



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

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, April 1 and April 8, 2008
01-409, 3:10 to 5:00pm

- 3:10 I. Minutes: **Approval of minutes for Executive Committee meetings of February 19 and February 26, 2008** (pp. 2-5).
- II. Communications and Announcements:
- 3:15 III. Reports:
- A. Academic Senate Chair:
 - B. President's Office:
 - C. Provost:
 - D. Statewide Senate:
 - E. CFA Campus President:
 - F. ASI Representative:
 - G. Caucus Chairs:
 - H. Other: **Hannings: Continuous curriculum review process.**
- IV. Consent Agenda: **Curriculum proposal for CHEM 101:** (p. 6). [URL for all courses being reviewed during continuous review]:
<http://www.academicprograms.calpoly.edu/curric-handbook/Continuous%20Course%20Summaries/Continuous-Course-Sum-F08.doc>
- 3:35 V. Business Item(s):
- A. **Resolution on New Masters of Science Degree in Polymers and Coatings Science:** Hannings, chair of Curriculum Committee/Fernando, Director for Polymers and Coatings Program (pp. 7-11).
 - B. **Academic Senate and University committee vacancies:** (pp. 12-27).
 - C. **Approval of caucus chairs for 2008-2009:** (*please bring names to the meeting*).
 - D. **Approval of nominations to GE committees:** (pp. 28-32).
 - E. **Approval of assigned time for 2008-2009:** (p. 33).
 - F. **Resolution on WU Grade:** Schaffner, chair of Instruction Committee (pp. 34-36).
 - G. **Resolution on Changes to the *Bylaws of the Academic Senate*:** Executive Committee (pp. 37-62).
 - H. **Resolution on Faculty Objections to Proposed Project to Implement Engineering Program in Jubail, Saudi Arabia:** Freberg, et al. (p. 63).
- 4:45 time certain on April 1 I. **[Closed session] Naming of building:** Ogren, VP for University Advancement (materials sent electronically, marked "confidential").
- VI. Discussion Item(s): **Additional bylaw changes for possible inclusion to the "Resolution on Changes to the *Bylaws of the Academic Senate*"** (pp. 64-65).
- 5:00 VII. Adjournment:

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

MINUTES OF
The Academic Senate Executive Committee
Tuesday, February 19, 2008
01-409, 3:10–5:00 p.m.

Preparatory: The meeting was called to order at 3:15 p.m.

- I. Minutes: The minutes of January 29 were approved as presented.
- II. Communications and Announcements: none.
- III. Reports:
 - A. Academic Senate Chair: none.
 - B. President's Office: Howard-Greene reported that President Baker will be at Lawrence Berkeley National Laboratory to discuss the development of summer internship opportunities for future math and science teachers. In addition, President Baker will discuss the issue of Diversity Learning Objectives during his Winter report to the Academic Senate.
 - C. Provost: none.
 - D. Statewide Senate: none.
 - E. CFA Campus President: none.
 - F. ASI Representative: none.
 - G. Caucus Chairs: none.
 - H. Other: none.
- III. Consent Agenda: none.
- IV. Business Items:
 - A. Academic Senate and University committee vacancies: No appointments were made but Giberti discussed the low number of nominations received.
 - B. Resolution on Evaluation of Teaching Associates (Faculty Affairs): Foroohar presented the resolution, which requests the formation of an ad hoc committee to develop a University-wide policy regarding employment and evaluation of Teaching Associates. M/S/P to agendize the resolution.

- C. Resolution on Changes to the *Bylaws of the Academic Senate* (Executive Committee): Giberti presented the resolution, which requests the approval of changes to the *Bylaws of the Academic Senate*. M/S/P to agendize the resolution in parts was not completed.

V. Discussion Items:

- A. Additional Bylaw changes for possible inclusion to the "Resolution on Changes to the *Bylaws of the Academic Senate*": Due to the lack of time, this item was not discussed.
- B. Effective shared governance: Due to the lack of time, this item was not discussed.

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

Submitted by,



Gladys Gregory
Academic Senate

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

MINUTES OF
The Academic Senate Executive Committee
Tuesday, February 26, 2008
38-114, 3:10–5:00 p.m.

Preparatory: The meeting was called to order at 3:15 p.m.

- I. Minutes: None.
- II. Communications and Announcements: Giberti announced receiving a request to add the Resolution on Faculty Objections to Proposed Project to Implement Engineering Programs in Jubail, Saudi Arabia to the published agenda. M/S/P to adopt the agenda as published.
- III. Special Reports:
 - A. Budget and Long Range Planning Committee: Vuotto reported on the review of the committee's history and ongoing plans for University consultation. The Provost assigned committee members to various strategic planning work groups. The committee will continue to assist the Provost in reviewing the existing budget formulas and report in Spring 2008.
 - B. Curriculum Committee: Hannings reported on the review of USCP requirements. The committee continues to work on streamlining the course approval process and will report in Spring 2008. Other charges are still ongoing.
 - C. Distinguished Scholarship Awards Committee: Choi reported on the improved outreach process, which resulted in a better-qualified group of finalists. The committee will complete the review of procedural guidelines and report next quarter.
 - D. Distinguished Teaching Award Committee: Geringer reported that the committee reviewed 120 nominations and agreed, with high consensus, on finalists.
 - E. Faculty Affairs Committee: Foroohar reported that resolutions on the hiring of MPPs and evaluation of teaching associates have been agendized. The committee has submitted a resolution on the evaluation of deans.
 - F. Fairness Board: Baltimore reported on the committee's work with the Office of Students Rights and Responsibilities (OSRR) to reassign responsibilities after elimination of the Student Grievance Board. Other charges are still ongoing.
 - G. Grants Review Committee: Griggs reported on progress made to streamline the online process for grant submittal and review. He also reported on the increase of funding requests for state faculty support grants (37 in 2007, 64 in 2008) and proposals for the student research competition (14 in 2007, 23 in 2008).

- H. Instruction Committee: none.
- I. Research and Professional Development Committee: Plummer reported on the committee's efforts to implement recommendations made to the Provost in Spring 2007.
- J. Sustainability Committee: Lancaster reported on a successful Focus the Nation and sustainability charrette. She will report on the charrette in Spring 2008. Other charges are still ongoing.

IV. Adjournment: the meeting was adjourned at 5:00 p.m.

Submitted by,



Gladys Gregory
Academic Senate

Note: The following courses have been summarized by staff in the Academic Programs Office for review by the Academic Senate Curriculum Committee (ASCC). *Unless otherwise noted, the ASCC recommends approval of the following courses to the Academic Senate.*

Date Prepared: March 13, 2008

[illegible]

Adopted:

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

AS-____-08

**RESOLUTION ON
NEW MASTERS OF SCIENCE DEGREE IN
POLYMERS AND COATINGS SCIENCE**

- 1 WHEREAS, The Chemistry and Biochemistry Department is proposing the implementation of a
2 Masters of Science in Polymers and Coatings Science; and
3
4 WHEREAS, The Masters of Science in Polymers and Coatings Science has been a successful
5 pilot program for the past six years; and
6
7 WHEREAS, The Chemistry and Biochemistry Department now proposes to convert this
8 program to permanent status; and
9
10 WHEREAS, The existing specialization and BS degree in Polymers and Coatings Chemistry is a
11 nationally recognized program strongly supported by industry; and
12
13 WHEREAS, The Academic Senate Curriculum committee has carefully considered this proposal
14 and recommends its approval; and
15
16 WHEREAS, A summary of the proposal is attached to this resolution with the full proposal
17 available in the Academic Senate office; therefore be it
18
19 RESOLVED: That the Academic Senate of Cal Poly approve the proposal for a Masters of
20 Science in Polymers and Coatings Science and that the proposal be sent to the
21 Chancellor's Office for final approval.

Proposed by: Academic Senate Curriculum Committee

Cal Poly, San Luis Obispo

**Summary Statement of Proposed New Degree Program for
Academic Senate**

March 11, 2008

1. **Title of proposed program:** MS in Polymers and Coatings Science
2. **Reason for proposing the program:** Nearly twenty years ago the Chemistry and Biochemistry Department embarked on an effort to develop a unique, quality undergraduate concentration in Polymers and Coatings Chemistry. Through a cooperative effort with industry, this program has become recognized as one of the truly outstanding undergraduate programs in polymer chemistry in the nation, and one of only a handful of undergraduate programs that offers specialized training in the applications of polymers to modern coatings.

Through continued cooperative efforts with industry, a pilot MS in Polymers and Coatings Science was launched in 2002 and it will complete its sixth year at the end of current academic year. The program offers students a unique, focused educational opportunity closely tied to industry. Students gain academic preparation in polymers and coatings science through lecture and laboratory courses, and then are expected to undertake a rigorous industrial internship or industry sponsored research. Students are prepared for challenging careers in the polymers and coatings industry, and upon graduation they are highly sought after by companies operating in the field. The program also provides excellent background for doctoral studies in areas related to polymer and coatings science. This program is unique in California; there is no other similar academic program in the western US.

3. **Anticipated student demand:**

	Number of Students		
	<u>at initiation</u>	<u>3 years after initiation</u>	<u>5 years after initiation</u>
Number of Majors	9	12	30
Number of Graduates	5	6	15

Indicate briefly what these projections are based upon: So far, the program has produced thirteen graduates, and five more are scheduled to be graduated by the end of current academic year. Enrollment will be limited for the next three year period while new Science Center building and the privately funded Kenneth N Edwards Western Coatings Technology Center will be built.

4. **Indicate the kind of resource assessment used in developing the program proposal. If additional resources will be required, the summary should indicate the extent of department and/or college commitment(s) to allocate them:** Resources in terms of faculty, equipment, library facilities, internships and research funding, building facilities all have been addressed. No additional resources beyond what is already available and what has already been planned are needed.
5. **If the program is occupational or professional, briefly summarize evidence of need for graduates with this specific education background:** The global polymer and coating industry represents hundreds of billions of dollars worth products and services spanning house paints, plastic products, electronics, biomedical devices, personal care items, and so on. Within these industries, there is a high demand for graduates having an education background in the multi-disciplinary field of polymers and coatings along with a strong background in chemistry. Graduates with this combined education are rare in California and the rest of the US. Our program faculty alone receives many inquiries about graduating students by potential employers having staffing difficulties. Those who have graduated so far and decided to enter the workforce have secured significantly better compensation packages than did their counterparts having generalized degrees.
6. **If the new program is currently a concentration or specialization, include a brief rationale for conversion:** This proposal is to convert the existing MS in Polymers and Coatings Science from pilot to permanent status. An undergraduate concentration in Polymers and Coatings is available for Chemistry and Biochemistry majors, and it will be continued.
7. **If the new program is not commonly offered as a bachelor's or master's degree, provide compelling rationale explaining how the proposed subject area constitutes a coherent, integrated degree major which has potential value for students. If the new program does not appear to conform to the CSU Board of Trustee policy calling for "broadly based program," provide rationale:** Not Applicable.
8. **Briefly describe how the new program fits with the department/college/university strategic plans:** The key elements of the program (i.e. course work and culminating experience) are well aligned with the strategic plans of the department, college, and university. The program maintains a "learn by doing" atmosphere and promotes application of theory. The program's cross-disciplinary curriculum produces graduates who are better prepared to adapt to multi-disciplinary working environments that are becoming more commonplace.

Curriculum for Polymers and Coatings Science MS Degree

	Project Plan	Thesis Plan
CHEM 544 Polymer Physical Chemistry and Analysis	3	3
CHEM 547 Polymer Characterization and Analysis Laboratory	2	2
CHEM 545 Polymer Synthesis and Mechanisms	3	3
CHEM 548 Polymer Synthesis Laboratory	2	2
CHEM 550 Coatings Formulation Principles	3	3
CHEM 551 Coatings Formulation Laboratory	2	2
CHEM 590 Graduate Seminar (1)(1)(1)	3	3
CHEM 598 Graduate Project (3)(3)(3)	9	--
CHEM 599 Graduate Thesis (3)(3)(3)	--	9
Electives from 400- and 500- level courses*	18	18
*At least 3 units must be 500-level	45	45

Elective courses (18 units)

Examples of Elective Courses	Units	Prerequisite
CHEM 405 Advanced Physical Chemistry	3	CHEM 353
CHEM 420 Advanced Organic Chemistry	2	CHEM 212/312 or CHEM 216/316
CHEM 439 Instrumental Analysis	5	CHEM 231/331, CHEM 354
CHEM 441 Bioinformatics Applications	4	One course in college biology (BIO 111 or BIO 161 recommended)
CHEM 446 Surface Chemistry of Materials	2	CHEM 305 or CHEM 351 or course in engineering thermodynamics
CHEM 458 Instrumental Organic Qualitative Analysis	3	CHEM 319
CHEM 470 Selected Advanced Topics	1-4	CHEM 305 or CHEM 351 or CHEM 217/317
CHEM 471 Selected Advanced Laboratory	1-4	Consent of instructor
CHEM 500 Special Problems for Graduate Students	1-3	Graduate standing and consent of Department Chair
STAT 512 Statistical Methods or STAT 513 Applied Experimental Design and Regression Models	4	For STAT 512, graduate standing and intermediate algebra or equivalent; for STAT 513, one of the following: STAT 512, STAT 217, STAT 218, STAT 221, STAT 252, Stat 312, or equivalent
MATE/BMED 530 Biomaterials	4	BIO 213, ENGR 213, MATE 210 and graduate standing or consent of instructor

MATE 560 Thin Film Processing	3	Graduate standing or consent of instructor
BMED 450 Contemporary Issues in Biomedical Engineering or BMED 455 Bioengineering Design I or IME 556 Technological Project Management	4	For BMED 450, senior standing in BMED major or instructor consent; for BMED 455, ME 341, BMED 410 or consent of instructor; for IME 556, graduate standing or consent of instructor

**Statements of Interest Received for
ACADEMIC SENATE COMMITTEE VACANCIES FOR 2008-2010**

COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCE

Distinguished Teaching Award

Ruehr, Tom [3 more years to complete FERP] – Earth and Soil Sciences (Incumbent)

I have served on the committee at various times since I received the award in 1980. I have a memory to share about unique problems the committee sometimes encounters. I can only serve for 3 more years and will be happy to continue until I complete my University service.

Fairness Board

Burd, Matthew [Tenure Track/4 years at Cal Poly] – Animal Science (Incumbent)

I am happy to serve another term as a member of the Fairness Board. The team of faculty staff and students is rewarding personally to work with and, I believe, the committee is charged with recommending important university decisions regarding student and faculty academic procedures. This combination of people with whom I can interact and the importance of the decisions is of great value to me.

Grants Review Committee

Tong, Phillip [Tenured/21 years at Cal Poly] – Dairy Science (Incumbent)

I am very interested in encouraging new and continuing faculty to pursue grants to support research and creative activities.

I also enjoy learning about the professional development interests of the faculty as we review proposals. I am particularly interested in encouraging those new faculty with research potential to secure internal and extramural funds to start and sustain a career of research at Cal Poly.

I have had the privilege to serve on this committee several occasions in my tenure at Cal Poly. In addition I have been active in the pursuit of my own program of research which has included securing internal and extramural competitive grants.

Instruction Committee

COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN

Budget and Long Range Planning Committee

Hill, Margarita - Landscape Architecture (Incumbent)

Curriculum Committee

Distinguished Teaching Award

Faculty Affairs Committee (2008-2009)

Fairness Board

Baltimore, Craig* [Tenured/7 years at Cal Poly] – Architectural Engineering (Incumbent)

I am ending my second term on the Fairness, and in this final year I am the Chair of the Committee. I enjoy working on committee, in all facets – working with other organizations (OSRR, Academic Senate, Provost Office), with colleagues outside of the college, and working with the students in addressing their issues.

This year there has been a reorganization of the grievance resources available to student. As Chair I have become familiar (I have established a working relationship with the OSRR) with the reorganization and it would be a benefit to be on the Committee in the future.

Research and Professional Development Committee

Del Rio, Vicente [Tenured/7 years at Cal Poly] – City & Regional Planning (Incumbent)

I have served in this committee for the past year, and I have actively participated in writing its final 2007 report. I strongly believe in the importance of the committee's work in contributing to the quality and the possibilities of research and professional development at Cal Poly. Cal Poly has been moving towards a teacher-scholar model that is more oriented towards research and there is an urgent need to orient the colleges, departments, and academic community at large what is exactly this model. There are a series of institutional, physical, and budgetary impediments towards increasing research in campus, which strongly reflects in our professional development, our effectiveness as teachers, our capacity to attract outside resources, and eventually our tenure. I believe in the work of this committee towards understanding faculty needs and in proposing university and cross college and departmental initiatives and guidelines to support research and professional development.

Sustainability Committee (2008-2009)

* Willing to chair if release time were available

ORFALEA COLLEGE OF BUSINESS

Budget and Long Range Planning Committee

Curriculum Committee

Villegas, Dan [Tenured/20 years at Cal Poly] – Economics Area (Incumbent)

I have served on the Academic Senate Curriculum Committee for the past two years, and I am a member of the OCOB's curriculum committee. I am interested in curriculum issues, and I have experience in dealing with these issues.

I am especially committed to curriculum issues related to diversity. The ASCC has taken over the responsibility of monitoring the USCP program and its currently involved in the establishment of diversity learning goals. I would like to continue my participation in the deliberation about these important issues.

Distinguished Scholarship Award

Sena, James* [Tenured/21 years at Cal Poly] – Management Area

Although I have never been the recipient of the Scholarship Awards I hold these awards to be one of those that sets a faculty member apart – the wording distinguished is important. Too often within the colleges, especially Business with which I am the most familiar, there is a tendency to downgrade scholarship – I've never really understood this except that perhaps it's a professional lapse or subterfuge for those that can't perform. The one measure we have as faculty externally is our scholarship in terms of professional journal and other scholarly publications.

I have been teaching college for over 34 years and have managed to publish on the average at least one to two journal articles and two to three proceedings a year over that period of time. I have been the editor of one professional journal and have served on the editorial review board for numerous journals.

I served as the Management Dept Chair for five years from 1998 to 2003 and also served as the Industrial Technology Dept Chair from 2002 – 2005. I have also served several terms on the college's faculty affairs committee --- in both of these capacities one of my roles has been to both judge and support scholarship.

Faculty Affairs Committee

Dobson, John [Tenured/18 years at Cal Poly] - Finance Area (Incumbent)

I will probably be chairing the OCOB's Faculty Affairs Committee this year. There may be more synergistic benefits to being on the latter simultaneously with the eponymous university-wide committee.

Grants Review Committee

Dane, Jeff [Tenured/20 years at Cal Poly] – Marketing Area

I have long history of quantitative and statistical tool development. I have published in a number of quality journals and my research has received recognition in both academic and practitioner circles. I am eager to contribute to the intellectual and research development at California Polytechnic State University.

Griggs, Ken*[Tenured/8 years at Cal Poly] – Management Area (Incumbent)

I've been a member of this committee for 2 years and the Chair for 2 years (consecutively). I would be willing to be the Chair for another year. I have (with the help of Susan Opava and Susan Rock) streamlined the activities of the committee by eliminating the forms that were sent to external reviewers in the State Faculty Support Grant process. This year the reviews will be done with a simple eMail form. So far, from my own experience with OCOB reviews, the change has resulted in a faster turnaround time and an increased number of reviewer responses. Also, this year we used a campus-wide mass email to

* Willing to chair if release time were available

faculty in support of the Student Research Competition. As a result, the number of submissions for this competition has doubled. In addition, I have created a web site at - <http://129.65.58.6> on a machine in the Research and Graduate Programs office. Currently, the site allows applicants to submit their proposals but it will need some work to make it more robust and secure for it to be used next year.

It should be noted that this year (2008) the number of applications for the State Faculty Support Grant has almost doubled (~ 30 in 2007 and ~60 in 2008) and this will make the work of the committee more difficult. Next year, given the possibility of a budget cut, the work of the committee is likely to be even more challenging.

Sena, James* [Tenured/21 years at Cal Poly] – Management Area

My accomplishments with respect to grants are pretty much on the side of obtaining grants. I have been at Cal Poly for about 21 years as a tenured professor in Management & Information Systems. During that time I have participated in numerous research projects, recently:

[1] played a role as business advisor for the State Hazard Mitigation Plan (2007) – expect to have a follow on role in the expansion of this grant;

[2] Four year research grant (2003-2006) from Northrop Aerospace – served as project director and team participant in the study of a composite assembly facility (about \$100,000 per year for four years);

[3] working with the IT Office and Jerry Hanley we embarked on a two year study (2002-2003) of a network infrastructure for the Central Coast

[4] proposed and received (together with Joe Grimes) two Cisco Network Labs (about \$1,500,000) – time frame about 1999-2000.

[5] proposed and received a Sun Workstation lab for the college of business (\$450,000) – time frame about 1998-1999.

I served as the Management Dept Chair for five years from 1998 to 2003 and also served as the Industrial Technology Dept Chair from 2002 – 2005.

My expectations are to serve as an evaluator of research proposals – to provide a fair and unbiased assessment of proposals, and to support those projects that I deem to be acceptable and of perceived value from a university perspective

Instruction Committee

Lertwachara, Kevin – Management Area (Incumbent)

Sustainability Committee

Borin, Norm – Marketing Area

Lancaster, Kate [Tenured/11 years at Cal Poly] – Accounting Area (Incumbent)

I've been a member since it was formed (except for the year I was on leave). This year, I have been Chair of the Committee. I know the work that needs to be done and I know how hard I've worked. So it's a good question, why I'm interested in this particular committee. My sense is that our society will never face such a challenge and that being part of this committee is one small part of my contribution.

As a member, I co-chaired a very successful Earth Day Festival in 2005. In 2006 I worked on many projects with Harvey and others, including the sustainability curriculum subcommittee. We have had an ambitious agenda this year, among which was to lead a design session on sustainability in the curriculum. We have about 80 people signed up for the event, including students, faculty, staff, administration, facilities, and external constituents.

With respect to my other qualifications, I teach a course titled Sustainable Business Practices; I developed a module introducing sustainable business practices that has been shown in all BUS 215 courses this year; I took a leave of absence in 2005 to teach at Bainbridge Graduate Institute (offering an MBA with a focus of sustainability and environmental and social responsibility); and I am a member of the San Luis Obispo Chamber of Commerce Sustainability Committee.

* Willing to chair if release time were available

COLLEGE OF EDUCATION

Distinguished Scholarship Award

Faculty Affairs Committee

Hernandez, Anita [Tenured] – Graduate Studies (Incumbent)

I am interested in serving a second term on the Faculty Affairs Committee. While serving on the Faculty Affairs Committee, I have assisted with various policy documents that the committee has been charged to research and develop. For example, I was a part of the committee when it reviewed policies and criteria for hiring and evaluating graduate students, the review of the Faculty Affairs Committee description for the Academic Senate Constitution and Bylaws, the crafting of guidelines for the evaluation process of department chairs and deans, and a resolution on textbook pricing. Finally, the Faculty Affairs Committee has allowed me to work with other faculty from the different colleges.

Understanding of the Committee's Roles, Responsibilities, and Mission

I enter the second term with a better understanding of the advisory nature of the committee's work on faculty policy, administration, and procedures that include drafting resolutions and policy guidelines which are submitted to the Academic Senate. The committee accomplishes the behind the scenes work to assist the academic senate in its endeavors. Moreover, the committee provides a forum for colleagues from across campus to work toward accomplishing the university's mission and university governance, which in the process facilitates university-wide collegiality.

Related skills, Expertise and Strengths relevant to the Committee's Needs

Important to the Faculty Affairs Committee is my experience as an Academic Senator. To help with the writing and revision of resolutions and policy documents, I bring analytical and editing skills, which I have honed through my teaching of research courses. I also have a background in assessment, having served as an Evaluator of programs—Stanford University's Barrio Assistance Program and Department of Education Title III Grant on Professional Development.

Relevant Experience with Related Committees and/or Task Groups

I have been a member of the following committees at the university level and within my college, which brings both university-wide and college-specific perspectives to inform my work as a member of the Faculty Affairs Committee: Academic Senator—College of Education, COE Strategic Planning Committee, COE Accreditation Committee, Job Search Committees (Math and Science Teacher Education), Sabbatical and DIP Committee, Multiple Subjects (Credential) Committee, and Action Groups for California Commission on Teacher Credentialing Standards.

Fairness Board

Grants Review Committee

Gentilucci, Jim [Tenured Track/5 years at Cal Poly] – Graduate Studies (Incumbent)

I am presently serving on the Grants Review Committee for the College of Education and would like to continue in that capacity during the 2008-2010 term.

Research and Professional Development Committee

Kane, Steve [Tenure Track/13 years at Cal Poly] - Graduate Studies (Incumbent)

I have served on the Research and Professional Development Committee for the last several months as a replacement appointment and would like to contribute for a second full term. I enjoy the enterprise that is academic research and am interested in helping Cal Poly develop its policies regarding research and scholarly activities. As an Associate Professor on the tenure-track, I have a vested personal interest in the Committee's policy recommendations. Finally, I would like to see increased resources be made available to faculty in all colleges who are interested in pursuing research and related creative/scholarly activity.

As a former research fellow at UCLA, I appreciate how much research can contribute not only to a University's public reputation, but to the quality of its undergraduate and graduate programs. In my view, good teaching and scholarship go hand in hand.

* Willing to chair if release time were available

COLLEGE OF ENGINEERING

Distinguished Teaching Award

DePiero, Fred [Tenured/11 years at Cal Poly] – Electrical Engineering (Incumbent)

I have served on this committee for two years (eligible as being a past winner of the DTA in 2004-05). This is by far the most rewarding committee I have ever served on. The focus and intent of the committee is to identify and recognize scholarly teaching practices. They succeed in an apolitical fashion via a highly collegial process. It is inspiring to have the opportunity to visit the lectures of our finalists and see their innovative and effective teaching methods.

I would be happy to serve again. I understand that the committee may sometimes have difficulty obtaining full membership. I look forward to helping out.

Mike Geringer does a great job as Chair of the committee. When he decides to step down, I might be willing to volunteer (assuming no one else wanted to, perhaps with more experience on the committee than I).

Instruction Committee

Jin, Xiaomin – Electrical Engineering (Incumbent)

Sustainability Committee

Braun, David [Tenured/11.5 years at Cal Poly] – Electrical Engineering

My motivation to serve on the Sustainability Committee stems from a concern that quality of life for humans and millions of other species depends on humanity pursuing more sustainable practices.

Education provides one key route to disseminate knowledge regarding sustainability and how to achieve a sustainable condition using interdisciplinary strategies based on social and political equity, economic, environmental, ecological, technical, and ethical considerations.

I have worked with Randy Knight and the Environmental Studies Minor Committee to develop the Environmental Studies Minor and the associated capstone course for the Environmental Studies Minor, UNIV 350, The Global Environment, which I have team taught twice with Bud Evans and Tom Ruehr (Spring and Fall 2006). For more information about the course, see

<http://courseware.ee.calpoly.edu/~dbraun/courses/TGE/UNIV350.html>. Based on this experience, we published the following paper: "Interdisciplinary Team Teaching: Lessons for Engineering Instructors from a Capstone Course in Environmental Studies" D. Braun, E.B. Evans, R. Knight, and T. Ruehr, Paper AC 2007-318 presented at the 2007 ASEE Annual Convention,

<http://www.asee.org/acPapers/code/getPaper.cfm?paperID=13060&pdf=AC%202007Full318.pdf>. The paper includes assessment data demonstrating how the course improved students' abilities to achieve sustainability learning objectives. I have worked with several colleagues to develop a list of sustainability learning objectives appropriate for Engineering students, and we have started teaching toward these objectives in Electrical Engineering courses. I currently advise senior project students working on sustainability related projects: a solar-powered system to deliver real time bus transportation information, and systems to harvest electricity from exercise machines. Serving on the Sustainability Committee could enhance my opportunities to collaborate with colleagues from across the campus to cross-fertilize these and other educational activities related to the committee's charge, in particular developing strategies to teach sustainability topics in a greater variety of discipline specific and multidisciplinary courses. I hadn't applied to serve on this committee earlier, because I thought more qualified CENG faculty would. I have served on the Academic Senate Grants Review Committee from 1997-2007, chairing the committee from 2001-2006. I attended the sustainability retreat on Feb. 23, 2008.

COLLEGE OF LIBERAL ARTS

Budget and Long Range Planning Committee

Cooper, Kevin [Tenured Track/8 years at Cal Poly] – Graphic Communication

I am entering my fourth year of full-time tenure-track teaching in the Graphic Communication department and wish to expand my role and understanding of the mechanics governing the university. I have served on the Academic Senate this past two years and am being encouraged to continue to expand my involvement into college-level activities. I have little understanding of the financial management process within the university which has created a strong desire to develop a better working knowledge in this realms. Prior to teaching at Poly, I spent 20 years in industry positions. Most of this time was with R.R. Donnelley, a large commercial printer where I was a company officer with profit and loss responsibilities for over \$250 million in revenue spread across four manufacturing facilities in three states. Additionally, I spent time at Microsoft with global responsibilities for a \$4.5 billion product line of software and hardware. All of these positions required extensive budgetary and long-range planning competencies which should have applicability to this committee.

Curriculum Committee

Distinguished Scholarship Award

Macro, Ken [Tenured Track] – Graphic Communication (Incumbent)

Because I am a junior faculty member, it is beneficial for myself and the committee alike to provide a differentiating perspective when engaging the nomination and evaluation process. Additionally, having served on the committee for three two years, I have become much better acquainted with the processes and logistics associated with the Scholarship Award.

Distinguished Teaching Award

MacCurdy, Carol - English

Faculty Affairs Committee

Fagan, Kevin [Tenured Tack/6 years at Cal Poly] – Modern Languages and Literature

I'm interested in serving on this committee to advocate the rights and responsibilities of faculty, including lecturers. In my personal stay at Cal Poly, I have served as part-time and full-time lecturer for four years in two Departments of the College, then tenure-track faculty for the past three. As such, I have had to deal with many of the issues mentioned in the scope of this appointment. Besides my own appointment story, I have been on periodic evaluation as well as search committees. In the present state of the financial woes impending upon the CSU system, I would try to promote the rule of law and justice for all, especially the weakest, part-time lecturers.

Foroohar, Manzar* [Tenured/20 years at Cal Poly] – History (Incumbent)

In the past several years I have served on the state-wide and local Faculty Affairs Committees, trying to create a strong link between the two. I have kept the local FAC members informed and involved in both local and statewide issues. During my tenure as the chair of the Cal Poly FAC, our committee has been a highly active Senate committee discussing and drafting several important resolutions. I would like to continue my service on the Faculty Affairs Committee.

Instruction Committee

Havandjian, Nishan - Journalism

* Willing to chair if release time were available

Research and Professional Development Committee

Stegner, Dustin [Tenured Track] – English

I am interested to serve on the Research and Professional Development Committee because of its involvement with the Kennedy Library and Information Technology Services and its recent discussions on the Teacher/Scholar model at Cal Poly. I believe that it is very important to promote interdisciplinary communication and utilize the wide range of resources available to faculty and students and to articulate a balance between research, teaching, and service. My previous committee experience includes serving for three years on the Committee on Programs and Courses and the Committee on Student and Faculty Issues at Penn State. As a member of the Committee on Student and Faculty issues, I assisted in the development of a university-wide survey and evaluation of the different professional development resources available to graduate students. In addition, I helped to design a workshop on the different research and professional resources available to incoming students. I look forward to the opportunity to contribute to the committee next year.

Sustainability Committee

Rong, Xiaoying [Tenured Track/3 years at Cal Poly] – Graphic Communication

I have some background about Chemical Engineering in Paper Recycling. One of my teaching and research areas is printing materials, including ink, toner, and different substrates. I am currently involving in creating a sustainability course for my department. Sustainability is a serious issue. It is related to technologies and materials for consumption. It is also related to the philosophy of consumption. I hope my technical background can help this committee in advising the administration.

Pinard, Leo [Tenured/35 years at Cal Poly] – Social Sciences

I think my interest in population and urban sociology can be of use to the University and I would like to serve on this committee.

COLLEGE OF SCIENCE AND MATHEMATICS

Budget and Long Range Planning Committee

Distinguished Scholarship Award

Distinguished Teaching Award

Keeling, Dave – Chemistry and Biochemistry

I will begin FERPing next fall, but plan to teach half time in Fall, Winter, and Spring quarters. I should have an easier time making classroom visitation than in the past (1998, 1999, 2003, and 2004).

Moelter, Matt - Physics

Grants Review Committee

Garcia Antonia F. [Tenured/6.5 years at Cal Poly] – Physics (Incumbent)

My motivation to continue serving on the Academic Senate Grants Review committee stems from the satisfaction of serving Cal Poly by helping junior faculty secure funding for peer reviewed professional development. I recognize a responsibility of associate professors is an expanded service contribution (relative to assistant professors) to the Cal Poly academic community, and accomplishing this service by helping junior faculty obtain funding that will insure promotion and tenure is for me an ideal contribution.

I am qualified to participate in this committee because my recent promotion to associate professor (June 2007) was in part made possible by securing 3 SFSG grants (in 2001 and 2002). I am, therefore, familiar with the challenges my junior colleagues must overcome, and I am also aware of the significance of securing SFSG funds in the tenure and promotion-earning process. Since hired at Cal Poly in Fall 2001, I have published 4 journal articles and have 1 article accepted tentatively pending revision (2 manuscripts based on PhD work, and 3 manuscripts based on original research conducted since being hired at Cal Poly). This work has been accomplished without using funds for release time, simply because there are insufficient geologists available to teach the courses I have been teaching. My publication record and the circumstances under which I published reflects my familiarity with both what is necessary, and what is possible, to accomplish in terms of externally validated professional development at Cal Poly. I have also had students present results of research conducted under my guidance at national conferences, and results of student work conducted under my guidance presented at an international conference. These experiences have taught me the importance of involving undergraduate students in research projects.

I have served on and been chair of committees at Cal Poly, and the experience gained through that service make me qualified to serve on Academic Senate Grants Review committee in the 2008-2009 academic year. I have served on the Physics Department and Earth and Soil Science Department curriculum committees, and on the COSAM new building committee. I first served in the Academic Senate Grants Review committee in the 2007-2008 academic year. I am at the moment reviewing my colleagues proposals, and I am delighted to learn about my colleagues through this process.

I am chair of the Geology and Geophysics hiring committee during the 2007-2008 academic year. This has been a valuable experience in terms of learning how to successfully review documents and identify high quality ideas and the high quality people behind those ideas. The geology search was successful, and we hired an exceptional candidate (Scott Johnston; letter of acceptance signed the week of 4 February 2008). When he interviewed, Scott already had an offer for a tenure-track position at another university, and decisive and quick action by the hiring committee made possible bringing Scott into the Cal Poly community. Today (13 February 2008) is the second day of the interview of the second of 4 geophysics candidates we are interviewing, and our biggest foreseeable problem is deciding which of the stellar candidates to hire. I am very satisfied with my role as chair, and I am proud of the excellent work the committee has accomplished.

Sustainability Committee

Echols, Robert [Tenured/9 years at Cal Poly] - Physics

* Willing to chair if release time were available

PROFESSIONAL CONSULTATIVE SERVICES

Faculty Affairs Committee

Brar, Navjit [Tenured/10 years at Cal Poly] – Library

Kennedy Library Faculty Council revised the RPT document twice in the past nine years. As a library faculty member, I have continually offered my input during the update process. Recently, once again, we have begun our discussions of one of the criterion, Criterion IV Other factors of consideration. In addition, of going through the tenure process I continually mentor the non-tenured librarians and assist them in writing their professional development plans as aligned with their job description and the RPT criterion. I am very much conversant with the standards, and the challenges it offers, and has developed a strategy in overcoming the challenges by aligning the work with the departmental & campus strategic direction.

In addition, I have served on the grievance committee and represented library on the campus wide RPT discussion group during 06/07.

Fairness Board

Research and Professional Development Committee

Brar, Navjit* [Tenured/10 years at Cal Poly] – Library

To understand the research and professional development needs of teaching faculty and how library can assist in meeting these needs. In addition, I would like to assist librarians in educating and identifying their needs and encourage them to make best use of these resources.

Remirez, Marisa [Tenured Track/<1 year at Cal Poly] – Library (Incumbent)

Please consider reappointing me for the PCS seat on the Research and Professional Development Committee.

As a newer member of the Kennedy Library faculty, I not only have a strong desire to remain involved in Academic Senate activities, but I also believe that I can make contributions Research & Professional Development Committee by providing input on professional development and research opportunities from the library, information science and digital domains.

As the Digital Repository Librarian at Kennedy Library, I will be actively seeking new research and professional development opportunities to implement and share with my fellow colleagues across campus. The ability to shape the oversight and procedures of these activities would be of tremendous value.

I recognize great potential synergy between my knowledge about library-related services, professional development activities and the oversight the Research and Professional Development Committee provides on such activities.

* Willing to chair if release time were available

DISTINGUISHED TEACHING AWARD COMMITTEE

The Distinguished Teaching Award Committee shall be composed of five General Faculty members from different colleges, when possible, and two students.

CONTINUING MEMBER

OCOB	Mike Geringer	Management Area
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NOMINATIONS RECEIVED – need to select 4 members

CAFES	Tom Ruehr, Incumbent	Earth and Soil Sciences
CENG	Fred DePiero, Incumbent	Electrical Engineering
CSM	Dave Keeling	Chemistry and Biochemistry
CSM	Matt Moelter	Physics
CLA	Carol MacCurdy	English
OCOB	Lee Burgunder, Incumbent	Accounting Area

03.19.08

UNIVERSITY COMMITTEES
2008-2009 Vacancies

ACADEMIC ADVISING COUNCIL - 1 Vacancy

Jin, Xiaomin [Tenured track] – Electrical Engineering

Motivation is to serve the university and make more contributions. Also can meet people from the other colleges. By serving the committee, I can learn our policy much better and guide my students better.

Moyer, Cynthia [Lecturer/15 years at Cal Poly] – NRM (Incumbent)

ACADEMIC COUNCIL FOR INTERNATIONAL PROGRAMS (ACIP) - 1 Vacancy

Jin, Xiaomin [Tenured track] – Electrical Engineering

One of my goals in the past 3.5 years in Cal Poly is to promote international education. I worked in Peking University China supported by Wang's fellowship in summer 2006. In 2007, I visited Peking University and signed a general research collaboration agreement in summer 2007. In summer 2008, I will work in Peking University sponsored by Educational department Chinese Government as a visiting professor. I was an international student ten years ago when I benefited by the international program. Now I want to promote this program as an educator. I will help IP office to develop related policies.

Keese, James [Tenured/9 years at Cal Poly] – Social Sciences

I have been very active in international education and study abroad programs at Cal Poly. I am a member of the International Education and Programs Council (since 2005), serve on CSU IP student selection committees (since 2004), served on one Fulbright scholarship interview committee, and have been a member of the program committees for Cal Poly's Mexico, Spain, and Peru summer programs (since 2000, 2002, and 2006 respectively). I have served as Resident Director for the Mexico summer program (2001, 2002, 2006), the Spain summer program (2005), and the IEP quarter-long program in Peru (2007, 2008). I was part of the team that proposed and created the Peru program.

I am the co-creator of the Cal Poly Latin America Studies (LAS) Program. We have added an LAS Minor and four Humanities courses to the curriculum. We have also sent student interns to three Latin American countries and brought speakers to campus. I have traveled extensively to Europe and Latin America, with more than three years of experience living abroad. I speak, read, and write Spanish at an advanced level. Furthermore, as a Geographer, I have been a strong advocate of study abroad and am very passionate about global education.

I am familiar with many aspects of the administration of study abroad programs. I have been involved in marketing and promoting programs on campus, made site visits in Mexico and Peru, and helped with the program review of the Mexico program. I have extensive experience dealing with students, host institutions, staff, and risk management issues. You will find me to be a very organized administrator. I also feel that I have the cross-cultural and interpersonal communication skills to deal effectively with the many people and situations that I would encounter with ACIP responsibilities.

(504/ADA) ACCOMMODATION REVIEW BOARD - 1 Vacancy

Taylor, Kevin – Kinesiology (Incumbent)

Would be happy to continue.

ADVISORY COMMITTEE ON WORKPLACE VIOLENCE - 1 Vacancy

ASI BOARD OF DIRECTORS - 1 Vacancy

LoCascio, Jim [Tenured] – Mechanical Engineering (Incumbent)

I would like very much to continue my services as the Academic Senate Representative to the ASI Board of Directors. This has been the most satisfying position that I have had the pleasure to serve on. To observe these young energetic Cal Poly students running their student organization inspires me to make sure that my lectures are delivered with just as much energy.

ATHLETICS GOVERNING BOARD - 1 Vacancy

Clark, Kevin [Tenured/20 years at Cal Poly] – English (Incumbent)

I was a scholarship athlete in college, and I've served on the Athletic Governing Board off and on for years. I have also been the faculty liaison to the softball team. I have a great deal of interest in Poly athletics, especially in the great work our student athletes are doing on and off the court. I especially enjoy working with the AD and her staff. I believe athletics serve an important function on a college campus, and I'm completely in agreement with the NCAA's reasons for maintaining Athletic Governing Boards on all campuses with NCAA sports programs.

McCormick, Katie [Tenured track/4.5 years at Cal Poly] – Art & Design

My interest in serving as a member of the University Athletics Governing Board flows from several perspectives: the experience of having been a two-sport intercollegiate player myself (soccer and tennis); a focus of my professional design work on sport (including working for adidas, having clients such as the New York Yankees and the Cincinnati Reds, and collaboration on two books about golf); active following of intercollegiate sports; and an on-going participation in sport through cycling, marathon running, and golf.

I appreciate both the joy of sport and the intrinsic value of participation as an opportunity to learn something about myself. It is in this appreciation that athletics participation is a learning experience that is particularly relevant to the intercollegiate scene, and it is the responsibility of coaches, athletic administrators, and institutions to provide this kind of environment for student-athletes.

As a former student-athlete at the college level, and now as a University professor, I understand the challenges student-athletes face both in the classroom and in their respective playing arenas because of their dual identity. They can succeed in both roles, and it would be my goal to ensure that that is the case. While at adidas, I worked with several University programs (Notre Dame, UCLA, Northwestern, to name a few), and have experience dealing with the variety of perspectives (from players and coaches, to faculty and administrators) that make up an athletic program situated in a University environment.

CAL POLY HOUSING CORPORATION BOARD - 1 Vacancy

Reich, Jonathan – Architecture (Incumbent)

The Bella Montaña project is at a critical phase and a core of continuity of board membership is important right now. There has been a lot of turn-over on the board due to circumstances out of our control (Linda Dalton left, the student rep has changed, the current chair of the board will be taking an extended medical leave, etc.)

I am interested in helping advocate for future & better CPHC projects despite the difficulties in birthing the current.

I am very familiar with the challenges of non-profit housing development having had ten years prior experience serving on the board of directors of the major national non-profit housing developer Mercy Housing, Inc.

CAL POLY PLAN STEERING COMMITTEE - 2 Vacancies

CAMPUS FEE ADVISORY COMMITTEE - 1 Vacancy

CAMPUS PLANNING COMMITTEE - 1 Vacancy

CAMPUS SAFETY AND RISK MANAGEMENT COMMITTEE - 1 Vacancy

Breitenbach, Jerome [Tenured] – Electrical Engineering (Incumbent)

During my present term on the committee, I have been very active in bringing awareness to the issue of bicycle safety vis-a-vis pedestrians.

CAP AD HOC EDITORIAL COORDINATION AND REVIEW COMMITTEE - 1 Vacancy

Mealy, Bryan [Tenure track/5 years at Cal Poly] – Electrical Engineering (Incumbent)

I have served on the CAP committee for most of the past two years (I'm currently on leave due to medial disability). I am impressed by the importance of this committee in that I feel all campus policies needed to be made as clear as possible in order to enhance their intended effects and to aid those who must interpret the policies. Moreover, I feel

that clearly written policies serve to enhance Cal Poly's mission by leaving no room a misinterpretation of official campus policies. On this note, I feel well qualified to serve in this editorial role due to my dedication to writing clearly and concisely in my own writing projects including 60+ laboratory experiments and a first draft of an engineering textbook.

COMMITTEE ON UNIVERSITY CITIZENSHIP - 2 Vacancies

Niku, Saeed [Tenured/25 years at Cal Poly] - Mechanical Engineering (Incumbent)

I have served on this committee in the past and would enjoy being involved in it as our discussion on the issues continue.

O'Bryant, Camille - Kinesiology

COORDINATING COMMITTEE ON AIDS AND HIV INFECTION - 1 Vacancy

DEANS' ADMISSIONS ADVISORY COMMITTEE - 1 Vacancy

Arakaki, Dean [Tenured/6 years at Cal Poly] – Electrical Engineering (Incumbent)

I am presently serving on the Dean's Admissions Advisory Committee and would like to continue for the 2008-2009 academic year. I have an interest in the University's admissions policies.

DISABILITY ACCESS AND COMPLIANCE COMMITTEE - 1 Vacancy

Harris, John [Tenured/30+ years at Cal Poly] – NRM (Incumbent)

I have been interest in this topic and gained professional incite into the topic when I taught site planning for many years. I was in a wheelchair for 9 months and appreciate the importance of physical access. I desire to have the faculty more enlightened on the subject to assist in the learning process. I feel that I have been an effective member of the committee for the last two years and desire to continue.

HEALTH SERVICES OVERSIGHT COMMITTEE - 1 Vacancy

Frame, Samuel – Statistics (Incumbent)

I was appointed to the Health Services Oversight Committee at the beginning of the current academic year as a result of a vacant representative member from the College of Science and Mathematics. Since my appointment, I have not yet had the opportunity to attend any meetings because the committee has not met. I am very interested in the Academic Senate and its committees. As I progress though my career, I intend on serving the University and my College in these respects. The experience I gain by serving on this committee will be utilized in the years to come. My original interest in the committee begins with my status as a Cal Poly Alumni (Statistics, 2001); a student who utilized the health services. Now a faculty member, I can bring the perspective of both a Cal Poly student and a faculty member. This perspective is rather unique and will prove useful for discussion and decisions related to Student Health Issues.

INTERNATIONAL EDUCATION AND PROGRAMS (IEP) COUNCIL - 1 Vacancy

D'Avignon, India [Lecturer/1.5 years at Cal Poly] – Music

I am in my second year as a lecturer in the music department after having served since 1980 in the Conservatory of Music at Capital University in Columbus, Ohio. At this institution I reached full professor with tenure, was chair of my department for 17 years, was elected chair of the undergraduate faculty, served in the senate, chaired the academic affairs committee of the university, and chaired the faculty affairs committee of the Conservatory, to name a few. During this time, I was awarded three Lilly grants for travel and study (and recruitment) to Japan, Taiwan and Bali. I was also chair of the local Phi Beta Delta Chapter and was elected International President for the years 2003-2006

where I made monthly trips to PBD headquarters in Washington, D.C. to direct policy in furthering internationalism on college campuses. During this time, we inducted David Kay from the Potomac Institute and Colin Powell, and I secured French Ambassador Jean-David Levitte for our conference speaker.

At Capital University, I was the advisor for international students in the Conservatory, was instrumental in securing the first annual four-year full tuition scholarship specifically for international students auditioning for the Conservatory, and worked with faculty to understand the needs of international students. I worked on a regular basis with our international office to establish procedures for admitting international students to the Conservatory. I compiled a folder of materials and letters that proved 100% successful in our Chinese students receiving their visas to study on our campus.

During my year and a half at Cal Poly, I have worked with our university symphony director in securing Chinese pianist Tianshu Wang to perform the Yellow River Concerto (the most popular and famous piano concerto written in China) in the spring of 2009. We are also starting negotiations with instrumental faculty of the Shenyang Conservatory to visit during that same time to perform on original Chinese instruments for students here at Cal Poly. I have contacted colleagues in the engineering department who have expressed an interest of involvement in some way. I am also interested in exploring the possibility of strengthening (or resurrecting) the Phi Beta Delta chapter here at Cal Poly.

I am a staunch supporter of international activities for faculty, staff, and our domestic students as well as finding ways for international students to benefit from educational experience here on our campuses. The more we experience first-hand and know of other cultures, the better we understand and hopefully appreciate the uniqueness. I would be honored to serve in any way in promoting international activities here at Cal Poly.

Rong, Xiaoying [Tenured track/3 years at Cal Poly] – Graphic Communication

I have been working with university's International Study Program for student interviews for couple times. These interviews gave me the opportunity of learning the CSU International Study Program. At the same time, I am planning to give my students international exposure by taking them for extended field trip to China in the coming summer. I believe that as I am an international scholar, I have better understanding of what international study can bring to the students and faculty. I am willing to serve in IEP council to share my experience and idea.

INFORMATION RESOURCE MANAGEMENT POLICY AND PLANNING COMMITTEE - 1 Vacancy

Sena, James [Tenured/21 years at Cal Poly] – Management Area

My accomplishments with respect to the IRMPPC are that I have previously served on this committee and found the experience rewarding and fulfilling. I have also served for six years on the IACC and for two years on the AACC – therefore I am familiar as well with those reporting committees' work.

I have been involved in computer systems for my entire working career – as a software developer for NCR, senior research scientist for two different R&D think tanks, an independent software developer consultant, and as a professor in both computer science and business systems for five different universities over the past thirty years.

INTELLECTUAL PROPERTY REVIEW COMMITTEE – Vacancy for CSM, OCOB, CAFES, and CENG

Anderson, Bing [Tenured/3.5 years at Cal Poly] – Finance, OCOB (Incumbent)

I have served on this committee for the past two years. Each year, we review the intellectual property projects at the university. I think it is very important to encourage faculty and students to innovate, to guard the intellectual property rights, and to commercialize these innovations when possible. I hope to continue to serve on this committee, and leverage my experience accumulated in the past two years.

Golden, Bruce [Tenured track/<1 year at Cal Poly] – Dairy Science, CAFES

I have both academic and business experience in intellectual property development and management. In my previous career as a professor I developed technology that resulted in both trade secret and patented products that were licensed from the university by a company that I co-founded and later became the executive officer. The IP included software, statistical procedures, business processes, an embedded hardware device, and a digital veterinary medical device. I purposefully undertook this almost ten year effort, in part, to learn, experience, and understand the process of

academic intellectual property development. Prior to this experience I had developed and distributed software environments that used both open source and public domain models.

The technical and administrative development and management of academic intellectual property continues to be one of my interests. I have a strong interest in participating in the committee's activities in development and implementation of the university's intellectual property policies. The university has an opportunity to cultivate and recruit faculty using good policy and the committee's charge is a key component to this effort.

Turner, Clark – Computer Science, CENG (Incumbent)

STUDENT HEALTH ADVISORY COMMITTEE - 1 Vacancy

Frame, Samuel [Tenured track] – Statistics (Incumbent)

I was appointed to the Health Services Oversight Committee at the beginning of the current academic year as a result of a vacant representative member from the College of Science and Mathematics. Since my appointment, I have not yet had the opportunity to attend any meetings because the committee has not met. I am very interested in the Academic Senate and its committees. As I progress through my career, I intend on serving the University and my College in these respects. The experience I gain by serving on this committee will be utilized in the years to come. My original interest in the committee begins with my status as a Cal Poly Alumni (Statistics, 2001); a student who utilized the health services. Now a faculty member, I can bring the perspective of both a Cal Poly student and a faculty member. This perspective is rather unique and will prove useful for discussion and decisions related to Student Health Issues.

STUDENTS WITH DISABILITIES ADVISORY COMMITTEE – 2 Vacancies

Taylor, Kevin – Kinesiology (Incumbent)

SUSTAINABILITY ADVISORY COMMITTEE - 1 Vacancy

Mealy, Bryan [Tenure track/5 years at Cal Poly] – Electrical Engineering

The underlying theme of my life has always been to reduce the impact that I have on the planet. Forty years ago, the buzzword was “ecology”; today, the word is “sustainability.” As an engineer and a Cal Poly professor, I am moving towards merging my lifelong personal sustainability efforts with applied research in topics that fall under the category of sustainability. I therefore believe my knowledge and dedication to sustainability issues would be a valuable asset on the Sustainability Advisory Committee. I strongly believe that integrating sustainability considerations into the planning and governance associated with Cal Poly will help ensure Cal Poly's continued success as an institution of higher learning. I believe that I have the insight to make sure that Cal Poly directly acts upon its role as a leader of tomorrow's leaders and as an interconnected member of this *really* small planet.

UNIVERSITY DIVERSITY ENHANCEMENT COUNCIL - 1 Vacancy

UNIVERSITY UNION ADVISORY BOARD - 1 Vacancy

Kennelly, Brian [Tenured/2 years at Cal Poly] - Modern Languages and Literatures (Incumbent)

I would like to continue serving on the UUAB, as I believe the student body would be better served by an experienced faculty representative. This first year on the UUAB, I have been largely in information-gathering mode. In my second year of service, I would be better positioned to provide sound and informed input during meetings on how best to maintain the integrity of the Student Body Center Fee.

Appointment: The Provost appoints GE Governance Committee members after consultation with the GE Director and the Academic Senate Executive Committee. Consultation means making a positive or negative recommendation.

Membership: A director and eight committee members compose the GE Governance Committee, two from the College of Science and Mathematics, two from the College of Liberal Arts, and one from each of the four professional colleges. Committee members will serve three-year renewable terms that are staggered to promote continuity.

GE Governance Committee Responsibilities: The GE Governance committee is charged with assuming a vigorous leadership and administrative role in the development and maintenance of a strong and coherent GE Program that meets the noble purposes of its conceptual goals and fosters a stimulating academic and intellectual environment on the Cal Poly campus. By its own initiatives, and those of the university community, and by consultation with appropriate campus groups, the GE committee will make recommendations, through its director, to the provost on all matters and aspects pertaining to the GE Program including philosophy, content, format, delivery, and adherence to standards of quality.

Duties: Specific duties assigned to the committee members are the following: 1) program development, monitoring, and assessment; 2) designating GE courses; 3) encouraging innovation; 4) issues related to community-college GE programs; and 5) promoting and coordinating GE-related activities such as conferences, seminars, and speakers.

Qualifications: Committee members will be faculty members with a demonstrated interest in GE and who have a thorough understanding of and deep conviction and commitment to the philosophy and conceptual goals of the GE Program.

Vacancies: There are three vacancies on the GE Governance Committee.

1. College of Architecture
2. College of Liberal Arts
3. College of Science and Mathematics

Candidates that have applied and their statements of interest are listed below. Continuing members on the GE Governance Committee are also listed for reference only.

Candidates Applying				
Name	Department	College	Recommend	Do not recommend (and why)
Hill, Margarita	Architecture	CAED		
Morris, Andrew	History	CLA		
Rice, Peggy	Mathematics	CSM		

Continuing GE Governance Committee Members:			
Name	Department	College	Term Expires
Clare Battista	Economics	CBUS	2009
John Harris	Natural Resources Management	CAFES	2010
Marian Robbins	Mathematics	CSM	2010
Tal Scriven	Philosophy	CLA	2009
James Widmann	Mechanical Engineering	CENG	2009

Statements of Interest:

Morris, Andrew [Tenured/8 year at Cal Poly] - History

I have served as GE Area D chair for 3 ½ years and am interested in continuing to serve the General Education program at Cal Poly. I'm most interest in, and would have the most to contribute to, curricular issues - namely making sure that the different areas of GE continue to be open to appropriately-designed courses offered by colleges throughout the entire university.

Rice, Peggy (Tenured/12 year at Cal Poly) - History

I have a long-standing interest in general education. I was part of the WINGED program at its inception, and served on the executive committee for WINGED. I have attended several of the Center for Teaching and Learning events as well. I also have an interest in assessment; I'm currently part of my department's ad hoc assessment committee. The General Education program is undergoing a multi-year assessment process that began as I joined the committee, and I'd like to

continue to assist in this effort. I'm conversant in the GE alphabet (C4, D3, B1...) now, and I believe my experience will be useful. I also gain a great deal from the cross-campus exposure, and my department and COSAM benefit.

Hill, Margarita (Tenured/3year at Cal Poly) - History

It would be my honor to serve on the GE Governance Committee. I have been at Cal Poly for almost 3 years now but previous to coming here, I taught GE courses and served as part of the GE Governance Committee at the University of Maryland. As Professor and Department Head of the Landscape Architecture Department, I can offer valuable perspectives to the committee related to:

- Recommendations related to approval of GE courses
- Development of GE programs and policies
- Assessment of GE courses
- Innovation through linked courses, interdisciplinary courses, team teaching, and student learning communities
- Issues related to community-college GE programs
- Coordination of GE-related activities such as conferences, seminars, and speakers

1. GE Area A/C Committee (Communication/Arts and Humanities)

Appointment: The GE Governance Committee appoints GE Area Committee members after consultation with the Academic Senate Executive Committee. **Consultation** means making a positive or negative recommendation.

- There are six members on the GE Area A/C Committee, which advises the GE Governance Committee on courses and policies in the A and C areas of Communication/Arts and Humanities.
- Candidates that have applied and their statements of interest are listed below.
- Continuing members on the Area A/C Committee are also listed for reference only.
- There are four vacancies on the Area A/C committee.
- Terms are normally for three years and are staggered to promote continuity.

Candidates Applying:

Name	Department	College	Recommend	Do Not Recommend (and why)
Choi, Don	Architecture	CAED		
Marchbanks, Paul	English	CLA		

Continuing Area A/C Committee members

Name	Department	College	Term Expires
Jim Conway	Communication	CLA	2009
Stephen Lloyd Moffett	Philosophy	CLA	2009

Statements of Interest:

Choi, Don [Tenured track/5 years at Cal Poly] - Architecture

The current Arch 320 course is based on the course proposal I submitted two years ago. Through that experience, I became familiar with the general process of writing and submitting GE courses.

In the Arch 217-219 and Arch 320 courses, more than half of the students come from outside the architecture department, so I have continually wrestled with the question of how GE courses fit into the broader mission of the university. Indeed, as a historian working within a professional department, even when teaching architecture students I must consider how my academic field fits within professional education.

My experience on university-wide committee is limited to the Distinguished Scholarship Award Committee, which I have chaired for the past two years. However, I do have experience on the curriculum committee in the architecture department. As the History, Theory and Criticism area coordinator in the architecture department, I have some experience with coordinating courses.

Marchbanks, Paul [Tenured track/1 year at Cal Poly] - English

A recent invitation to serve on this committee appeals to my willingness to get involved in the university's operations at some meaningful level, and my readiness to share the fruits of my experience in both Student Affairs and the Department of English during my nine years at UNC Chapel Hills. Serving on the A/C Committee will constitute a continuation of my work this year on the English department's own curriculum committee for our English majors, and will expand my awareness of the university's mission and vision.

2. GE Area B/F Committee (Science and Mathematics/Technology)

Appointment: The GE Governance Committee appoints GE Area Committee members after consultation with the Academic Senate Executive Committee. **Consultation** means making a positive or negative recommendation.

- There are six members on the GE Area B/F Committee, which advises the GE Governance Committee on courses and policies in the B and F areas of Science and Mathematics/Technology.
- Candidates that have applied and their statements of interest are listed below.
- Continuing members on the Area B/F Committee are also listed for reference only.
- There are two vacancies on the B/F Committee.
- Terms are normally for three years and are staggered to promote continuity.

Candidates applying:

Name	Department	College	Recommend	Do Not Recommend (and why)
DePiero, Fred	Engineering	CENG		

Continuing Area B/F Committee members are listed below:

Name	Department	College	Term Expires
Gregory Bohr	Social Sciences	CLA	2009
David Gillette	English	CLA	2009
Ken Hillers	Biology	CSM	2009
Elena Levine	Biology	CSM	2009

Statement of Interest:

DePiero, Fred [Tenured/11 years at Cal Poly] - Electrical Engineering (Incumbent)

I would be happy to serve the committee again - for a full term. This area of GE is the most critical in terms of prerequisites, for my college. As Assistant Dean in charge of assessment, and Chair of the college Curriculum Committee, there is considerable overlapping interest between my areas of responsibility and the Area B/F committee. This seems to be particularly true at present on the committee, as our discussions include learning objectives and assessment.

3. GE Area D Committee (Society and the Individual)

Appointment: The GE Governance Committee appoints GE Area Committee members after consultation with the Academic Senate Executive Committee. **Consultation** means making a positive or negative recommendation.

- There are six members on the GE Area D Committee, which advises the GE Governance Committee on courses and policies in the D area of Society and the Individual.
- Candidates that have applied and their statements of interest are listed below.
- Continuing members on the Area D Committee are also listed for reference only.
- There are three vacancies on the Area D committee.
- Terms are normally for three years and are staggered to promote continuity

Candidates applying:

Name	Department	College	Recommend	Do Not Recommend (and why)
Appel, Chip	ERSS	CAFES		
Orij, John	History	CLA		
Trice, Tom	History	CLA		

Continuing Area D GE sub-committee members are listed below:

Name	Department	College	Term Expires
Susan Jones	Economics	OCOB	2010
Barbara Mori	Social Sciences	CLA	2010
Jean Williams	Political Science	CLA	2010

Statements of Interest:

Appel, Chip (Tenured track/5.5 years at Cal Poly) - Earth & Soil Sciences (Incumbent)

I have served on the GE Area D committee since coming to Cal Poly in 2002. I have enjoyed this period of service and would like to continue. Both Dough Keesey and Andrew Morris (Area D Committee Chairs) have asked me to continue serving on the committee.

Orij, John (Tenured track/20 years at Cal Poly) - History

I have taught courses in Area D for the past twenty years, for example, "Hist 215: Comparative World History". I also served in the Department Curriculum Work Group (Spring/Fall 1998/01) that developed two courses in Area D 5. I think the knowledge and experience I have acquired in teaching and developing courses in Area D for two decades, will enable me to serve effectively in the Committee, and contribute fruitfully to the academic advancement of the GE program at Cal Poly.

Trice, Tom (Tenured/6 years at Cal Poly) - History

Since my arrival at Cal Poly in fall 2002, I have been actively involved in trying to improve the quality and breadth of education on campus. My previous service in the Senate and its Fairness Board, experiences teaching for Cal Poly at Sea, and ongoing participation in Honors and Service Learning, the Adult Degree Program, Liberal Studies, First Generation, and General Education Governance committees, have given me a good sense of what we are accomplishing in the classroom and how we might go about enhancing educational opportunities for students and faculty alike. Because I regularly teach general education courses, and have designed numerous ones of my own, I am particularly interested in assuming the chairmanship of the Area D committee.

03.27.08

Assigned Time 2008-2009

Position/Committee	2008-2009 Chair Name	2008- 2009 WTUs	2007- 2008 WTUs	2006- 2007 WTUs	2005- 2006 WTUs	2004- 2005 WTUs
Academic Senate Chair	John Soares	22.5	22.5	22.5	22.5	20
Academic Senate Vice-Chair	Steve Rein	4	4	4	4	4
Budget and Long-Range Planning Committee		4	4	0	4	4
Curriculum Committee		12	12	12	12	12
Distinguished Scholarship Awards Committee		4	4	4	0	-----
Distinguished Teaching Awards Committee		4	4	4	4	4
Faculty Affairs Committee		4	4	4	4	4
Fairness Board		4	3	4	4	4
Grants Review Committee		4	4	4	0	0
Instruction Committee		4	4	4	4	4
Research & Professional Development Committee		4	4	4	4	4
Sustainability Committee		0	0	0	0	-----
Academic Council on International Programs		4	4	4	4	4
	Total Assigned	74.5	73.5	74.5 (4 WTU unassigned)	66.5	64.0

Adopted:

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

AS-__-08

RESOLUTION ON WU GRADE

1 WHEREAS, AS449-95/IC *Resolution on 'U' Grades* established a policy to allow students to
2 change a '[W]U' grade to a 'W' one time in their academic career; and
3

4 WHEREAS, AS449-95IC recognized that registration is a student responsibility, and that
5 students enrolling but failing to attend class are potentially preventing other
6 students from enrolling; and
7

8 WHEREAS, Prior to 1995, registration information was not readily accessible to students
9 online, thus making procedural errors more likely; and
10

11 WHEREAS, Students currently can easily view their schedules at any time using the My Cal
12 Poly portal; and
13

14 WHEREAS, Many faculty members are unaware or unclear of policies regarding the WU grade;
15 and
16

17 WHEREAS, Inconsistent use of the WU grade leads to differing treatment of students across
18 campus; and
19

20 WHEREAS, Historically faculty members were reminded of grading policies each quarter in the
21 form of an attachment to paper grade sheets; be it therefore
22

23 RESOLVED: That AS-449-95/IC be repealed; and
24

25 RESOLVED: That the grading policies, including detailed definitions of all grading symbols
26 used, be disseminated quarterly to all faculty members prior to grade entry and that
27 the grade definitions be made easily available for reference during grade entry; and
28 be it further
29

30 RESOLVED: That these changes be implemented beginning Fall 2008.

Proposed by: Academic Senate Instruction Committee

Date: January 17, 2008

Revised: March 27, 2008

Background Material

Executive Order 792

EO 792 defines the WU Grade as follows:

WU (Withdrawal Unauthorized). The symbol 'WU' shall be used where a student, who is enrolled on the census date, does not officially withdraw from a course but fails to complete it. Its most common use is in those instances where a student has not completed sufficient course assignments or participated in sufficient course activity to make it possible, in the opinion of the instructor, to report satisfactory or unsatisfactory completion of the class by use of the letter grade (A - F). The instructor shall report the last known date of attendance by the student. The symbol "WU" shall be identified as a failing grade in the transcript legend and shall be counted as units attempted but not passed in computing the grade point average. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the symbol "WU" is inappropriate and "NC" shall be used instead. The following statement shall appear in the campus catalog:

The symbol "WU" indicates that an enrolled student did not withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an "F."

If local campus policy prescribes other instances where this symbol may be used, the foregoing statement shall be extended to cover such instances.

The full text of EO 792 is available online at: <http://www.calstate.edu/EO/EO-792.pdf>. Note that the above does not mandate the use of the WU grade, but rather prescribes its intended use.

Some comments related to WU use at Cal Poly

- Some students who have attended a portion of a course, submitted assignments, and are earning a failing grade are being advised by campus personnel to request that faculty members issue or change failing grades to WU so that the grade can be later changed to a W. This results in giving some students an extra course of "grade forgiveness" above and beyond the 16-unit, one-time-per-course policy allowed by AS-645-06.
- Since 2002 there have been over 4000 WU grades assigned. The vast majority of these grades are coming from seven departments suggesting that students are not being treated equitably across the campus.
- Cal Poly has both regular and emergency withdrawal processes for students who need to withdraw from a class for serious and compelling reasons.

AS449-95/IC

Adopted: November 28, 1995

**ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California**

**AS-449-95/IC
RESOLUTION ON
"U" GRADES**

- WHEREAS, Executive Order 268 specifies that "The symbol 'W' indicates that the student was permitted to drop the course after the (day/week) of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points"; and
- WHEREAS, Executive Order 268 specifies that the grade of "U" is used "when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average and progress point computation this symbol is equivalent to an "F"; and
- WHEREAS, It is recognized that registration is a student responsibility, and that students enrolling but failing to attend class are potentially preventing other students from utilizing campus resources; and
- WHEREAS, In some cases, the "U" grade may represent an unduly harsh performance grade consequence for a procedural error; therefore, be it
- RESOLVED: That students may request a grade change from "U" to "W"; and, be it further
- RESOLVED: That students may receive only one such grade change from "U" to "W" during their academic career at Cal Poly; and, be it further
- RESOLVED: That such student-initiated grade changes will be governed by the policy set out in AS-384-92 (Resolution on Change of Grade) adopted April 14, 1992.

Proposed by the Academic Senate
Instruction Committee
May 11, 1995

Adopted:

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

AS-__-08

**RESOLUTION ON CHANGES TO THE
BYLAWS OF THE ACADEMIC SENATE**

1 RESOLVED: That the Academic Senate of Cal Poly approve the attached changes to the *Bylaws*
2 *of the Academic Senate.*

Proposed by: Academic Senate Executive Committee
Date: February 12, 2008

March 20, 2008

CHANGES TO THE *BYLAWS OF THE ACADEMIC SENATE*

[items highlighted in blue were agendized at the 2.19.08 ExecCom meeting]

	<u>page</u>	<u>section</u>	<u>change recommended</u>
1)	4	I.B.2	grade point average for ASI representatives changed from 2.0 to 3.0 2.3.
2)	5	II.A.1	"Elected members shall be voting members" removed because of redundancy. Voting status is stated in the <i>Constitution</i> .
3)	5	II.A.2	"shall be nonvoting" removed because of redundancy. Ex officio nonvoting status is stated in the <i>Constitution</i> .
4)	7,8	III.B	Changes to the election procedures are in keeping with current practices.
5)	9	IV.A.1	Duties of Chair have been itemized.
6)	9	IV.A.1.c	Added duty of Chair to "meet with the President and Provost [and Deans Council] on a regular basis."
7)	9	IV.A.1.d	Added duty of Chair to "prepare an annual list of charges for Academic Senate committees [and] meet with each committee or committee chair at the beginning of the academic year."
8)	10	IV.A.1.e	Appointment of parliamentarian is eliminated. See IV.A.4: Past Academic Chair becomes the parliamentarian.
9)	10	IV.A.1.f	"and there is not time to elect a replacement" removed because of redundancy. Procedures for replacing a CSU academic senator are stated in VII.B.5.
10)	10	IV.A.1.g	"The Chair shall also transmit all official actions of the Academic Senate to the President of the University" removed because this is a function of the Senate office, not a duty of the Chair.
11)	10	IV.A.4	Past Chair becomes the parliamentarian for Executive Committee and Senate meetings.
12)	12	VII.B.1	"Setting the agenda" replaced with <u>"agendizing resolutions"</u> for clarification.
13)	12	VIII.A	<u>"Executive Committee"</u> added for clarification.

- | | | | |
|-----|-------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14) | 12,13 | VIII.B | Changes made in general membership of Academic Senate committees: Chair becomes ex officio member of all committees; faculty emeriti member eliminated. |
| 15) | 13 | VIII.B | <u>"Terms shall be staggered to ensure continuity"</u> added to conform to current practices. |
| 16) | 13 | VIII.C | Duties of committee chairs have been itemized. |
| 17) | 13 | VIII.C.5 | These responsibilities of the committee chair have been modified to conform to current practices. |
| 18) | 13 | VIII.C.7 | Wording change re annual meeting between committee chairs and Academic Senate Chair made to conform to current practices. |
| 19) | 14 | VIII.D.7&8 | Two operating procedures added for Academic Senate committees. |
| 20) | 14 | VIII.I.1.a | Budget Officer or designee removed from membership of Budget and Long-Range Planning Committee. |
| 21) | 15 | VIII.I.2.a | Wording change re membership of the Curriculum Committee made for clarity. |
| 22) | 15 | VIII.I.2.b | Changes made in responsibilities of the Curriculum Committee. |
| 23) | 15,16 | VIII.I.2.b | Changes made in the membership and procedures of the U.S. Cultural Pluralism Subcommittee. |
| 24) | 16 | VIII.I.3.a&b | Changes made in the membership and responsibilities of the Distinguished Scholarship Awards Committee. |
| 25) | 16,17 | VIII.I.4.a&b | Changes made in the membership and responsibilities of the Distinguished Teaching Awards Committee. |
| 26) | 17,18 | VIII.I.7.a | Changes made in the membership of the Grants Review Committee. |
| 27) | 19 | VIII.I.8.b | Change made in responsibilities of the Instruction Committee eliminating "The chair of the Instruction Committee shall meet regularly with the chair of the Curriculum Committee and the Chair of the Academic Senate." |
| 28) | 19 | VIII.I.10.a&b | Changes made in the membership and responsibilities of the Research and Professional Development Committee. |

* * * *

February 12 2008

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407

CONSTITUTION OF THE FACULTY
and the
BYLAWS OF THE ACADEMIC SENATE

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CONSTITUTION OF THE FACULTY

Preamble

We, the faculty of California Polytechnic State University, San Luis Obispo, in order to meet our academic responsibilities hereby establish this *Constitution of the Faculty* for our governance. The responsibilities of the faculty, the powers necessary to fulfill those responsibilities, and the collegial form of governance are based on historic academic traditions that have been recognized by the people of the State of California through their legislature.

ARTICLE I. MEMBERSHIP OF THE GENERAL FACULTY

Voting members of the General Faculty of Cal Poly shall consist of those persons who are employed at Cal Poly and belong to at least one of the following entities: (1) full-time academic employees holding faculty rank whose principal duty is within an academic department, unit, or program; (2) faculty members in the Pre-Retirement Reduction in Time Base Program; (3) full-time probationary and/or permanent employees in Professional Consultative Services as defined in Article III.1.b of this constitution; (4) full-time coaches holding a current faculty appointment of at least one year; (5) lecturers holding full-time appointments of at least one year in one or more academic departments, units, or programs; or (6) lecturers with a current assignment of 15 WTUs for at least three consecutive quarters.

Members of the General Faculty, including department chairs/heads, shall not cease to be members because of any assigned time allotted to them for the carrying out of duties consistent with their employment at Cal Poly. "Visiting Personnel" shall not be members of the General Faculty. Members of the General Faculty who are on leave for at least one year shall not be voting members during their leave.

Nonvoting membership in the General Faculty shall consist of all academic personnel not included in the voting membership.

ARTICLE II. RIGHTS, RESPONSIBILITIES, AND POWERS OF THE GENERAL FACULTY

Section 1. Rights of the General Faculty

The right of academic freedom is necessary for the pursuit and dissemination of truth and the maintenance of a free society. It is the obligation of the General Faculty to insure the preservation of an academic community with full freedom of inquiry and expression and insulation from political influence.

Voting members of the General Faculty have the right to nominate, elect, and recall members of the Academic Senate and the right to call for, participate in, and vote at meetings of the General Faculty.

Section 2. Responsibilities of the General Faculty

The primary responsibility of members of the General Faculty is to seek truth and to encourage the free pursuit of learning in their peers and students. To this end, they devote their energies to developing and improving their scholarly competence. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students and peers reflects true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage, acknowledge significant assistance from them, and protect their freedom of inquiry.

Section 3. Powers of the General Faculty: Meetings, Initiatives, Referenda, and Recall

No regularly scheduled meetings of the General Faculty are provided for but meetings of the General Faculty may be called by the University President or the Academic Senate Chair. Meetings of the General Faculty will be scheduled by the Academic Senate Chair upon receipt of a meeting request petition bearing the signatures of 10% of the voting membership of the General Faculty. The Academic Senate Chair presides at meetings of the General Faculty and parliamentary procedure is in effect. Positions developed at meetings of the General Faculty must be ratified by initiative.

A majority of the voting members of the General Faculty in attendance at duly called General Faculty meetings is needed to propose an initiative to be put before the entire voting membership of the General Faculty. A majority of those voting in a mail ballot is needed to pass an initiative. Initiatives to amend this constitution shall be governed by Article IV.

Actions of the Academic Senate are subject to nullification by the voting membership of the General Faculty. Upon receipt of a referendum petition bearing the signatures of 15% of the voting faculty constituency, the Academic Senate Chair will conduct a mail ballot of the voting members of the General Faculty. A majority of those voting on a referendum is required to nullify the Academic Senate action in question. Recall of academic senators shall be provided for in the *Bylaws of the Academic Senate*.

ARTICLE III. THE ACADEMIC SENATE

Section 1. Membership

- (a) Colleges with fewer than 30 faculty members shall elect two senators. All other colleges shall elect three senators, plus one senator for each 30 faculty members or major fraction thereof.
- (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 permanent (a) counselors; (b) student services professionals [SSPs] I-, II-, and III-academically related; (c) SSPs III and IV; (d) Cooperative Education lecturers; and (e) physicians.
 - (3) Full-time coaches holding a current faculty appointment of at least one year.
- (c) Part-time lecturers in an academic department/teaching area and part-time employees in Professional Consultative Services, other than those who are members of the General Faculty as defined in Article I, will be represented by one voting member in the Senate.
- (d) Senators acting in an at-large capacity are the immediate Past Academic Senate Chair and the CSU academic senators.
- (e) Ex officio, nonvoting members are (1) the President of the University or designee, (2) the Provost/Vice President for Academic Affairs or designee, (3) one representative from among the academic deans, (4) the President

and Executive Vice President of ASI or designees, and (5) the Vice President for Student Affairs.

Section 2. Powers and Responsibilities of the Academic Senate

Joint decision making and consultation between the administration and the General Faculty have been recognized by the legislature of the State of California as the long accepted manner of governing institutions of higher learning and are essential to the educational missions of such institutions. In order to participate fully in the process of joint decision making and consultation with the administration, the Academic Senate is empowered to exercise all legislative and advisory powers on behalf of the General Faculty. These legislative powers shall include all educational matters that affect the General Faculty (e.g., curricula, academic personnel policies, and academic standards). Advisory powers shall include, but not be limited to consultation on budget policy, administrative appointments, determination of campus administrative policy, University organization, and facilities use and planning.

It is the responsibility of the Academic Senate to respond to requests for legislative action or advice from the President within sixty days of the receipt of such requests. On those occasions when the President disapproves Senate legislation, s/he shall inform the Senate in writing within sixty days from the date of transmittal of the compelling reasons for disapproval. The President shall inform the Senate of the disposition of such matters upon which the Academic Senate has performed in its advisory capacity.

The Academic Senate has the right to present to the Chancellor or the Board of Trustees of the CSU any matter pertaining to the conduct and welfare of the University. The Academic Senate, through its chairperson, is empowered to express the sentiments of the General Faculty.

The Academic Senate is empowered to adopt bylaws for its governance.

Section 3. Officers

The officers of the Academic Senate are a Chair, a Vice Chair, and a Secretary as provided for in the bylaws.

Section 4. Organization

The Academic Senate shall function through its standing and ad hoc committees as well as through floor discussion and debate. Enumeration of the committees and their responsibilities is specified in the bylaws. Meetings of the Academic Senate and its committees shall be called and conducted as specified in the *Bylaws of the Academic Senate*. 50% plus one member of the Academic Senate membership constitutes a quorum.

ARTICLE IV. AMENDMENTS

Amendments to this constitution may be proposed by initiative in a meeting of the General Faculty (Article II, Section 3) or by resolution of the Academic Senate by a two-thirds majority of those present and voting.

Amendments to this constitution shall be adopted by a two-thirds majority of the votes cast by the voting members of the General Faculty. A referendum to amend this constitution shall be administered by the Academic Senate Chair within 45 days of the receipt of a duly submitted proposal.

BYLAWS OF THE ACADEMIC SENATE

I. INTRODUCTION

A. CONSULTATIVE PROCEDURES

1. Consultative procedures to be used by the Academic Senate must guarantee full participation by the faculty in the formulation of policies and procedures affecting academic governance.
2. The consultative process must provide adequate time for collection and dissemination of information, discussion, and formulation of recommendations.
3. Recommendations from the Senate shall normally be submitted to the President. Actions taken by the President in response shall be reported to the Senate.
4. In accordance with procedures specified for particular committees in these bylaws, committee recommendations shall be reported to the Academic Senate.
5. Any appointee of the Executive Committee, or of the Academic Senate Chair, to any committee not specified in these bylaws, shall report from such committee to the Academic Senate or to one of its committees.
6. Any senator who believes that consultative procedures on any recommendation of the Senate or of any department or of a college have not been adequate, may submit evidence in writing to the Executive Committee of the Academic Senate in support of this belief and request an investigation. The Executive Committee will make a determination as to the merit of the written evidence and then assign this matter to an appropriate committee for investigation. The committee may then make recommendations for improvement of these consultative procedures to the Academic Senate.

B. DEFINITIONS

1. Title Change

When there is a change in the title of an individual listed as an ex officio member of an Academic Senate committee, without any substantial changes in the duties of this individual, this title shall be changed in the bylaws as an editorial change and need not go through the normal procedures for amending bylaws.

2. ASI Representatives

Unless otherwise specifically stated in these bylaws, ASI representatives shall be students carrying at least seven quarter units, who have completed two quarters within the previous academic year, at least 24 quarter units at Cal Poly, and who have a Cal Poly grade point average of at least **2.0 3.0**.

3. Full-time Academic Employees

Full-time faculty members holding rank and occupying positions in academic departments/teaching areas in the University, full-time personnel in Professional Consultative Services (as defined in Article III.1.b of the *Constitution of the Faculty*), and full-time lecturers holding one-year appointments in academic departments/teaching areas shall be considered full-time academic employees. This

status shall not lapse because of a temporary part-time appointment to duties outside the department/teaching area.

4. Part-time Academic Employees

Part-time lecturers in academic departments/teaching areas in the University and part-time employees in Professional Consultative Services (Professional Consultative Services classifications: librarians, counselors, student service professionals I-, II-, III-academically related, student service professionals III and IV, Cooperative Education lecturers, physicians, and coaches) who are not members of the General Faculty as defined in Article I of the *Constitution of the Faculty*.

5. College Caucus

All of the senators from each college and 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.

6. Temporary Vacancy

A vacancy caused by illness, death, resignation, retirement, sabbatical leave, jury duty, temporary administrative appointment, or other compelling reason which will last generally less than one academic year.

7. Vacant Position

A vacancy resulting from the criteria for membership specified in Article III, Section 1 of the *Constitution of the Faculty*. Vacancies shall be filled in accordance with Article III.B.7 of the *Bylaws of the Academic Senate*.

8. Voter Eligibility

Voting members of the General Faculty as specified in Article I of the constitution are eligible to vote for:

- a. Senators from colleges or Professional Consultative Services;
- b. CSU academic senators;
- c. Members to the Grants Review Committee;
- d. Consultative committees as needed.

II. MEMBERSHIP OF THE ACADEMIC SENATE

A. ELIGIBILITY

1. Elected Members

Elected members shall be full-time members of the General Faculty who have been nominated and elected in accordance with Article III of these bylaws. ~~Elected members shall be voting members.~~

2. Ex Officio Members

Ex officio members ~~shall be nonvoting as are~~ specified in Article III.1.e of the constitution.

3. Representative of Part-time Academic Employees

A voting member of the Academic Senate representing part-time academic employees shall be elected by vote of all University part-time academic employees during fall quarter of each academic year. Such representative must have an academic year appointment in order to serve in this position.

B. TERMS OF OFFICE

The elected term of office shall be two years. A senator can serve a maximum of two consecutive, elected terms and shall not again be eligible for election until one year has elapsed. A senator appointed to fill a temporary vacancy for an elected position shall serve until the completion of that term or until the senator being temporarily replaced returns, whichever occurs first. If this temporary appointment is for one year or less, it shall not be counted as part of the two-term maximum for elected senators. The representative for part-time academic employees shall serve a one-year term with a maximum of four consecutive one-year terms.

C. REPRESENTATION

1. Colleges and Professional Consultative Services with an even number of senators shall elect one-half of their senators each year. Those with an odd number of senators shall not deviate from electing one-half of their senators each year by more than one senator. All of the senators from each college and Professional Consultative Services shall constitute the appropriate caucus.
2. When a college or Professional Consultative Services with an uneven number of senators gains a new senator due to an increase in faculty in a year when more than one-half of their senators is to be elected, the new Senate position shall be for one year for the first year, then two years thereafter.
3. There shall be no more than one senator per department/teaching area elected by any college where applicable until all departments/teaching areas within that college are represented. A department/teaching area shall waive its right to representation by failure to nominate. This bylaw shall have precedence over Article III.B.7 of the *Bylaws of the Academic Senate*.
4. Nothing in this section (Section C) shall be interpreted to affect the filling of temporary vacancies. These vacancies shall be filled as specified in Article III.B.7 of these bylaws.

D. SUBSTITUTES

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

E. PROXIES

When a senator must miss a Senate meeting or a portion of a meeting, the senator may select a member in the same college/Professional Consultative Services who is eligible for

election to the Senate or another senator who is a member of the college/Professional Consultative Services to serve as proxy. The senator shall transmit in writing the name of the person to serve as proxy to the Academic Senate office. Proxies shall be counted in the determination of a quorum and will have the same right to vote as the senator who is absent.

F. AUTOMATIC RESIGNATIONS

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

III. ELECTION PROCEDURES

Elections shall be held for membership to the Academic Senate, Senate offices, Academic Senate CSU, Grants Review Committee, appropriate recall elections for the preceding as per Section IX of these bylaws, and ad hoc committees created to search for such University positions as president, provost, vice presidents, college deans, and similar type administrative positions.

A. GENERAL PROCEDURES

Balloting shall be by the "double envelope system" (outside envelope signed, inside envelope sealed and containing the voted ballot) which ensures that only eligible persons will vote and ballots will remain secret.

1. Time and manner of nominations and elections will be announced in a timely fashion to facilitate maximum faculty participation.
2. Voter and candidate eligibility shall be verified.
3. The Executive Committee will rule on questions as they arise and serve as an appeals body to rule on any allegations of irregularities in the nomination and election process.
4. Votes will be publicly tallied at an announced time and place and results of the election will be published.
5. Ballots will be counted only if they are properly signed and received by the announced closing date. Ballots will be retained for ten working days.
6. Those candidates who receive the highest number of votes shall be declared elected.
7. Department/teaching area representation shall have precedence in elections according to Article II.C.3 of the *Bylaws of the Academic Senate*.

B. ELECTION CALENDAR

1. During the first week of winter quarter, the Academic Senate office shall solicit nominations to fill vacancies for the next academic year. ~~At the same time, each caucus chair shall be notified, in writing, of such vacancies. By Friday of the following week, each caucus chair shall notify the Senate office, in writing, of any discrepancies in the number of vacancies in its constituency.~~ Accepted nominations shall include a signed statement of intent to serve from the candidate.

Eligibility to serve shall be determined for each college and Professional Consultative Services.

2. Election of senators shall be conducted ~~during the last week of January in February.~~ Any runoff elections, if needed, shall be conducted the week following the conclusion of the election.
3. ~~At the first Senate meeting after the conclusion of the election, the names of all nominees, the dates of the elections (including a runoff, if necessary), and the time and place at which ballots will be counted shall be reported.~~
4. ~~Election results shall be announced by direct or electronic mail to all departments and again at the first Senate meeting following the elections.~~
5. Whenever the normal election process fails to provide full membership or when a vacancy occurs:
 - (a) the caucus for the underrepresented college/Professional Consultative Services shall solicit nominations through direct or electronic mail contact to each faculty member in the college/Professional Consultative Services. (See department/teaching area representation requirement in Article II.C.3 of these bylaws.) ~~Accepted nominations shall include signed statements of intent to serve from the candidates.~~
 - (b) from the list of accepted nominations, the caucus shall select ~~by secret ballot~~ the nominee(s) of its choice and recommend the names(s) of the selected nominee(s) to the Executive Committee for its appointment.
 - (c) the appointed member shall serve until the end of the term of the position being filled.
6. The procedures and timetable for election of CSU academic senators shall be the same as that for the campus Academic Senate and Grants Review Committee, except that nomination shall be by petition of not less than ten members of the faculty and shall include a consent to serve statement signed by the nominee. [Reference VII.B.5 of these bylaws for filling of temporary vacancy for a CSU academic senator.]
7. Election of Academic Senate officers:
 - (a) prior to the last regularly scheduled Senate meeting of winter quarter, eligible nominees of the Senate shall be solicited for the offices of Chair, Vice Chair, and Secretary.
 - (b) a petition of nomination signed by three senators which includes a consent to serve statement signed by the nominee shall be received by the Senate office. Such petitions shall be due at the Senate office prior to the last regularly scheduled Senate meeting of winter quarter. The names of the eligible nominees shall be announced at the last regularly scheduled meeting of winter quarter.
 - (c) nominations for other eligible candidates will be received from the floor of the Senate provided that (1) at least two senators second the nominations, and (2) the nominee is present and agrees to serve if elected.

- (d) the Academic Senate Vice Chair shall conduct the election of Senate officers at the last regularly scheduled meeting of winter quarter. Officers shall be elected one at a time: first the Chair, then the Vice Chair, and finally the Secretary.
 - (e) in the event of a vacancy in the offices of the Senate, an election will be conducted at the next meeting of the Senate to fill the unexpired term. Nominations shall be made from the floor of the Senate in compliance with subsection (c) above.
8. Election of representative for part-time academic employees:
- (a) during the first weeks of fall quarter, the Academic Senate office shall solicit nominations for the position of Academic Senate representative for part-time academic employees.
 - (b) after nominations have been received, election to this position shall be conducted. A runoff election, if needed, shall be conducted the week following the conclusion of the election. Said position shall be elected by vote of all University part-time academic employees unless only one nomination to this position is received, in which case the Executive Committee of the Academic Senate shall have the authority to appoint said nominee to the position.
 - (c) the elected member shall serve until the end of the academic year.

IV. OFFICERS

A. OFFICERS

The officers shall consist of the Chair, Vice Chair, and Secretary, as specified in Article III, Section 3 of the constitution. The duties shall be as follows:

1. Chair

- a. The Chair shall set agendas and conduct all meetings of the Academic Senate and Executive Committee.
- b. The Chair shall serve as a representative of the Academic Senate upon call by the President of the University.
- c. The Chair shall meet with the President and Provost on a regular basis and brief them on Academic Senate business. The Chair shall perform a similar function at the Deans Council.
- d. The Chair shall prepare an annual list of charges for Academic Senate committees in consultation with the President, Provost, and Executive Committee. The Chair shall meet with each committee at the beginning of the academic year to review these charges as well as applicable bylaws and procedures.

- e. The chair shall appoint a parliamentarian for Academic Senate meetings.
- f. The Chair shall serve as an alternate for the Academic Senate California State University and shall attend when an elected statewide senator must miss a given meeting and there is not time to elect a replacement.
- g. The Chair shall also transmit all official actions of the Academic Senate to the President of the University.

2. Vice Chair

In the event of a permanent vacancy in the office of Chair, the Vice Chair shall succeed to the office and a replacement Vice Chair shall be elected to complete the term of office. The Vice Chair shall serve in the capacity of the Chair during her/his absence or upon the request of the Chair.

3. Secretary

The Secretary or designee shall record the minutes of all Senate and Executive Committee meetings and shall provide copies of these minutes to all senators in the case of Senate meetings and to all Executive Committee members in the case of Executive Committee meetings. The Secretary or designee shall provide written notice of meetings to the appropriate faculty and shall handle correspondence of the Academic Senate. The Secretary or designee shall create three copies of the minutes of all meetings--one for the Chair, one to be passed to the library, and one to be filed in the Academic Senate office. The Secretary shall have available at each Senate meeting a current file of the actions of the Senate and a copy of the constitution and bylaws.

4. The immediate Past Chair shall serve as parliamentarian for Executive Committee and Senate meetings.

B. ELIGIBILITY

Each officer shall be an elected member of the Academic Senate. Every candidate for Academic Senate office shall have at least one more year to serve as an elected senator. A college is permitted to provide only one officer at a time.

C. TERMS OF OFFICE

Each officer shall be elected by the voting members of the Academic Senate for a one-year term. These elections shall be held at the last regularly scheduled Senate meeting of winter quarter and term of office shall begin with the start of summer quarter. The only limitation to the number of terms that a senator may hold office are the eligibility requirements in Article II.A of these bylaws and the terms of office restrictions in Article II.B of these bylaws.

D. REPLACEMENT

The filling of temporary vacancies shall be accomplished as specified in Article III.B.7.e of these bylaws.

V. MEETINGS

A. REGULAR MEETINGS

1. Regular meetings of the Academic Senate shall be held at 3:00pm on Tuesdays, as needed, except in the months of July, August, and September. .
2. The Executive Committee of the Academic Senate shall not schedule Academic Senate meetings:
 - (a) on an academic holiday;
 - (b) after the last regular day of classes during the quarter; or
 - (c) during final examinations.

B. SPECIAL MEETINGS

Special meetings may be held on call by the Academic Senate Chair or by petition of 25% of the membership of the Academic Senate.

C. PARLIAMENTARY AUTHORITY

Except as otherwise specified in these constitution and bylaws, the latest edition of *Robert's Rules of Order Newly Revised* shall serve as the parliamentary authority for Academic Senate and Senate committee meetings.

VI. SUMMER OPERATION

A. MEETINGS

During summer quarter the Executive Committee of the Academic Senate shall meet as needed and shall act in place of the full Senate.

1. If any member of the Executive Committee other than the officers of the Senate will not be available during summer quarter, then the appropriate caucus shall elect an alternate to fill the vacancy during the absence. Such alternates shall be elected from the other senators of the same college or Professional Consultative Services as the person being replaced. If no such candidates are available, the caucus shall designate another person from the same college or Professional Consultative Services that qualifies for Senate membership to serve as an alternate.
2. If the Chair, Vice Chair, or Secretary will not be available during the summer quarter, the Senate shall, at the regular June meeting, elect an alternate officer from the Senate membership to fill the vacancy during her/his absence.

B. RESPONSIBILITIES

1. The Executive Committee shall act on behalf of the full Academic Senate during the summer quarter.
2. The usual Academic Senate representation on the President's Council and other administrative bodies shall be maintained throughout the summer quarter by the regular representative or an alternate named by the Academic Senate Chair.
3. At the first regular meeting of the Academic Senate in the fall quarter, the Executive Committee shall give a full report of its action during the summer quarter.

VII. EXECUTIVE COMMITTEE

A. MEMBERSHIP

The Executive Committee shall consist of the officers of the Senate who serve the Executive 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 Academic Senate Chair, and the Provost/Vice President for Academic Affairs or designee are ex officio members. The Provost/Vice President for Academic Affairs is a nonvoting member. A quorum shall consist of a majority of the voting members.

B. FUNCTIONS

The Executive Committee shall be responsible for the following functions:

1. Setting the agenda Agendizing resolutions for Academic Senate meetings;
2. The appointment of committee members and committee chairs (pursuant to section VIII.C of these bylaws);
3. The directing of studies to committees and receipt of reports there from for inclusion on the agenda;
4. The filling of temporary vacancies in the membership of the Academic Senate in accordance with Article III.B.7 of these bylaws;
5. The making of nominations for a temporary vacancy for CSU academic senator. The Academic Senate shall elect a replacement to the position to be effective only until the next regular election date for members of the Senate or until the individual that vacated the position returns;
6. The filling of temporary vacancies in Senate office or membership of the Executive Committee except in the case of vacancies created by recall (see section IX of these bylaws);
7. The approving of nominations and/or appointments by the Academic Senate Chair to other official committees.

VIII. COMMITTEES

A. GENERAL

The functional integrity of the Academic Senate shall be maintained by the committee process. The committee structure shall include standing committees staffed by appointment or ex officio status, elected committees staffed by election, and ad hoc committees staffed either by appointment or election as directed by the Academic Senate Executive Committee.

B. MEMBERSHIP

Except as noted in the individual committee description, committees shall include at least one voting General Faculty representative from each college and Professional Consultative Services. The Academic Senate Chair is an ex officio member of all committees. Additional ex officio representation may include members of Administration, ASI representatives appointed by the ASI president, the Chair of the Academic Senate, faculty

emeriti, and other representation when deemed necessary by the Senate. Ex officio members shall be voting unless otherwise specified in the committee's description.

During spring quarter, each caucus shall convene to nominate candidates from that college or Professional Consultative Services to fill committee vacancies occurring for the next academic year.

These nominations shall be taken to a meeting of the Executive Committee before the June regular meeting of the Senate. The Executive Committee shall appoint members to standing committee vacancies from these lists. Each appointed member shall serve a two-year term with a maximum appointment of four consecutive terms on one committee.

Terms shall be staggered to ensure continuity.

No person shall be assigned concurrent membership on more than one standing committee except for Executive Committee members who may serve on the Executive Committee and one other Senate committee.

C. COMMITTEE CHAIRS

1. Chairs shall be members of the General Faculty.
2. Committee chairs shall be voting members and may be chosen from inside or outside the committees. The chair need not be an academic senator.
3. The Executive Committee may choose to appoint the committee chairs. If the Executive Committee chooses not to appoint a committee chair, then the chair of that committee shall be elected by a majority vote of the eligible voting members on the committee.
4. Committee chairs serve for one-year terms.
5. **Each committee chair shall be responsible for reporting committee activities to the Academic Senate implementing the charges established by the Academic Senate Chair, for keeping minutes, and for making quarterly reports to the Academic Senate Chair.**
6. The committee chair shall notify the chair of the college caucus whenever a member has not attended two consecutive meetings.
7. Committee chairs shall meet with the Academic Senate Chair **at least annually the beginning of each academic year.**

D. OPERATING PROCEDURES

Operating procedures for Academic Senate committees are as follows:

1. A simple majority of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.
2. Chairpersons serve until the end of the academic year. In the event that a chair must miss a meeting, s/he shall appoint a substitute chair for that meeting.
3. Meetings shall be called at the discretion of the chair or upon the request of three members of the committee. Committees are required to meet at least once per quarter during the school year. Regular meetings shall be scheduled during normal work hours.

4. Notification of meetings shall be sent by the committee chair at least three working days before the meeting date. Committees may establish regular meeting times. Upon committee agreement, a regular meeting time shall constitute notice.
5. Members may not vote by proxy.
6. A vote by the majority of the voting members attending a meeting shall be the decision of the committee.
7. Minutes shall be kept for each meeting and a copy transmitted to the Academic Senate office.
8. Special rules and procedures must be approved by the Executive Committee, included in the committee's description, and on file with the Academic Senate office.

E. MEETINGS

Meetings of all committees except those dealing with personnel matters of individuals shall be open. The time and place of each meeting shall be announced in advance.

F. REPORTING

Each committee shall maintain a written record of its deliberations. A summary report shall be submitted to the Academic Senate office at the end of the academic year.

G. MINORITY REPORTS

Minority reports may be submitted with the reports of the committees.

H. COMMITTEES

1. Budget and Long-Range Planning
2. Curriculum (and its subcommittee: U.S. Cultural Pluralism Subcommittee)
3. Distinguished Scholarship Awards
4. Distinguished Teaching Awards
5. Faculty Affairs
6. Fairness Board
7. Grants Review
8. Instruction
9. Library
10. Research and Professional Development
11. Sustainability

I. COMMITTEE DESCRIPTIONS

1. Budget and Long-Range Planning Committee

a. Membership

Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, the Budget Officer or designee, the Vice President for Administration and Finance or designee, and an ASI representative.

b. Responsibilities

- (1) The Budget and Long-Range Planning Committee shall provide oversight and make recommendations concerning policy for the allocation of budgeted resources. This includes the review of matters related to the allocation of budgeted resources and representation on bodies formed to review the mechanisms by which campuswide resource allocations are made.
- (2) In addition, the Budget and Long-Range Planning Committee shall also develop recommendations concerning future actions, policies, and goals of the University. Areas assigned to specific standing committees of the Academic Senate fall within its purview when future predictions and extreme long-range planning are necessary or possible.

2. Curriculum Committee

a. Membership

~~General Faculty from colleges~~ College representatives shall be either (1) ~~the current chair of their college curriculum committee~~ or (2) a current member of their college curriculum committee. The Professional Consultative Services representative shall be an academic advisor from one of the colleges. Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, the Dean of Research and Graduate Programs or designee, the Dean of Library Services or designee, a representative from Academic Records, and an ASI representative.

b. Responsibilities

The Curriculum Committee ~~evaluates curriculum proposals from departments and colleges before making recommendations to the Academic Senate. In addition, the committee makes~~ shall develop recommendations regarding academic master planning and curriculum, academic programs, to the Senate on University requirements for graduation, general education, learning objectives, and cultural pluralism; provides library oversight as it relates to instruction curriculum; and addresses any other curriculum-related matter referred to it by the Senate, Senate chair, or Executive Committee. ~~Members will meet at least quarterly and as needed. The chair of the Curriculum Committee shall be responsible for the coordination of the curriculum review with the Provost/Vice President for Academic Affairs office Academic Programs.~~

~~The chair of the Curriculum Committee shall meet regularly with the chair of the Instruction Committee and the Chair of the Academic Senate.~~

U.S. Cultural Pluralism Subcommittee

There will be a standing subcommittee of the Curriculum Committee ~~that is responsible~~ for the initial review of courses proposed to fulfill the Cultural Pluralism baccalaureate requirement. ~~This subcommittee shall consist of one General Faculty representative from each college and~~

Professional Consultative Services. Terms shall be for two years, staggered to ensure continuity.

Academic Senate caucuses will solicit and receive applications for membership. The slate of applicants will be forwarded to the Curriculum Committee who will appoint members.

A chair of this subcommittee will be elected from the subcommittee members each academic year.

Ex officio members shall be the department chair of Ethnic Studies, the department chair of Women's Studies, a representative from both the Director of the General Education Program, a Curriculum Committee representative, and an ASI representative.

Selection of courses to fulfill the requirement shall follow the criteria listed in Academic Senate resolution number AS-395-92.

Recommendations from this subcommittee will be forwarded to the Curriculum Committee which will, in turn, submit them to the Academic Senate for a vote.

3. Distinguished Scholarship Awards Committee

a. Membership

General Faculty representatives should include former recipients of the Distinguished Scholarship Award. Ex officio members shall be the Dean of Research and Graduate Programs who shall also serve as the designee of the Provost/Vice President for Academic Affairs and two ASI representatives—one undergraduate and one graduate student.

b. Responsibilities

The Distinguished Scholarship Awards Committee shall conduct the selection process and determine the policies and procedures to be used in accordance with the special rules and procedures approved by the Executive Committee for judging potential candidates for the Distinguished Scholarship Award.

4. Distinguished Teaching Awards Committee

a. Membership

The Distinguished Teaching Award Committee shall be composed of five General Faculty members from different colleges, when possible, and two students. The faculty members will be appointed by the Chair of the Academic Senate with the approval of the Executive Committee. These faculty members will be representatives should include former recipients of the Distinguished Teaching Award and will serve two year staggered terms. Colleges not represented during a term of membership will be rotated onto the committee when a member needs to be replaced. The students will be appointed by ASI. Ex officio members shall be two ASI representatives. These will have at least junior standing and will have completed at least three consecutive quarters and 36 quarter units at Cal Poly with at least a 3.0 grade point average.

b. Responsibilities

The Distinguished Teaching Awards Committee shall conduct the selection process and determine the policies and procedures to be used for judging potential candidates for the Distinguished Teaching Award. Nominations for the award will be received by the committee during fall quarter and final selection will be made no later than the sixth week of spring quarter. The Distinguished Teaching Awards Committee shall conduct the selection process in accordance with the special rules and procedures approved by the Executive Committee for judging potential candidates for the Distinguished Teaching Award.

5. Faculty Affairs Committee

a. Membership

Ex officio members of the Faculty Affairs Committee shall be the Associate Vice President for Academic Personnel or designee and an ASI representative.

b. Responsibilities

The Faculty Affairs Committee shall be the advisory body of the Academic Senate on faculty policy and its administration and procedures. The scope of faculty procedures and policies coming within its purview includes standards and criteria concerning appointment, promotion, tenure, academic freedom, leaves of absence, retention, professional relations and ethics, research, grievance, layoff procedures, and lecturers' rights and responsibilities.

6. Fairness Board

a. Membership

Ex officio members are the Vice President for Student Affairs or designee and two ASI representatives with no less than junior standing and three consecutive quarters of attendance at Cal Poly preceding appointment.

b. Responsibilities

The procedures to be followed and the problems to be considered shall be approved by the Academic Senate and published as a document entitled *Fairness Board Description and Procedures*. The Board shall report to the Provost and Academic Senate Chair.

7. Grants Review

a. Membership

(1) Pursuant to the Chancellor's Office guidelines for the State Faculty Support Grants (SFSG), [AA-2006-25], a majority of the membership shall consist of elected faculty members elected by the probationary and tenured faculty. They shall be elected as follows:

(a) one member shall be elected from each college and Professional Consultative Services by faculty unit

employees from that college and Professional Consultative Services, respectively.

(b) membership shall be for two year terms, with the terms of service staggered between the various colleges and Professional Consultative Services.

(2) Ex officio members shall be the Dean of Research and Graduate Programs or designee, an instructional dean or designee, the Foundation Executive Director or designee, and an ASI representative. Pursuant to the Chancellor's Office guidelines for the State Faculty Support Grants (SFSG), the ASI representative must be a graduate student. The representative of the instructional deans shall be appointed by the Provost/Vice President for Academic Affairs for a two year repeatable term. Ex officio members shall be nonvoting members of this committee.

(3) The chair of the Grants Review Committee shall be elected from the elected faculty members of the committee.

(4) (3) No member of the Grants Review Committee is eligible to apply for any grant, leave, or award program administered by the committee while serving on the committee.

b. Responsibilities

- (1) In coordination with the Research and Professional Development Committee, the Grants Review Committee shall develop and recommend policies and procedures for the review of grant proposals referred to it, including the State Faculty Support Grants (SFSG).
- (2) Solicit, receive, and evaluate requests for State Faculty Support Grants and make recommendations for funding, when appropriate, to the Dean for Research and Graduate Programs.
- (3) Make recommendations concerning the funding of other internal grants when appropriate.
- (4) Evaluate requests for special leaves for research or creative activity and, when appropriate, rank order them for consideration and transmit this ranking through the Academic Senate Chair to the President.

8. Instruction Committee

a. Membership

Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, the Vice Provost for Information Technology Services or designee, the Dean of Library Services or designee, a representative from Academic Records, and an ASI representative.

b. Responsibilities

The Instruction Committee shall be responsible for recommendations regarding subjects that impinge directly on the quality of teaching and for

providing policy recommendations concerning grading as well as admissions policies and requirements. It will also provide review and input concerning electronic teaching techniques.

In accordance with CAM 481 and AS-357-91/IC, the Instruction Committee shall review the Academic Calendar as proposed by the Provost/Vice President for Academic Affairs before its final submission to the President for approval.

~~The chair of the Instruction Committee shall meet regularly with the chair of the Curriculum Committee and the Chair of the Academic Senate.~~

9. Library Committee

a. Membership

Ex officio members shall be the Dean of Library Services, the Provost/Vice President for Academic Affairs or designee, two undergraduate students, two graduate students, a staff representative at large, and a representative from the Instructional Advisory Committee on Computing (IACC). In addition, the Library Committee shall provide a representative to the IACC.

b. Responsibilities

The duties of the Library Committee are threefold:

- (1) To actively monitor campus concerns about University library resources, policies, and services;
- (2) To work with the Dean of the Library in developing library policies which meet the needs of faculty, staff, and students; and
- (3) To advise and consult with University administration about: (a) the state of the library's resources, services, and policies, and (b) the University commitment necessary to assure that the library adequately serves the teaching, research, and public service missions of the University.

10. Research and Professional Development Committee

a. Membership

~~Ex officio members shall be the Dean of Research and Graduate Programs or designee, an instructional dean or designee, the Vice President for Administration and Finance or designee, the Foundation Executive Director or designee, and an ASI representative. The representative of the instructional deans shall be appointed by the Provost/President for Academic Affairs for a two year repeatable term. Ex officio members shall be nonvoting members of this committee.~~

b. Responsibilities

The Research and Professional Development Committee shall:

- (1) ~~Make recommendations concerning on University policies and procedures for research and professional development activities on campus regarding scholarship.~~

(2) Provide advice and guidance related to research and professional development to the following regarding scholarship to the following:

- (a) Kennedy Library
- (b) Information Technology Services
- (c) Cal Poly Technology Park
- (d) University committees
- (e) campus research centers and institutes

11. Sustainability Committee

a. Membership

Ex officio members shall be the Vice Provost for Strategic Initiatives and Planning or designee, the Vice Provost for Academic Programs and Undergraduate Education or designee, the Director of Facilities Planning, the Manager of Engineering and Utilities, one academic dean, and two ASI representatives.

b. Responsibilities

The Sustainability Committee shall inform and support the activities of other committees whose scope encompasses environmental responsibility. The Sustainability Committee shall make recommendations to the Academic Senate, as appropriate, regarding the provisions of the Talloires Declaration.

IX. RECALL OF ELECTED REPRESENTATIVES

A. APPLICATION

The procedures for recall shall apply to:

- 1. Elected members of the Academic Senate, California Polytechnic State University;
- 2. Officers of the Academic Senate, California Polytechnic State University;
- 3. Elected representatives to the Academic Senate, California State University; and
- 4. Members to the Grants Review Committee.

B. PROCEDURES

An election for recall of elected representatives as specified in Article II, Sections 1 and 3 of the constitution, may be instituted by a petition of those eligible to vote in the election for the representatives in the various categories provided the following provisions are met:

- 1. An individual eligible to vote in the election for the representative shall notify the Academic Senate Chair of her/his intention to circulate a recall petition. This written notification shall state further the reasons for the recall action in brief terms.

2. The Academic Senate Chair shall notify all of the eligible voters in the area affected of the intended recall petition and state the reasons given for the petition to recall.
3. The notification will be in effect five (5) days in which classes are in session prior to the circulation of the petition. Signatures on a petition may be obtained for the next ten (10) days in which regular classes are in session. A recall election, if required, shall be initiated within twenty (20) days, in which classes are regularly in session, after the recall notification is received by the Academic Senate Chair.
4. The recall petition will be circulated by those initiating the recall action. The top of each sheet heading a list of signatures for recall action shall contain a statement of the reasons for recall.
5. The dated signatures of at least 20% of those eligible to vote in the area represented by the incumbent as specified in the constitution and bylaws of the Academic Senate, California Polytechnic State University, San Luis Obispo, or the *Constitution and Bylaws of the Academic Senate CSU*, shall be required to initiate a recall election.
6. If the petition is for the recall of a member or an officer of the Academic Senate, California Polytechnic State University, San Luis Obispo, a member of the Grants Review Committee, or a CSU academic senator, the Academic Senate office shall conduct the balloting in these elections.
7. The recall ballot shall be worded so that it can be answered "yes" or "no."
_____ (name) _____ shall be recalled from the _____ (category of
elected representative) _____. The reasons stated in the petition are as follows:

Yes _____ No _____
8. A majority vote of those eligible to vote and voting will be sufficient to recall the incumbent.
9. If the incumbent is recalled, nominees will be solicited for ten (10) days in which regular classes are in session from the area where the vacancy now exists.
10. After nominees have been received, the Academic Senate Chair shall notify all of the faculty members of the college or area affected of the nominees and of the time and place of the election to fill the vacancy created by the recall.
11. The election procedures and ballot counting shall be as provided in these bylaws for regular elections.

X. AMENDMENTS TO THE BYLAWS

These bylaws may be amended by a two thirds majority vote of the senators present at a regular meeting of the Academic Senate, providing that a first reading of the proposed amendment has taken place at the previous regular meeting of the Academic Senate.

Adopted:

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

AS-____-08

**RESOLUTION ON
FACULTY OBJECTIONS TO PROPOSED PROJECT TO IMPLEMENT
ENGINEERING PROGRAMS IN JUBAIL, SAUDI ARABIA**

1 WHEREAS: Cal Poly participation in this project is at odds with the Cal Poly Mission
2 Statement; namely "*Cal Poly values free inquiry, cultural and intellectual*
3 *diversity, mutual respect, civic engagement, and social and environmental*
4 *responsibility*" and with the University Learning Objectives; namely "*Make*
5 *reasoned decisions based on an understanding of ethics, a respect for diversity,*
6 *and an awareness of issues related to sustainability*"; therefore, be it

7
8 RESOLVED: That the Academic Senate of Cal Poly recommend to the President and Provost
9 that Cal Poly not proceed with this project.

Proposed by:

Laura Freberg (CLA),
Reg Gooden, (CLA Emeritus, past-Chair of Academic Senate & past-CSU Senator)
Harvey Greenwald (CSM & past-Chair of Academic Senate)
Myron Hood (CSM & past-Chair of Academic Senate)
George Lewis (CSM & past-Chair of Academic Senate)
Jim Locascio (CENG & CSU Senator)
Unny Menon (CENG & & past-Chair of Academic Senate)

Dated: March 27, 2008

(March 20, 2008)

**Additional bylaw changes
to be considered with the “Resolution on
Changes to the *Bylaws of the Academic Senate*”
(see Business Item C above)**

1. Should the Executive Committee have discretion to waive the bylaws requirement of “no person shall be assigned concurrent membership on more than one standing committee”? (p. 13, last paragraph of Section VIII.B)
2. Should the Executive Committee be charged with discretionary review of Academic Senate CSU nominations prior to the campus election? (p. 12, VII.B)
3. Should a Statement of Interest be required for faculty members submitting a petition for election to the Academic Senate CSU? (p. 8, III.B.6 and p. 12, VII.B.5)
4. Should ex officio committee membership be changed from “voting” to “nonvoting” status? (top of p. 13, VIII.B)
5. Should procedures for first and second readings of resolutions be added to the bylaws? (see attached examples for wording)
6. Should the position of Academic Senate Chair be excluded from the term-ending requirement of “A senator can serve a maximum of two [two-year] consecutive, elected terms and shall not again be eligible for election until one year has elapsed”? (p. 6, II.B)
7. Is it helpful to have specific requirements for the student representatives to the Distinguished Teaching Awards Committee (junior standing...36 quarter units...3.0 gpa) or should student requirements be standardized for all Senate committees? (p. 4, I.B.2 and p. 16, I.4)
8. Should student membership be standardized; i.e., one student on each Senate committee? (Presently the DSA, DTA, Fairness Board, and Sustainability Committees have two student representatives.)

9. Should the two ASI representatives to the Academic Senate also be voting members of the Executive Committee?
10. Should a process for censure and possible involuntary resignation of a senator/statewide senator be established?
11. Should a resolution originating outside an Academic Senate committee be sent to a Senate committee prior to agendaizing as a matter of due process?
12. Inclusion of Brown Act provisions.