Chavez's Birthday Observed (during spring break)

SPRING TERM 2007

April 2	Monday	Beginning of spring term - classes begin
April 13	Friday	End of second week of instruction
		Last day to drop a class
April 16	Monday	Last day to add a class
		Last day to register late and pay late registration fee
20	Friday	End of third week of instruction - Census date
May 18	Friday	End of seventh week of instruction
May 28	Monday	Academic holiday - Memorial Day observed
June 8	Friday	Last day of classes
June 11-15	Monday-Friday	Final examination period
June 16	Saturday	Commencement
		End of spring term
June 17-18	Sunday-Monday	End of university year (faculty only)
		Academic holiday

SUMMARY OF CALENDAR DAYS

	Academic Year (fws)			
	Summer 2006	Fall 2006	Winter 2007	Spring 2007
Beginning Year/Term - WOW		5		
MWF Days	30	30	28	29
TR Days	19	21	20	20
Total Qtr Instructional Days	49	51	48	49
Exams	5	5	5	5
Commencement		1		1
Total Qtr Academic Work Days	54	62	53	55

Total Academic Year Instructional Days (F-W-Sp) = 148

Total Academic Year Work Days (F-W-Sp) = 170

PROPOSAL #1 -ACADEMIC CALENDAR
Summer 2006 - Spring 2007
Considerations for the June 2006 to June 2007 Academic Calendar

Summer Term 2006 (49 instructional days)

Summer term begins Monday, June 19. There is a I-week ,break between spring and summer terms.
Independence Day falls on Tuesday, July 4, and is an Academic Holiday.
There is a I-week break between the end of summer term and the beginning of fall term.

FaU Term 2006 (51 instructional days)

Fall term begins on Monday, September II (Fall Conference/WOW week).
Instruction begins on Monday, September 18.
(Rosh Hashanah begins on Saturday, September 23)
(Yom Kippur is on Monday, October 2.)
Veterans' Day is observed on Friday, November 10.
Thanksgiving holiday is observed Wednesday, November 22 through Sunday, November 26.
Last day of classes is Friday, December I; finals are Dec. 4-8.
There is a 4-week break between the end of fall term and the beginning of winter term.

Winter Term 2007 (48 instructional days)

Winter term begins on Monday, January 8.
Martin Luther King's birthday is observed on Monday, January 15.
Washington's birthday is observed on Monday, February 19.
The last day of classes is Friday, March 16; finals are March 19-23.
(Cesar Chavez's birthday, March 31, is observed on Friday, March 30, during spring break.)
There is a I-week break between the end of winter term and the beginning of spring term.

Spring Term 2007 (49 instructional days)

Spring term begins on Monday, April 2.
Memorial Day is observed on Monday, May 28.
The last day of classes is Friday, June 8; finals are June II-15.
Commencement is on Saturday, June 16 (3rd weekend in June).
There could be a 2-day break between the end of spring term and the beginning of summer term.

Summer Term 2007(48 instructional days) * Provisional dates (to be reviewed/approved Fall05/W06)

Summer Term 2007 could begin on Tuesday, June 19.
Independence Day, July 4, falls on a Wednesday.
The last day of class would be on Friday, August 24; finals would be Aug. 27-31.
Labor Day is observed on Monday, September 3.

Note: CSU policy states, "The typical academic year shall consist of 147 instructional days ... plus or minus 2 days is permissible. There shall be a minimum of 170 academic workdays in the academic year." Please refer to Academic Calendar Norms and Definitions.

SUMMARY OF CALENDAR DAYS

	Summer 2006	<u>Academic Year (fws)</u>		
		FaU 2006	Winter 2007	Spring 2007
Beginning Year/Term - WOW		5		
MWFDays	30	30	28	29
TRDays	19	21	20	20
Total Qtr Instructional Days	49	51	48	49
Exams	5	5	5	5
Conimencement		1	-	1
Total Qtr Academic Work Days	54	62	53	55

Total Academic Year Instructional Days (F-W-Sp) = 148
Total Academic Year Work Days (F-W-Sp) = 170

PROPOSAL #1 • ACADEMIC CALENDAR: JUNE 2006 TO JUNE 2007 - SUMMER 2006 THROUGH SPRING 2007

JUNE 2006						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2006						
S	M	T	W	T	F	S
						1
2				6	7	8
9				13	14	15
16				20	21	22
23				27	28	29
30	31					

AUGUST 2006						
S	M	T	W	T	F	S
						5
						12
						19
						26
27	28	29	30	31		
	LD					

SEPTEMBER 2006						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2006						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2006						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2006						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY 2007						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2007						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2007						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2007						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2007						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2007						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
	LD					

Legend for Shading

	Academic Holiday
	Final Examination Period
	Start of Fall/Faculty/WOW

Proposal #2 - ~~ACADEMIC CALENDAR~~²⁰, 2006-07

Fall classes begin September 25

SUMMER TERM 2006

June 19	Monday	Beginning of university year
June 30	Friday	Beginning of summer term - classes begin End of second week of instruction
July 3	Monday	Last day to drop a class Last day to add a class
July 4	Tuesday	Last day to register late and pay late registration fee
July 10	Monday	Academic holiday - Independence Day
August?	Monday	End of third week of instruction - Census date
August 25	Friday	End of seventh week of instruction
August 28-September 1	Monday-Friday	Last day of classes
September 1	Friday	Final examination period
September 2-17	Saturday-Sunday	End of summer term Academic holiday

FALL TERM 2006

September 18	Monday	Beginning of fall term (faculty only)
September 25	Monday	Fall term classes begin
October 6	Friday	End of second week of instruction Last day to drop a class
October 9	Monday	Last day to add a class Last day to register late and pay late registration fee
October 13	Friday	End of third week of instruction - Census date
November 10	Friday	Academic holiday - Veterans' Day Observed
November 13	Monday	End of seventh week of instruction
November 22-26	Wednesday-Sunday	Academic holiday - Thanksgiving
December 8	Friday	Last day of classes
December 11-15	Monday-Friday	Final examination period
December 16	Saturday	Mid-Year Commencement
December 17-January 7	Sunday-Monday	End of fall term Academic holiday

WINTER TERM 2007

January 8	Monday	Beginning of winter term classes begin
January 15	Monday	Academic holiday - Martin Luther King, Jr. Birthday observed
January 22	Monday	End of second week of instruction Last day to drop a class
January 23	Tuesday	Last day to add a class Last day to register late and pay late registration fee
January 29	Monday	End of third week of instruction - Census date
February 19	Monday	Academic holiday - George Washington's Birthday observed
February 27	Tuesday	End of seventh week of instruction
March 16	Friday	Last day of classes
March 19-23	Monday-Friday	Final examination period
March 24-April 1	Wednesday-Sunday	Academic holiday
March 30	Friday	Cesar Chavez's Birthday Observed (during spring break)

SPRING TERM 2007

April 2	Monday	Beginning of spring term - classes begin
April 13	Friday	End of second week of instruction Last day to drop a class
April 16	Monday	Last day to add a class Last day to register late and pay late registration fee
20	Friday	End of third week of instruction - Census date
May 18	Friday	End of seventh week of instruction
May 28	Monday	Academic holiday - Memorial Day observed
June 8	Friday	Last day of classes
June 11-15	Monday-Friday	Final examination period
June 16	Saturday	Commencement
June 17-18	Sunday-Monday	End of spring term End of university year (faculty only) Academic holiday

SUMMARY OF CALENDAR DAYS

	Academic Year (fws)			
	Summer 2006	Fall 2006	Winter 2007	Spring 2007
Beginning Year/Term - WOW		5		
MWF Days	30	30	28	29
TR Days	19	21	20	20
Total Qtr Instructional Days	49	51	48	49
Exams	5	5	5	5
Commencement		1		1
Total Qtr Academic Work Days	54	62	53	55

Total Academic Year Instructional Days (F-W-Sp) = 148

Total Academic Year Work Days (F-W-Sp) = 170

Proposal #2 - Academic Calendar
 Summer 2006 - Spring 2007
 Considerations for the June 2006 to June 2007 Academic Calendar

Summer Term 2006 (49 instructional days)

Summer term begins Monday, June 19. There is a 1-week break between spring and summer terms.
 Independence Day falls on Tuesday, July 4, and is an Academic Holiday.
 There is a 2-week break between the end of summer term and the beginning of fall term.

Fall Term 2006 (51 instructional days)

Fall term begins on Monday, September 18 (Fall Conference/WOW week).
 Instruction begins on Monday, September 25.
 (Rosh Hashanah begins on Saturday, September 23)
 (Yom Kippur is on Monday, October 2.)
 Veterans' Day is observed on Friday, November 10.
 Thanksgiving holiday is observed Wednesday, November 22 through ~~Sunday~~, November 26.
 Last day of classes is Friday, December 8; finals are Dec. ~~18~~ // - 18
 There is a 3-week break between the end of fall term and the beginning of winter term.

Winter Term 2007 (48 instructional days)

Winter term begins on Monday, January 8.
 Martin Luther King's birthday is observed on Monday, January 15.
 Washington's birthday is observed on Monday, February 19.
 The last day of classes is Friday, March 16; finals are March 19-23.
 (Cesar Chavez's birthday, March 31, is observed on Friday, March 30, during spring break.)
 There is a 1-week break between the end of winter term and the beginning of spring term.

Spring Term 2007 (49 instructional days)

Spring term begins on Monday, April 2.
 Memorial Day is observed on Monday, May 28.
 The last day of classes is Friday, June 8; finals are June 11-15.
 Commencement is on Saturday, June 16 (3rd weekend in June).
 There could be a 2-day break between the end of spring term and the beginning of summer term.

Summer Term 2007 (48 instructional days) * Provisional dates (to be reviewed/approved Fall05/W06)

Summer Term 2007 could begin on Tuesday, June 19.
 Independence Day, July 4, falls on a Wednesday.
 The last day of class would be on Friday, August 24; finals would be Aug. 27-31.
 Labor Day is observed on Monday, September 3.

Note: CSU policy states, "The typical academic year shall consist of 147 instructional days ... plus or minus 2 days is permissible. There shall be a minimum of 170 academic workdays in the academic year." Please refer to Academic Calendar Norms and Definitions.

SUMMARY OF CALENDAR DAYS

	Summer 2006	<u>Academic Year (fws)</u>		
		Fall 2006	Winter 2007	Spring 2007
Beginning Year/Term - WOW		5		
MWFDays	30	30	28	29
TRDays	19	21	20	20
Total Qtr Instructional Days	49	51	48	49
Exams	5	5	5	5
Commencement		1		1
Total Qtr Academic Work Days	54	62	53	55

Total Academic Year Instructional Days (F-W-Sp) = 148
 Total Academic Year Work Days (F-W-Sp) = 170

PROPOSAL #2 • ACADEMIC CALENDAR: JUNE 2006 to June 2007 - SUMMER 2006 THROUGH SPRING 2007

JUNE 2006						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2006						
S	M	T	W	T	F	S
						1
2	3		5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2006						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	LD					

SEPTEMBER 2006						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2006						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2006						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2006						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY 2007						
S	M	T	W	T	F	S
	8	9	10	11	12	13
14		16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18		20	21	22	23	24
25	26	27	28			

MARCH 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2007						
S	M	T	W	T	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2007						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2007						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2007						
S	M	T	W	T	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2007						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
	LD					

Legend for Shading

	Academic Holiday
	Final Examination Period
	Start of Fall/Faculty/WOW

Proposal #3 - ACADEMIC CALENDAR 2006-07

Fall classes begin September 18; Summer break 6/17-20/07

SUMMER TERM 2006

June 19	Monday	Beginning of university year
		Beginning of summer term - classes begin
June 30	Friday	End of second week of instruction
		Last day to drop a class
July 3	Monday	Last day to add a class
		Last day to register late and pay late registration fee
July 4	Tuesday	Academic holiday - Independence Day
July 10	Monday	End of third week of instruction - Census date
August 7	Monday	End of seventh week of instruction
August 25	Friday	Last day of classes
August 28-September 1	Monday-Friday	Final examination period
September 1	Friday	End of summer term
September 2-10	Saturday-Sunday	Academic holiday

FALL TERM 2006

September 11	Monday	Beginning of fall term (faculty only)
September 18	Monday	Fall term classes begin
September 29	Friday	End of second week of instruction
		Last day to drop a class
October 2	Monday	Last day to add a class
		Last day to register late and pay late registration fee
October 6	Friday	End of third week of instruction - Census date
November 3	Friday	End of seventh week of instruction
November 10	Friday	Academic holiday - Veterans' Day Observed
November 22-26	Wednesday-Sunday	Academic holiday - Thanksgiving
December 1	Friday	Last day of classes
December 4-8	Monday-Friday	Final examination period
December 9	Saturday	Mid-Year Commencement
		End of fall term
December 10-January 7	Sunday-Monday	Academic holiday

WINTER TERM 2007

January 8	Monday	Beginning of winter term - classes begin
January 15	Monday	Academic holiday - Martin Luther King, Jr. Birthday observed
January 22	Monday	End of second week of instruction
		Last day to drop a class
January 23	Tuesday	Last day to add a class
		Last day to register late and pay late registration fee
January 29	Monday	End of third week of instruction - Census date
February 19	Monday	Academic holiday - George Washington's Birthday observed
February 27	Tuesday	End of seventh week of instruction
March 16	Friday	Last day of classes
March 19-23	Monday-Friday	Final examination period
March 24-April 1	Wednesday-Sunday	Academic holiday
March 30	Friday	Cesar Chavez's Birthday Observed (during spring break)

SPRING TERM 2007

April 2	Monday	Beginning of spring term - classes begin
April 13	Friday	End of second week of instruction
		Last day to drop a class
April 16	Monday	Last day to add a class
		Last day to register late and pay late registration fee
20	Friday	End of third week of instruction - Census date
May 18	Friday	End of seventh week of instruction
May 28	Monday	Academic holiday - Memorial Day observed
June 8	Friday	Last day of classes
June 11-15	Monday-Friday	Final examination period
June 16	Saturday	Commencement
		End of spring term
		End of university year (faculty only)
June 17-20	Sunday-Wednesday	Academic holiday

SUMMARY OF CALENDAR DAYS

	Academic Year (fws)			
	Summer 2006	Fall 2006	Winter 2007	Spring 2007
Beginning Year/Term - WOW		5		
MWF Days	30	30	28	29
TR Days	19	21	20	20
Total Qtr Instructional Days	49	51	48	49
Exams	5	5	5	5
Commencement		1		1
Total Qtr Academic Work Days	54	62	53	55

Total Academic Year Instructional Days (F-W-Sp) = 148

Total Academic Year Work Days (F-W-Sp) = 170

PROPOSAL #3 - ACADEMIC CALENDAR

Summer 2006 - Spring 2007

Considerations for the June 2006 to June 2007 Academic Calendar

Summer Term 2006(49 instructional days)

Summer term begins Monday, June 19. There is a I-week breakbetween spring and summer terms.

Independence Day falls on Tuesday, July 4, and is an Academic Holiday.

There is a I-week break between the end of summer term and the beginning of fall term.

Fall Term 2006 (51 instructional days)

Fall term begins on Monday, September 11 (Fall Conference/WOW week).

Instruction begins on Monday, September 18.

(Rosh Hashanah begins on Saturday, September 23)

(Yom Kippur is on Monday, October 2.)

Veterans' Day is obsreved on Friday, November 10.

Thanksgiving holiday is observed Wednesday, November 22 through Sunday, November 26.

Last day ofclasses is Friday, December 1; finals are Dec. 4-8.

There is a 4-week break between the end offall term and the beginning of winter term.

Winter Term 2007 (48 instructional days)

Winter term begins on Monday, January 8.

Martin Luther King's birthday is observed on Monday, January 15.

Washington's birthday is observed on Monday, February 19.

The last day ofclasses is Friday, March 16; finals are March 19-23.

(Cesar Chavez's birthday, March 31, is observed on Friday, March 30, during spring break.)

There is a I-week break between the end of winter term and the beginning ofspring term.

Spring Term 2007 (49 instructional days)

Spring term begins on Monday, April 2.

Memorial Day is observed on Monday, May 28.

The last day ofclasses is Fnday, June 8; finals are June 11-15.

Commencement is on Saturday, June 16 (3,d weekend in June).

There could be a 4-day break between the end ofspring term and the beginning ofsummer term.

Summer Term 2007 (48 instructional days) * Provisional dates (to be reviewed/approved Fall05/W06)

Summer Term 2007 could begin on Thursday, June 21.

Independence Day, July 4, falls on a Wednesday.

The last day of class would be on Tuesday, August 28; finals would be Aug. 29-31.

Labor Day is observed on Monday, September 3.

Note: CSU policy states; "The typical academic year shall consist of 147 instructional days ... plus or minus 2 days is permissible. There shall be a minimum of 170 academic workdays in the academic year." Please refer to Academic Calendar Norms and Definitions.

SUMMARY OF CALENDAR DAYS

	<u>Academic Year (fws)</u>			
	Summer 2006	Fall 2006	Winter 2007	Spring 2007
Beginning Year/Term - WOW		5		
MWFDays	30	30	28	29
TRDays	19	21	20	20
Total Qtr Instructional Days	49	51	48	49
Exams	5	5	5	5
Commencement		1		1
Total Qtr Academic Work Days	54	62	53	55

Total Academic Year Instructional Days (F-W-Sp) = 148

Total Academic Year Work Days (F-W-Sp) = 170

PROPOSAL #3 • ACADEMIC CALENDAR: JUNE 2006 TO JUNE 2007 - SUMMER 2006 THROUGH SPRING 2007

JUNE 2006						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2006						
S	M	T	W	T	F	S
						1
2	3		5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2006						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
	LD					

SEPTEMBER 2006						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2006						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2006						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2006						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY 2007						
S	M	T	W	T	F	S
	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2007						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2007						
S	M	T	W	T	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2007						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2007						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2007						
S	M	T	W	T	F	S
1	2	3		5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2007						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Legend for Shading

	Academic Holiday
	Final Examination Period
	Start of Fall/Faculty/WOW

Proposal #4 ACADEMIC CALENDAR, 2006-07

Fall classes begin September 25; Summer break 6/17-20/07

SUMMER TERM 2006

June 19	Monday	Beginning of university year
June 30	Friday	Beginning of summer term - classes begin End of second week of instruction Last day to drop a class
July 3	Monday	Last day to add a class Last day to register late and pay late registration fee
July 4	Tuesday	Academic holiday - Independence Day
July 10	Monday	End of third week of Instruction - Census date
August 7	Monday	End of seventh week of instruction
August 25	Friday	Last day of classes
August 28-September 1	Monday-Friday	Final examination period
September 1	Friday	End of summer term
September 2-17	Saturday-Sunday	Academic holiday

FALL TERM 2006

September 18	Monday	Beginning of fall term (faculty only)
September 25	Monday	Fall term classes begin
October 6	Friday	End of second week of instruction Last day to drop a class
October 9	Monday	Last day to add a class Last day to register late and pay late registration fee
October 13	Friday	End of third week of Instruction - Census date
November 10	Friday	Academic holiday - Veterans' Day Observed
November 13	Monday	End of seventh week of instruction
November 22-26	Wednesday-Sunday	Academic holiday - Thanksgiving
December 8	Friday	Last day of classes
December 11-15	Monday-Friday	Final examination period
December 16	Saturday	Mid-Year Commencement
December 17-January 7	Sunday-Monday	End of fall term Academic holiday

WINTER TERM 2007

January 8	Monday	Beginning of winter term- classes begin
January 15	Monday	Academic holiday - Martin Luther King, Jr. Birthday observed
January 22	Monday	End of second week of instruction Last day to drop a class
January 23	Tuesday	Last day to add a class Last day to register late and pay late registration fee
January 29	Monday	End of third week of instruction - Census date
February 19	Monday	Academic holiday - George Washington's Birthday observed
February 27	Tuesday	End of seventh week of instruction
March 16	Friday	Last day of classes
March 19'-23	Monday-Friday	Final examination period
March 24-April 1	Wednesday-Sunday	Academic holiday
March 30	Friday	Cesar Chavez's Birthday Observed (during spring break)

SPRING TERM 2007

April 2	Monday	Beginning of spring term - classes begin
April 13	Friday	End of second week of instruction last day to drop a class
April 16	Monday	Last day to add a class Last day to register late and pay late registration fee
20	Friday	End of third week of instruction - Census date
May 18	Friday	End of seventh week of instruction
May 28	Monday	Academic holiday - Memorial Day observed
June 8	Friday	Last day of classes
June 11-15	Monday-Friday	Final examination period
June 16	Saturday	Commencement
June 17-20	Sunday-Wednesday	End of spring term . End of university year (faculty only) Academic holiday

SUMMARY OF CALENDAR DAYS

	<u>Academic Year Ifws)</u>			
	Summer 2006	Fall 2006	Winter 2007	Spring 2007
Beginning Year/Term - WOW		5		
MWF Days	30	30	28	29
TR Days	19	21	20	20
Total Qtr Instructional Days	49	51	48	49
Exams	5	5	5	5
Commencement		1		1
Total Qtr Academic Work Days	54	62	53	55

Total Academic Year Instructional Days (F-W-Sp) =148

Total Academic Year Work Days (F-W-Sp) =170

PROPOSAL #4 - ACADEMIC CALENDAR

Summer 2006 - Spring 2007

Considerations for the June 2006 to June 2007 Academic Calendar

Summer Term 2006 (49 instructional days)

Summer term begins Monday, June 19 There is a 1-week break between spring and summer terms.

Independence Day falls on Tuesday, July 4, and is an Academic Holiday.

There is a 2-week break between the end of summer term and the beginning of fall term.

Fall Term 2006 (51 instructional days)

Fall term begins on Monday, September 18 (Fall Conference/WOW week).

Instruction begins on Monday, September 25.

(Rosh Hashanah begins on Saturday, September 23)

(Yom Kippur is on Monday, October 2.)

Veterans' Day is observed on Friday, November 10.

Thanksgiving holiday is observed Wednesday, November 22 through Sunday, November 26.

Last day of classes is Friday, December 8; finals are Dec. 4-8. 11-15

There is a 3-week break between the end of fall term and the beginning of winter term.

Winter Term 2007 (48 instructional days)

Winter term begins on Monday, January 8.

Martin Luther King's birthday is observed on Monday, January 15.

Washington's birthday is observed on Monday, February 19.

The last day of classes is Friday, March 16; finals are March 19-23.

(Cesar Chavez's birthday, March 31, is observed on Friday, March 30, during spring break.)

There is a 1-week break between the end of winter term and the beginning of spring term.

Spring Term 2007 (49 instructional days)

Spring term begins on Monday, April 2.

Memorial Day is observed on Monday, May 28.

The last day of classes is Friday, June 8; finals are June 11-15.

Commencement is on Saturday, June 16 (3rd weekend in June).

There could be a 4-day break between the end of spring term and the beginning of summer term.

Summer Term 2007 (48 instructional days) * Provisional dates (to be reviewed/approved Fall 05/1W06)

Summer Term 2007 could begin on Thursday, June 21.

Independence Day, July 4, falls on a Wednesday.

The last day of class would be on Tuesday, August 28; finals would be Aug. 29-31.

Labor Day is observed on Monday, September 3.

Note: CSU policy states, "The typical academic year shall consist of 147 instructional days ... plus or minus 2 days is permissible. There shall be a minimum of 170 academic workdays in the academic year." Please refer to Academic Calendar Norms and Definitions.

SUMMARY OF CALENDAR DAYS

	Summer 2006	<u>Academic Year (fws)</u>		
		Fall 2006	Winter 2007	Spring 2007
Beginning Year term - WOW		5		
MWFDays	30	30	28	29
TRDays	19	21	20	20
Total Qtr Instructional Days	49	51	48	49
Exams	5	5	5	5
Commencement		1		1
Total Qtr Academic Work Days	54	62	53	55

Total Academic Year Instructional Days (F-W-Sp) = 148

Total Academic Year Work Days (F-W-Sp) = 170

Adopted:

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

AS- -04

RESOLUTION ON ESTABLISHMENT OF AN INSTITUTE FOR POLICY RESEARCH

- 1 WHEREAS, The Institute for Policy Research will promote excellence in policy research design and
2 implementation and will provide expertise in research techniques, survey construction and
3 survey analysis, research design, data analysis, data interpretation, and report generation;
4 and
5
6 WHEREAS, The Institute for Policy Research is designed to supply expertise and quality research
7 services to the Cal Poly community, including the provision of support for university level
8 evaluation and/or strategic planning that require research design, survey construction, data
9 analysis, and data management; and
10
11 WHEREAS, The Institute for Policy Research is designed to support research and professional
12 development while encouraging interdisciplinary academic scholarship on the Cal Poly
13 campus; and
14
15 WHEREAS, The Institute for Policy Research will coordinate with the academic mission of the campus
16 to provide short courses and workshops in research design, survey construction and survey
17 analysis, research implementation, data analysis, and report generation; and
18
19 WHEREAS, The Institute's consulting services will be available to meet the research needs of public-
20 and private-sector agencies and organizations; and
21
22 WHEREAS, The Institute for Policy Research will generate a revenue stream through its consulting
23 work which will be reinvested in professional development for faculty and student
24 research, computing technology, campus labs, data generation and administration, and
25 financial support for faculty experts, research assistants, and interns; and
26
27 WHEREAS, The Institute for Policy Research will foster excellence in both its academic mission and in
28 its consulting capacity; and
29
30 WHEREAS, Conceptual approval of the Institute has been obtained from the Deans' Council and
31 endorsements have been obtained from the Office of Research and Graduate Programs and
32 the College of Liberal Arts; therefore be it
33
34 RESOLVED: That the Academic Senate of Cal Poly endorse the proposal to establish the ☐☐☐☐☐☐☐☐☐☐
☐☐ ☐☐☐☐☐☐☐☐☐☐

Proposed by: Linda Valenty, Jennifer Ryder Fox, Joe Grimes, Jerry Hanley, Dianne Long,
Ulric Lund, William Siembieda, John Soares

Date: October 25, 2004

**State of California
Memorandum**

CAL POLY

To: David Hannings, Chair
Academic Senate

Date: October 25, 2004

From: Robert C. Detweiler
Interim Provost and Vice President
for Academic Affairs

Copies: Linda Halisky
Susan Opava
Linda Valenty

**Subject: Request for Academic Senate Review of the
Proposal for the Establishment of a Center for
Policy Research**

Attached is a copy of a preliminary proposal to establish a Center for Policy Research at Cal Poly. In accordance with campus Administrative Bulletin 87-3 (Guidelines for the Establishment of Centers and Institutes), this proposal received conceptual approval by the Academic Deans' Council at its meeting on June 14, 2004. I would now appreciate the Academic Senate review this proposal prior to the close of Fall Quarter 2004. Please feel free to contact Dr. Linda Valenty, Political Science Department, author of the proposal and Chair of the Institute for Policy Research Steering Committee, should you have any questions or would like her to make a presentation to the Academic Senate. No State funding is guaranteed or foreseen for startup funds for this proposed center due to the current State budget situation.

Thank you, and if you have any questions, please do not hesitate to contact my office.

Enclosure

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Mission Statement

The Institute for Policy Research at Cal Poly is a research organization designed to operate as an integral part of the academic environment on this campus. The Institute operates as a model for excellence in policy research while providing consulting services on various aspects of research design, methodology, and implementation. Other research programs and centers can affiliate with the Institute. The Institute for Policy research anticipates that it will function in the presence of other ongoing and newly developed centers and institutes operating under the auspices of Cal Poly; the existence of the IPR does not preclude the existence of other research institutes, in fact it welcomes opportunities for collaboration as well as competition. IPR services are made available to the Cal Poly campus, government agencies, non-profit entities, and private industry. The Institute provides opportunities for professional development through research and consulting for governmental organizations and private industry. The Institute is designed to generate datasets that are associated with the institute and available for ongoing projects; provide consulting for on-campus research design and implementation efforts; develop specific expertise in research design and methodology; certify faculty research associates; facilitate student internships; and develop a site for housing, organizing, and analyzing institutional-level data. The Institute's academic mission includes the provision of short courses and workshops for faculty, staff, and students. Courses will provide training in research design, quantitative and qualitative analysis, data interpretation, and report generation. Income generated by the Institute will be used to enhance specialized tools infrastructure and resources that will support access and outreach so that faculty and staff/students may conduct effective policy related research; to build and market valuable data sets; to provide support for professional development and faculty/student research; and, to provide financial support for faculty experts, research associates, and interns.

Objectives

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The Institute is a non-profit, non-partisan organization established for educational, research, and service purposes. Any university research based organization can choose to affiliate with the Institute.

The Institute will promote excellence in policy research design and implementation, and participate in education, research, and testing, through a combination of interrelated programs of an applied nature involving students, faculty, and experts.

The Institute is designed to support interdisciplinary academic scholarship on the Cal Poly campus. As part of this objective the Institute will conduct original research.

The Institute is designed to provide consulting services for quantitative and qualitative policy research. The Institute will provide expertise in research techniques, survey construction and survey analysis, research design, data analysis, data interpretation, and report generation. Affiliated research programs and centers can participate in provision of

resources. The Institute's consulting services will be available to meet the research needs of public- and private-sector agencies and organizations.

The Institute will coordinate with the academic mission of the campus. In so doing it will provide short courses and workshops in research design, survey construction and survey analysis, research implementation, and data analysis. These courses will be available to students, faculty, and staff at Cal Poly and will eventually be offered to the wider academic community.

The Institute is designed to supply quality research services to the Cal Poly community, including the provision of support for university level evaluation and/or strategic planning that require research design, survey construction, data analysis, and data management. For example, the IPR can meet university needs by assisting with the development and implementation of NSF Course, Curriculum, and Laboratory Improvement (CCLI) grants. Faculty often require assistance in designing the required evaluation and assessment activities associated with these grants. The Institute can support faculty in designing evaluation and assessment tools and in the analysis and interpretation of resulting data. In the case of the Adaptation and Implementation (A&I) program, the NSF requires both assessment of student learning ☐☐☐ proof of expertise in assessment. Since the IPR steering committee includes several scholars with strong backgrounds in quantitative methodology and extensive experience in assessment and evaluation, proof of expertise may be easily demonstrated. Consultation with experts associated with the Institute will enhance grant applications and will provide support for data gathering, analysis, and interpretation required by NSF.

The Institute will generate a revenue stream through its consulting work. These funds will be reinvested in professional development for faculty and student research, computing technology, campus labs, data generation and administration, and financial support for faculty experts, research assistants, and interns.

The Institute will foster excellence in both its academic mission and in its consulting capacity.

Benefits to Government and Business

The Institute will:

- Provide a clearinghouse of faculty to serve as consultants, both individually and in groups through contracted work.
- Conduct workshops designed for government and business on policy and policy analysis related to economics, education, health, welfare, criminal justice, energy, agriculture, and the environment.
- Publish papers, reports, books, and other relevant documents to benefit state and local government, industry working within regulatory environments (for example

PGE, Duke Power), interest groups, and other organizations with an interest in policy research.

- Provide a source for multidisciplinary expertise prepared to design, conduct, implement, and interpret quantitative and qualitative policy research.
- Facilitate networking and joint projects between organizations with similar interests and projects.
- Provide consultation on policy research design, methodology, implementation, analysis, and interpretation.
- Provide consultation on issues of survey research including sampling techniques, survey instrument design, question design, use of specific types of surveys, data analysis, data interpretation, and report generation.

While the Institute may have its primary relationships with organizations within two hours driving distance from Cal Poly, it is expected that the Institute will also serve agencies and business organizations within the State of California. The Institute will be available to work together with other policy research institutes e.g., the California Public Policy Institute, for partnership activity on policy issues important to California.

Potential for External Funding

The Institute for Policy Research would be positioned to contract with a variety of public and private organizations including San Luis Obispo County, Monterey County, Santa Barbara County, City of San Luis Obispo, City of Santa Barbara, City of Santa Maria, City of Morro Bay, City of Atascadero, City of Paso Robles, City of Arroyo Grande, City of Grover Beach, City of Pismo Beach, Economic Vitality Corporation (EVC), Atascadero State Hospital, California Men's Colony, Paso Robles Boy's School, Regional Air Quality Board, California Regional Water Quality Board, Economic Opportunity Commission, United Way nonprofit agencies, Cuesta College, Cal Poly State University, Hancock College, Vandenberg AFB, Pacific Gas and Electric, Duke Energy, The California State University, State of California (competitive grants), Caltrans.

The IPR is in a unique position to provide consulting services to local governmental and nonprofit organizations as well as those that deal with governmental regulations. Faculty and student project teams will be organized to work on activities that call for specialized analytical or research skills, including surveys, public opinion polling, focus groups, data analysis, and in-depth case studies. Research can focus on anyone of the following issues among others: economics/finance, education, the environment, homeland security, energy issues, human services, natural resources, transportation, criminal justice, anti-poverty, agriculture, housing, urban planning, agro-tourism (e.g, wineries, state parks).

Association with the Center for Practical Politics

The Institute for Policy Research will be associated with the existing Center for Practical Politics, which is now housed in the Department of Political Science. The Director of the Center for Practical Politics has agreed that it will be mutually beneficial for the Center to exist under the auspices of the Institute for Policy Research and has further agreed to commit financial resources to assist in meeting start-up expenses for the Institute.

The Institute for Policy Research and Other University Institutes, Centers, and Departments

The Institute for Policy Research functions as a university-level interdisciplinary research institute. The presence of the IPR in no way precludes the existence and operation of other university institutes and centers. In the interest of stimulating exemplary research at Cal Poly, the IPR looks forward to collaboration with other institutes, centers, and departments. For example, there is potential for collaboration and advisory relationships to support the survey research components of research projects in the Food Science & Nutrition department; Natural Resource Management (including Recreation Administration), and the California Institute for the Study of Specialty Crops, among many others.

The Institute for Policy Research and Graduate Research Opportunities:

The IPR will associate with the new Master of Public Policy (MPP) program as well as other graduate programs on campus. This association will allow the provision of policy research assistantships to graduate students, and will facilitate large research projects undertaken in advanced graduate courses. As an example, the MPP extends opportunities for research activity to its graduate students through the PolS 590 Graduate Seminar within which MPP students undertake and implement research for SLO agencies and other public organizations. The IPR can assist with organization, design, and implementation of these types of research projects. As an integral part of its association with campus graduate programs, the IPR will also develop and offer graduate research internships.

The Institute for Policy Research Lab

The Institute for Policy Research has, with the assistance of Dean Harry Hellenbrand and Vice Provost Jerry Hanley, completed an on-campus lab to facilitate, organize, and enhance research associated with the IPR. The IPR lab currently exists in Building 47 - Room 14B. The room has been upgraded through the TII infrastructure buildout and will be available for use by Fall Quarter, 2004. We have developed the IPR lab through existing campus resources and the support of Dean Hellenbrand and Vice Provost Hanley. Dean Hellenbrand allocated \$4,232 to upgrade the security, provide an alarm system, and to purchase ergonomic chairs for the lab. Vice Provost Hanley included the

lab in the TII infrastructure buildout to allow for enhanced capability. In addition, the College of Liberal Arts has donated five reconditioned computers to the lab; Facility Services Surplus donated furniture; IT has donated five additional workstations, three filing cabinets, a laser printer, as well as networking; and, we have negotiated free installation for telephone lines with Telecommunication Services. Finally, a successful lottery grant written by our Steering Committee Chair, Dr. Linda Valenty, allowed for a state of the art Dell administrator computer to add to the configuration, which now includes ten computer stations in addition to the administrator's computer, networked and ready for research, polling, and survey administration needs. Dr. Valenty has recently applied for another lottery grant for an additional high-speed computer and a color laser printer.

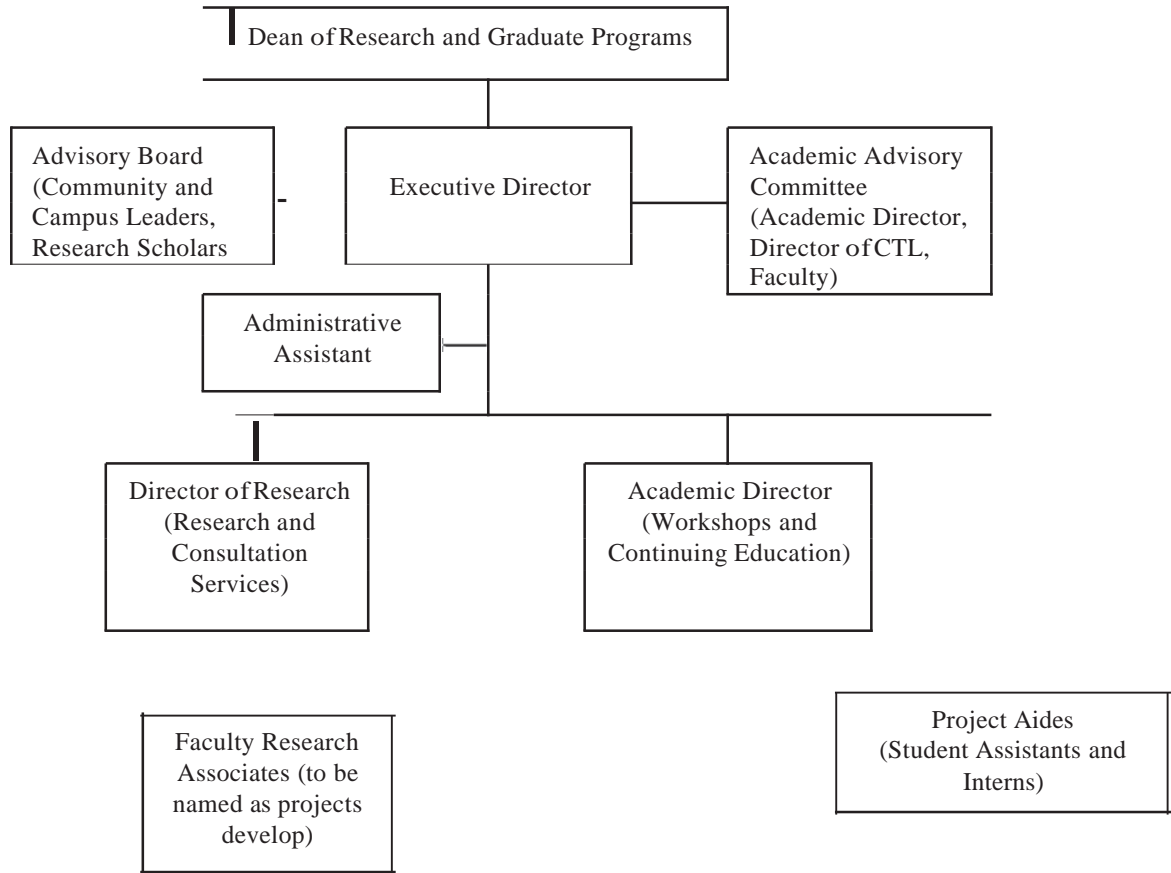
Benefits to University, Faculty, and Students

The Institute will:

- Provide support for academic scholarship among the University's faculty and students.
- Enhance the academic reputation of the University.
- Generate revenue that will be reinvested in professional development and campus laboratories.
- Support professional development for faculty.
- Provide a variety of consultation services to the campus community, including research design, implementation, analysis, and presentation of results.
- Serve as a learning laboratory for graduate and undergraduate students at the University.
- Provide high quality policy research services to Cal Poly, including academic and administrative units of the University who may need consultation regarding data for evaluation and/or strategic planning purposes.
- Foster close working relationships between the Cal Poly University community, industry professionals, governmental agencies, and businesses working within regulatory environments.
- Provide opportunities for students to gain internships or co-op positions with governmental and business employers prior to graduation.
- Enhance Cal Poly's visibility with future employers and contributors.
- Serve to enhance and market educational opportunities at Cal Poly to high schools, junior colleges, and to the international marketplace.
- Provide continuing education for Cal Poly faculty, staff as well as employees of governmental and business organizations.

Organizational Structure

Cal Poly's Institute for Policy Research Recommended Initial Organizational Structure



Budget Estimates

The Policy Research Institute will spend the first year hiring a director, developing a core team of faculty to participate in the activities of the Institute, and consummating contracts on projects appropriate for the Institute. It is anticipated that undertakings will include those that are in support of larger projects under contract by Cal Poly and those that are contracted directly by the Institute.

The Policy Research Institute anticipates a need for start-up funding of \$50,000 over three years from Cal Poly Research and Graduate Programs to launch its efforts. The following is a budget based on the assumption that there are research opportunities in the areas indicated in the proposal.

IPRBudget
(July 1 - June 30)

Revenues	Year 1	Year 2	Year 3
Seed money - Research and Graduate Programs	\$28,050	\$21,950	\$0
Research Project	\$15,000	\$7,500	250,000
Total Revenues	\$43,050	\$96,950	\$250,000
Expenses			
Executive Director (.25 Yr. 1, .5 Yr. 2, 1.0 Yr. 3)	\$20,000	\$40,000	\$80,000
30% Benefits	\$0	\$12,000	\$24,000
Administrative Assistant (0 Yr. 1, .5 Yr. 2, .5 Yr. 3)	\$0	\$19,000	\$19,000
30% Benefits	\$0	\$5,700	\$5,700
Phone, Office Supplies, Copying, Etc.	\$500	\$1,000	\$7,500
Promotional Materials (flyers, advertising)	\$1,000	\$1,000	\$3,000
Student Assistants	\$3,500	\$2,500	\$8,000
Faculty Salaries (Academic Director, Director of Research)	\$10,000	\$10,000	\$30,000
Travel	\$500	\$500	\$10,000
Total Expenses	\$35,500	\$91,700	\$187,200
Foundation administration fee (5%)	\$1,775	\$4,585	\$9,360
Grand Total Expenses	\$37,275	\$96,285	\$196,560
Net to Reserve	\$5,775	\$665	\$53,440

Appendix A: Organization and Administration

BYLAWS

INSTITUTE FOR POLICY RESEARCH

California Polytechnic State University
San Luis Obispo, California

These bylaws are applicable within the authorization established by the Board of Trustees of the California State University (CSU) and the California Polytechnic State University (Cal Poly).

ARTICLE I - NAME

The name of this organization shall be the California Polytechnic State University's Institute for Policy Research, referred to in these Bylaws as the IPR.

ARTICLE II - PURPOSE

Section 1 - Direction: The IPR is a non-profit, non-partisan organization established for educational, research, and service purposes. The IPR will promote excellence in policy research design and implementation, and participate in education, research, and testing, through a combination of interrelated programs of an applied nature involving students, faculty, and experts.

Section 2 - Policies: The policies of the IPR shall be in harmony with the policies of the California State University and the California Polytechnic State University.

Section 3 - Dissolution: In the event the IPR is dissolved, its assets remaining after payment of, or provision for payment of, all debts and liabilities shall be distributed to the division of Research and Graduate Programs of the California Polytechnic State University, San Luis Obispo.

ARTICLE III - PARTICIPANTS

Section 1 - Class of Participants: Participants may be faculty, staff, and students of the California Polytechnic State University, San Luis Obispo, and consultants, research associates, and others interested in the Institute.

Section 2 - Approval to Participate:

- a. Eligibility to Participate: All interested faculty, staff, and students of the California Polytechnic State University, San Luis Obispo, are eligible to participate in the IPR, if so requested by the individual and approved by the Institute. All consultants, research associates, and others interested in the institute and not in the employ of the university are required to have written agreements with either the University or the Foundation to serve the IPR and its programs.
- b. Request for Participation: Any qualifying individual interested in an IPR program may request to participate (see class of participants for criteria for participation).
- c. Acknowledgment of Participation: The Executive Director of the IPR shall acknowledge participants.

Section 3 - Terms: Terms of participation shall be determined by the IPR Executive Director and shall conform to the duration of the Institute project(s) in which participants are involved.

ARTICLE IV - **IPR ADMINISTRATION**

Section 1 - Administration:

The recommended initial IPR Administration shall include an Executive Director, an Advisory Board, an Academic Advisory Committee, a Director of Research, and an Academic Director. The Executive Director will report to the Dean of Research and Graduate Programs. The first Director will be appointed by the Dean of Research and Graduate Programs based on the recommendation of an IPR Search Committee. The position will have no specified term of office. The Director will be reviewed annually by the Dean of Research and Graduate Programs, with input from the advisory groups, the Director of Research, the Academic Director, and the IPR participating faculty. The dean will either reappoint the director or recommend replacement. Should replacement become appropriate, the same recruitment and appointing procedure for the initial appointment will be used. Future director appointments will be made by the Dean of Research and Graduate Programs based on a recommendation of an IPR Search Committee, and the Advisory Board of the IPR. Annually, the Executive Director, together with an Oversight Committee, will review the organizational structure and make appropriate changes.

The Executive Director will either be a faculty member with released time, or a professional in the field who is hired externally. This decision will be made by the Dean of Research and Graduate programs based upon the recommendation of the IPR Search Committee. The Executive Director will oversee and be responsible for the Institute's administrative and academic missions, manage outreach to the broader community, and coordinate fund-raising and business operations. The Executive Director will establish an Advisory Board, comprised of administration, faculty and off-campus experts to provide broad oversight to the Institute.

The Executive Director will begin to appoint staff when necessary and as consistent with funding and program resources. At such time as it becomes feasible and appropriate, the Executive Director will name an Academic Director, typically, but not necessarily, a faculty member on release time paid by the Institute, to oversee workshops and continuing education offered by the Institute. The Academic Director will coordinate with an Academic Advisory Committee, drawn from deans, department chairs and faculty members.

When necessary, and as consistent with funding and program resources, the Executive Director will also name a Director of Research who will oversee research projects, faculty associates conducting research under the auspices of the IPR, and research consultation provided by the IPR. The Director of Research will be a member of the faculty on release time paid by the Institute.

Research projects developed and implemented under the auspices of the Institute will be overseen by the Executive Director and the Director of Research and will be managed by professors of the University, who will be responsible for the academic and professional quality of each individual policy research endeavor.

Section 2 - Staff: Support personnel may include an Administrative Assistant !Web Site Coordinator, a research support technician (providing support in software and database management), student project aides, and student interns.

ARTICLE V - **ADVISORY BOARD**

Section 1 - Composition: There shall be an Advisory Board overseeing the operation and activities of the IPR. The Advisory Board shall be composed of no fewer than three, no more than six members to be drawn from Industry, Government, and Academia with the appropriate expertise and background. After the first year of IPR operation, one participant shall be named who has actively been involved in Institute projects during the previous 12 months.

Section 2 - Membership: Membership is determined as follows:

- a. Members of the initial Advisory Board shall be appointed by the majority vote of the IPR Steering Committee. Placement on the advisory board will thereafter be accomplished through a call for nominations by the Executive Director and a majority vote of the Advisory Board.
- b. The Advisory Board will elect a chair to serve for three years. The chair of the Advisory Board will serve on the Advisory Board one more year after finishing as chair, to provide guidance and continuity.
- c. After the first year of operation, the Executive Director shall call for nominations for the Active Research Member position on the Advisory Board. The Advisory Board makes the final selection.

Section 3 - Meetings: The Advisory Board shall, at a minimum, meet twice per year. Minutes of these meetings shall be available to the Dean of Research and Graduate Programs.

Section 4 - Duties: The Advisory Board shall provide advice and general guidance related to the business activities and affairs of the IPR. The Executive Director shall implement those recommendations.

Section 5 - Conduct of Meetings: Meetings shall be governed by *Robert's Rules of Order*, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with policies of the CSU and/or Cal Poly.

ARTICLE VI - ACADEMIC ADVISORY COMMITTEE

Section 1 - Composition: There shall be an Academic Advisory Committee overseeing workshops and continuing education provided by the IPR. The Academic Advisory Committee shall be composed of the Academic Director of the IPR, a representative from Continuing Education, and the Director of the Center for Teaching and Learning. Three additional members of the Academic Advisory Committee will be chosen from department chairs and/or faculty members. These three additional members will be nominated by the IPR Advisory Board and approved by the Dean of Research and Graduate Programs.

Section 2 - Purpose: The Academic Advisory Committee shall provide advice and comment to the Executive Director and the Advisory Board on IPR workshops and continuing education programs.

Section 3 - Meetings: The Academic Advisory Committee shall meet at least twice a year to review IPR programs and to provide general direction to the IPR. The Committee may elect to meet for special purposes at any other time, upon agreement of a majority of Committee members.

Section 4 - Number Constituting a Quorum: A majority of Committee members shall constitute a quorum.

ARTICLE VII - FISCAL POLICIES

Section 1 - Fiscal Year: The fiscal year shall be in accordance with that of the University.

Section 2 - Accounts and Audits: The books and accounts of the IPR shall be kept by the Cal Poly Foundation in accordance with sound accounting practices, and shall be audited annually in accordance with University Foundation policies.

ARTICLE VIII - OPERATING GUIDELINES

The Advisory Board may develop operating guidelines to implement these Bylaws.

ARTICLE IX - AMENDMENTS

The Bylaws may be amended by a 2/3 vote of the members of the Advisory Board voting at any meeting of the IPR. Each member shall have two (2) weeks advance written notification of the proposed amendments.

Adopted:

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

AS- -04

RESOLUTION ON
RE-NOMINATING PROFESSOR KATHLEEN E. KAISER
AS FACULTY TRUSTEE

1 WHEREAS, Professor Kathleen E. Kaiser has been an honored faculty colleague for the last 32
2 years at California State University, Chico, and has been recognized for her
3 outstanding teaching and advising, successful grant writing and scholarly
4 activities, and her remarkable record of service to students and faculty; and
5

6 WHEREAS, Professor Kaiser has long been dedicated to the principles of shared governance
7 and academic excellence as reflected in her fifteen years of service to the CSU
8 Chico Academic Senate and her twelve years of service on the Academic Senate
9 CSU; and
10

11 WHEREAS, Professor Kaiser has served in significant systemwide leadership positions and
12 developed a broad knowledge of California's system of higher education through
13 her participation on the Executive Committee of the ASCSU, the GE Breadth
14 Committee, on which she served as chair, the Academic Affairs Committee, on
15 which she served as vice chair, and the Intersegmental Committee of Academic
16 Senates where she worked with colleagues from the University of California and
17 the California Community Colleges in developing intersegmental transfer and
18 articulation programs in the state; and
19

20 WHEREAS, Professor Kaiser has been a leader in the state and a champion for course
21 articulation and transfer between the CSU and all other segments of higher
22 education in California so that the principle of seamless transfer, as envisioned by
23 the Master Plan for Higher Education, can be brought to fruition; and
24

25 WHEREAS, Professor Kaiser has had an extended commitment to service learning and
26 distance education not only as reflected by her participation on statewide and
27 international programs, the Technology Task Force, and the Information
28 Competency Task Force, but also as the director of hundreds of internships at
29 CSU Chico that place students at sites located throughout California and the
30 United States as well as a writer, leader, and evaluator of many community based
31 grants and outreach activities; and
32

32 WHEREAS, Professor Kaiser has demonstrated time and again that she is a dedicated and
33 trustworthy colleague who has the ability to articulate and represent the faculty's
34 perspective in shared governance but recognizes, understands, and values the
35 necessity to work collegially and constructively with other bodies who have also
36 been entrusted to carry out the Master Plan for Higher Education; and
37

38 WHEREAS, Professor Kaiser in her first year of service as Faculty Trustee visited 14
39 campuses, attended 9 graduations, was the first trustee to accompany the CSU
40 Maritime Academy's T.S. Golden Bear on Cruise, including presiding at the 'at-
41 sea' graduation, serves on four BOT committees, is a CPEC alternate, and was
42 recognized by CSSA as the Outstanding Trustee of the Year in 2004; and
43

44 WHEREAS, Faculty Trustee Kaiser has been an effective voice for students, faculty, and staff
45 on the CSU Board of Trustees and has become a respected force on the board that
46 should be continued for another term; therefore be it
47

48 RESOLVED: That the Academic Senate of Cal Poly take great pride in re-nominating Professor
49 Kathleen E. Kaiser for the position of CSU Faculty Trustee.

Proposed by: Academic Senate of Cal Poly
Executive Committee
Date: October 26, 2004