



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

MEETING OF THE ACADEMIC SENATE
Tuesdays, April 12, 2005
UU220, 3:10 to 5:00pm

- I. Minutes: Approval of minutes for Academic Senate meetings of March 1 and March 8, 2005 (pp. 2-6).
- 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. Election of Senate officers for 2005-2006.
 - B. Resolution on Final Assessments: Schaffuer, chair of the Instruction Committee, second reading (pp. 7-9).
 - C. Resolution on Amendment to the *Constitution of the Faculty* (Representation for the College of Education): Greenwald, CSM senator, first reading (pp. 10-12).
- VI. Discussion Item(s):
- VII. Adjournment:

Due to formatting restrictions, mass mailings must be sent in text-only format eliminating underline and strikethrough features. Academic Senate meeting minutes will no longer be sent as text, instead minutes can be viewed, with full editorial marks, at <http://www.calpoly.edu/~acadsen/calendar.html> (To view, click on URL or cut and paste the URL in your browser's address line.)

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE
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MINUTES OF
The Academic Senate
Tuesday, March 1, 2005
UU220, 3:10 to 5:00 pm

- I. Minutes: The minutes for the Academic Senate meeting of February 8, 2005 were approved as presented.
- II. Communications and Announcements:
 - A. Response from Campbell on new parking facilities and safety: Please notify Dave Hannings if more information is required.
 - B. Academic Senate election results for 2005-2006: Congratulations to all newly elected and returning senators. Request for nominations for Academic Senate officers (Chair, Vice-chair, and Secretary) will soon go out to all senators.
- III. Reports:
 - A. Academic Senate Chair: None.
 - B. President's Office: None.
 - C. Provost's Office: None.
 - D. Statewide Senators: None.
 - E. CFA Campus President: None.
 - F. ASI Representatives: None.
 - G. Other: None.
- IV. Consent Agenda: None.
- V. Business Item(s):
 - A. Resolution on Accessibility to Information Technology Resources: Bailey/Fryer/Hanley, second reading. This resolution requests the Academic Senate's endorsement of Cal Poly's efforts to develop an implementation plan and policy to ensure campus compliance with CSU policy and existing law governing accessibility to campus information technology resources.
M/SIP to add the following amendment by Senator Greenwald:
Resolved: That no recommendations concerning this program be sent to the Academic Senate without the prior review of the Academic Senate Instruction Committee.
M/SIF (Foroohar) to add the following amendment (includes the following whereas and resolved clauses):

Whereas: Since accessibility is an institutional responsibility and compliance with this policy will require considerable effort of faculty:

Resolved: That the campus provide adequate compensation for extra workload for faculty to comply with this policy

MIS/p to close debate.

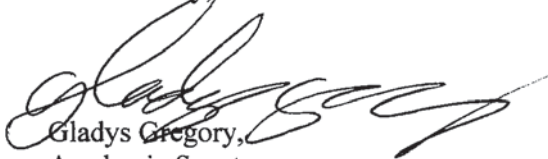
MIS/p to approve resolution as amended.

- B.. Resolution on Proposed Retirement Plan Modification: Foroohar, chair of Faculty Affairs Committee, first reading. The resolution requests that the Academic Senate of Cal Poly strongly opposed the imposition of any mandatory defined-contribution retirement system and urges the Chancellor of the CSU to oppose any change in the California Public Employees retirement system that would result in lower retirement benefits. This resolution will return as a second reading item.
- C. Resolution on Textbook Pricing: Executive Committee, first reading. This resolution supports ASI Resolution #05-06 entitled *Support for Campus Leadership in Textbook Price Reduction*, which encourages faculty to respond to textbook requisitions in a timely manner. This resolution will return as a second reading item.
- D. Curriculum proposal for Biomedical Engineering Program: Elrod, chair of Curriculum Committee, first reading. The Academic Senate Curriculum Committee has reviewed and recommends approval of the proposal for a new bachelors degree program in Biomedical Engineering for approval. MIS/p to suspend rules and move proposal to a second reading. MIS/p to approve proposal.
- E. Resolution on Final Assessments: Schaffuer, chair of the Instruction Committee, first reading. This resolution modernizes the existing language in CAM 484.1-3 which addresses the issue of final examinations. The main points of the proposed change provide added flexibility in determining the most appropriate terminal assessment activities for each course and require that faculty be available to meet with students during finals' week. This resolution will return as a second reading item.
- F. Resolution on Amendment to the *Constitution of the Faculty* (Representation for the College of Education): Greenwald, CSM senator, first reading. Due to lack of time, this resolution will return as a first reading item at the next Academic Senate meeting.

VI. Discussion Item(s):
[March 8: TIME CERTAIN 4:30PM] Monday holidays

VII. Meeting adjourned at 5:00 pm.

Submitted by,


Gladys Gregory,
Academic Senate

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CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
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MINUTES OF
The Academic Senate
Tuesday, March 8, 2005
UU220, 3:10 to 4:45 **pm**

- I. Minutes: None.
- II. Communications and Announcements: None.
- III. Reports:
 - A. Academic Senate Chair: Social Hour, co hosted by the President's Office and the College of Science and Mathematics, will be held Thursday, March 10, 2005 from 4-6 pm at Vista Grande Restaurant.
 - B. President's Office: None.
 - C. Provost's Office: None.
 - D. Statewide Senators: None.
 - E. CFA Campus President: None.
 - F. ASI Representatives: None.
 - G. Other:
 - a. Bob Kitamura, Director of Facilities Planning and Capital Projects and Joel Neel, Associate Director of Facility Planning and Capital Projects: Student Housing North as well as other facility projects on campus will allow the Master Plan to grow into the 21st century. Student Housing North Project has been in planning for a number of years with the site designated specifically for residential apartments and envisioning about 1620 beds. This project, which has undergone some changes since it was approved, will include about 16,000 sq. ft. of retail space, 11 buildings, 867 apartments, and has a budget of \$239 million. The project will be delivered in three phases; the first phase in 2008 will include 670 beds and a parking structure, followed in 2009 by 1000 beds and a second parking structure with the remaining construction scheduled for completion in 2010. The project will decrease the amount of daily commute to and from campus and it's a much higher density housing facility with many sustainable design features as part of the construction including the collection of all storm drainage and taken to drum reservoir instead of dumping on the creek, central heating, drought tolerant landscape, covered bike storage, and operable fiber glass windows. It is expected that the project will attain a silver LEEDS certification level.
 - b. ASI and UU Student Fee Referendums: Blake Bolton, ASI President, Tracy Watte, Chair of the University Union Advisory Board, and Greg Van Dyke, Chair of the Board of Directors for ASI. (Bolton) Two student-driven referendums will be taking place in the spring 2005; the first referendum is a University Union Advisory Fee Referendum and the other is the ASI Student Activity Fee Referendum. The University Union Advisory Board sent out a campus wide survey in 2003 asking students what they wanted to see on campus in terms of quality of life, non-academic, facilities. From the results of the survey an ASI Master Plan was created, followed by a choice survey sent out to all students last fall where results indicated that 66% of students were serious about paying a fee to build new projects.

University Union Advisory Fee (Watte) - The first component of this referendum is the renovation and expansion of the existing rec center which will include more dance space, a lounge area, a wellness center, and other amenities. The second part is the renovation of the UU building including the renovation of the plaza. The third component is a new student activity center near Campus Market which will include more lounge space for students, retail space, indoor jogging track, meeting space, etc. The fee will increase by \$21.00 in Fall 2005 and will increase every fall quarter until 2010 when the increase amount will be \$59.00 which will coincide with the major openings. ASI Student Activity Fee (Van Dyke) - Currently students pay about \$40.00 per quarter to ASI for programming services such as events and concerts. With a one-time \$5.00 increase a new process called grant funding will be developed to provide clubs, whose needs are not currently being met, with funding. The second aspect of the fee is a \$3.00 bi-annual increase to ensure the long-term viability of the current programs and to provide the additional programming to fill the new facilities.

IV. Consent Agenda: None.

V. Business Item(s):

- B. Resolution on Proposed Retirement Plan Modification: Foroohar, chair of Faculty Affairs Committee, second reading. The resolution requests that the Academic Senate of Cal Poly strongly opposed the imposition of any mandatory defined-contribution retirement system and urges the Chancellor of the CSU to oppose any change in the California Public Employees retirement system that would result in lower retirement benefits. M/S/P to approve the resolution as presented.
- C. Resolution on Textbook Pricing: Executive Committee, second reading. This resolution endorses the principles of ASI Resolution #05-06 entitled *Support for Campus Leadership in Textbook Price Reduction*, which encourages faculty to respond to textbook requisitions in a timely manner. The following amendments were made:
RESOLVED: That department chairs and heads and deans be encouraged to make teaching assignments as early as possible so faculty can order textbooks in a timely manner; and be it further
RESOLVED: That the Academic Senate of Cal Poly follow up on the ~~other~~ aspects of textbook and other textbook materials pricing by holding meetings of the Faculty Affairs Committee with representatives of El Corral Bookstore, campus textbook authors, students, representatives of publishing companies, and other knowledgeable parties, with the intent of writing a further resolution on this issues; and be it further
M/S/P to approve resolution as amended.
- E. Resolution on Final Assessments: Schaffner, chair of the Instruction Committee, second reading. Due to lack of time, this resolution will return as a second reading item at the next Academic Senate meeting.
- F. Resolution on Amendment to the *Constitution of the Faculty* (Representation for the College of Education): Greenwald, CSM senator, first reading. Due to lack of time, this resolution will return as a first reading item at the next Academic Senate meeting.


VI. Discussion Item(s):

- A. Monday holidays: (Hannings) Background: The current procedure for determining the university calendar states that each Fall quarter the Vice Provost presents the Academic Senate Instruction Committee with several calendar proposals for their review and recommendation to the Executive Committee. The Executive Committee then makes a recommendation to the Provost and the President who gathers recommendations from a variety of people around campus and then decides on the best calendar. This year a situation regarding late hires developed with the calendar originally recommended to the President. The main concern is the observance of two Monday holidays and the problems that it creates with missing labs scheduled for Mondays, so the Executive Committee recommended that either one of the

Monday holidays be change to a Friday holiday or take a Monday holiday but have another day during the week function as a Monday. The President decided to change one of the Monday holidays to a Friday holiday and even though the catalog has gone to press, it was requested by the Executive Committee that the issue be discussed with the Academic Senate. (Hood) Changing a holiday from a Monday to a Friday is a significant change on the campus and more people should be aware of it since it could impact them in many ways therefore, more input should be provided. (Detweiler) Stated that policy was handled correctly but the issue is complex and creates a dilemma. All recommendations will be looked at without guarantying that any changes will take place. (Hood) Proposed that a policy be adopted which states that there will be no less than 9 offerings of each calendar day scheduled in any given quarter.

VII. Meeting adjourned at 4:45 pm.

Submitted by



Gladys Gregory,
Academic Senate

Adopted:

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

AS--05

RESOLUTION ON
FINAL ASSESSMENTS

- 1 WHEREAS, The Final Examination section (484.1) in the Campus Administration Manual
2 (CAM) has not been revised since September 1982; and
3
4 WHEREAS, Since the 1982 revision of CAM, research in pedagogy has determined that
5 student outcomes may be measured in a variety of ways; and
6
7 | WHEREAS, CAM 484.2 currently requires final examinations to be given in all courses, unless
8 exempted through a petition process; and
9
10 WHEREAS, Faculty may not always believe that final examinations are the best concluding
11 assessment measure for particular courses; and
12
13 WHEREAS, Faculty should be given the flexibility to determine and use the most appropriate
14 terminal assessment activities in their courses; and
15
16 WHEREAS, Some faculty in lecture courses have given final examinations during the final
17 week of instruction, in violation of CAM 484.1 and 484.2; and
18
19 WHEREAS, The week scheduled for final examinations is expected to be used by faculty and
20 students for significant assessment activities; and
21
22 WHEREAS, CAM 484.3 has raised confusion regarding the propriety of scheduling additional
23 final examination times during final examination week; therefore be it
24
25 RESOLVED: That the existing CAM 484.1-3 be replaced with the attached revised CAM 484.1-
26 3 language.

Proposed by: Academic Senate Instruction Committee
Date: December 20, 2004
Revised: January 12, 2005

CURRENT

PROPOSED

CAM 484.1 Final Examinations

CAM 484.1 Final Assessments

A. Lecture Courses

The university's schedule for final examinations for lecture courses will be included in each issue of the quarterly Class Schedule. The schedule, drafted by the Associate Dean, Educational Services, and approved by the Vice President for Academic Affairs, will designate an examination time for each time block in which lecture sections are normally scheduled. Examinations will be held at the time designated in the schedule and, unless the class and instructor have been notified otherwise, at the location in which the class was assigned to meet during the quarter.

The maximum time for which a facility will be allotted for a lecture section final examination is as follows: one hour for a section meeting one or two hours per week; two hours for a section meeting three hours per week; three hours for a section meeting four or more hours per week.

B. Nonlecture Courses

Final examinations in nonlecture courses will be held during the last class meeting in the regularly assigned meeting location.

A. Courses with Lectures & Seminars (other than I-unit courses)

Course activity, including assessments, shall continue through the week designated for final assessments for all courses with a lecture component. Faculty are required to meet with students at the scheduled final assessment period and will use the week designated at the end of the quarter for the final assessing of student work. Faculty should decide the pedagogically appropriate assessment activity: for example, exams, receipt of term papers or projects, presentations, etc.

The university's schedule for final assessment periods will be included in each issue of the quarterly Class Schedule. The schedule, drafted by University Scheduling Office and approved by the Vice President for Academic Affairs, will designate an assessment period for each time block in which lecture sections are normally scheduled and the location assigned.

Final assessments will be given in all sections of lecture and seminar courses unless exempt under the provisions contained in CAM 484.2.

The maximum time for which a facility that is normally controlled by the University Scheduling office will be allotted for final assessment is three hours.

B. Nonlecture Courses and I-unit Courses

Final assessments in nonlecture courses (labs/activity courses and I-unit courses) will be held during the last week of instruction in the regularly designated meeting time and location unless an alternate time and location is (1) pedagogically necessary, (2) does not create a scheduling conflict for any student and (3) does not have to be scheduled by the University Scheduling Office.

484.2 Final Examinations-Exempt Courses

Final examinations will be given in all sections of lecture and nonlecture courses unless exempt under the provisions contained in CAM 484.2. Examination exemptions may be granted for such reasons as uniqueness of course content or method of instruction, and/or a more appropriate procedure for establishing a final evaluation of the student's performance in the course. Exemptions in the University Catalog' In unusual circumstances, a faculty member may petition for exemption after the course has begun. Requests for such exemption will be submitted in writing to the school dean through the department head for approval.

484.3 Final Examinations--Rescheduling

Under unusual circumstances, it may be deemed advisable to reschedule a final examination to be held at a time and/or location other than that for inclusion in the University Catalog. Requests for exemptions will be submitted in writing through the department chair for approval by the regularly scheduled. The instructor, in consultation with the Associate Dean, Educational Services, will determine whether the anticipated change can be made. If a suitable new time and location can be established, the instructor will then, in writing, submit the request through the department head to the dean of the school. The request will indicate the course and section to be changed, the reason for the request, the new time and place for the alternate examination, an indication that at least two-thirds of the class is in agreement with the change, and a statement that an examination will be held at the regularly scheduled time and place for those students who are unable or unwilling to attend the final examination at the rescheduled hour.

484.2 Exempt Courses

Assessment exemptions may be granted for such reasons as uniqueness of course content or method of instruction, and/or a more appropriate procedure for establishing an evaluation of the student's performance in the course. Exemptions ordinarily will be established at the time the course is proposed by the department for inclusion in the University Catalog. Requests for exemptions will be submitted in writing through the department chairhead for approval by the appropriate Dean with notification of approved exemptions sent to University Scheduling Office.

484.3 Rescheduling

A. Early Assessments

No final assessments shall be given prior to the scheduled final assessment period without written approval of the appropriate Dean and notification sent to University Scheduling Office at least two weeks before the final assessment.

B. Common Assessments

Courses with three or more sections may hold assessments during "common assessment" times designated by the University Scheduling Office with approval by the department chairhead and appropriate Dean. Faculty who have requests approved must notify the University Scheduling Office at least two weeks before the final assessment. Any student who is unable to attend the common assessment time due to a conflict with another course's final assessment shall be permitted to arrange an alternate assessment time.

C. Alternate Assessments

Faculty may offer an additional (i.e., alternate) assessment period during the final assessment week; however, the assessment must also be offered at the original time set aside in the class schedule. Courses with alternate assessment periods during the final period must notify the University Scheduling Office at least two weeks before the final assessment.

CAM Assessment proposal,

submitted: 1/12/2005
Revised: 3/8/2005

Deleted: 3n1200S

Adopted:

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

AS--05

RESOLUTION ON AMENDMENT TO THE
CONSTITUTION OF THE FACULTY
(REPRESENTATION FOR THE COLLEGE OF EDUCATION)

1 WHEREAS, On June 4, 2004, the Academic Senate approved AS-616-04/RD&BK,
2 *Resolution on the Proposal to Rename the University Center for Teacher*
3 *Education to the College of Education*; and
4

5 WHEREAS, On June 28, 2004, President Baker approved this resolution; and
6

7 WHEREAS, The *Constitution of the Faculty* specifies that a minimum of three senators
8 represent each college in the Academic Senate; and
9

10 WHEREAS, The College of Education currently has only fourteen faculty members;
11 therefore be it
12

13 RESOLVED: That the Academic Senate of Cal Poly conduct a General Faculty
14 referendum to amend Article III.I.a of the current *Constitution of the*
15 *Faculty* as follows:
16

17 Article III, Section I: Academic Senate Membership
18

19 a. Colleges with fewer than 30 faculty members shall elect two senators.
20 All other ~~Each~~ colleges shall elect three senators, plus one senator for each
21 thirty faculty members or major fraction thereof. Any academic unit not
22 housed within a college, **which** is otherwise not represented within the
23 Academic Senate, shall have an opportunity to obtain representation in the
24 Senate and/or University committees through a petition to the Academic
25 Senate Executive Committee. The unit, upon petition, may be allocated
26 one senator for each thirty full time faculty members or major fraction
27 thereof who are solely affiliated with that unit.

Proposed by: Academic Senate Executive Committee
Date: January 25, 2005

January 27, 2005

FORMULA USED TO DETERMINE NUMBER OF COLLEGE POSITIONS ON THE ACADEMIC SENATE

Article III.1.a&b of the *Constitution of the Faculty*:

College representation: Each college shall elect three senators, plus one senator for each thirty faculty members or major fraction thereof. Any academic unit not housed within a college, which is otherwise not represented within the Academic Senate, shall have an opportunity to obtain representation in the Senate and/or University committees through a petition to the Academic Senate Executive Committee. The unit, upon petition, may be allocated one senator for each thirty full time faculty members or major fraction thereof who are solely affiliated with that unit..

PCS representation: One senator per each fifteen members, or major fraction thereof.

The number of college/PCS representatives in a given year is based on the prior year's number of full time faculty since these are the only numbers available at the time of election.

<u>College</u>	<u># of FT faculty 2003-04</u>	<u>Ratio of faculty to # of Senate reps</u>	<u># senators</u>
CAGR	109	1 senator for every 15.5 faculty members	7
CAED	76	1 senator for every 15.2 faculty members	5
OCOB	62	1 senator for every 12.4 faculty members	5
COE	18	1 senator for every 18.0 faculty members	1
CENG	119	1 senator for every 17.0 faculty members	7
CLA	154	1 senator for every 19.3 faculty members	8
CSM	154	1 senator for every 19.3 faculty members	8
PCS	63	1 senator for every 12.6 faculty members	5

<u>College</u>	<u># of FT faculty 2004-05</u>	<u>Ratio of faculty to # of Senate reps</u>	<u>#senators</u>
CAGR	102	1 senator for every 17.0 faculty members	6
CAED	66	1 senator for every 13.1 faculty members	5
OCOB	49	1 senator for every 9.4 faculty members	5
COE	14	1 senator for every 14.0 faculty members	1
CENG	118	1 senator for every 16.6 faculty members	7
CLA	142	1 senator for every 17.0 faculty members	8
CSM	140	1 senator for every 16.6 faculty members	8
PCS	76	1 senator for every 15.1 faculty members	5

January 12, 2005

**EXCERPTS FROM THE *CONSTITUTION OF
THE FACULTY and the BYLAWS OF THE ACADEMIC SENATE***

Article m.1 of the *Constitution of the Faculty* (Academic Senate Membersip):

- a. Each college shall elect three senators, plus one senator for each thirty faculty members or major fraction thereof. Any academic unit not housed within a college, which is otherwise not represented within the Academic Senate, shall have an opportunity to obtain representation in the Senate and/or University committees through a petition to the Academic Senate Executive Committee. The unit, upon petition, may be allocated one senator for each thirty full time faculty members or major fraction thereof who are solely affiliated with that unit.
- b. Designated personnel in Professional Consultative Services (excepting directors) shall be represented in the Academic Senate by the formula of one senator per each fifteen members, or major fraction thereof: (1) full time probationary or permanent Librarians; and (2) Full time probationary or pennant (a) Counselors; (b) Student Services Professionals [SSPs] I-, II-, and III-academically related; (c) SSPs III and IV; (d) Cooperative Education lecturers; (e) physicians; and (f) full time coaches holding a full time faculty appointment of at least one year.

Article I.B.S of the *Bylaws of the Academic Senate* (College Caucus):

All of the senators from each college or Professional Consultative Services shall constitute the caucus for that college or Professional Consultative Services. Part time academic employees shall not be part of any college caucus.

Article VII.A of the *Bylaws of the Academic Senate* (Executive Committee Membership):

The Executive Committee shall consist of the officers of the Senate who serve the committee in like capacity, plus one senator from each college and one from Professional Consultative Services elected by the appropriate caucus. The CSU academic senators, the immediate past chair of the Academic Senate, and the Provost/Vice President for Academic Affairs or her/his designee are ex officio members. The Provost/Vice President for Academic Affairs is a nonvoting member. A quorum shall consist of the majority of the voting members.