



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

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, October 14, 2008
01-409, 3:10 to 5:00pm

- I. Minutes: approval of Executive Committee minutes for September 23, 2008 (pp. 2-3).
- II. Communications and Announcements:
- 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:
- IV. Consent Agenda:
- V. Business Item(s):
 - A. Academic Senate and University committee vacancies: (pp. 4-6).
 - B. Approval of Shannon Stephens as senator for PCS (replaces Juliette Duke for the remainder of the 2008-2009 term).
 - C. Approval of assigned time for committee chairs: (p. 7).
 - D. Resolution on Office of Sustainability: Lancaster, chair of Sustainability Committee (pp. 8-11).
 - E. Resolution on Funding for Sustainability: Lancaster, chair of Sustainability Committee (p. 12).
 - F. Review and approval of Distinguished Teaching Award Committee procedures: Geringer, chair of DTA Committee (pp. 13-15).
- VI. Discussion Item(s):
 - A. Faculty Social Hour: how to improve the tradition (p. 16).
 - B. Agenda reports: more emphasis on reports as need for information sharing increases.
- VII. Adjournment

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

MINUTES OF
The Academic Senate Executive Committee
Tuesday, September 23, 2008
01-409,3:10-5:00 p.m.

- I. Minutes: none.
- II. Communications and Announcements: none.
- III. Reports:
 - A. Academic Senate Chair: Soares introduced Dr. Erling Smith, Vice Provost for Strategic Initiatives & Planning, who reported that the groundwork for the new Cal Poly Strategic Plan is complete and ready to move to the next phase. A merger of various strategic themes and work groups is anticipated as well as a reduction of objectives. Feedback on draft documents for the strategic plan will be solicited as they move along.
 - B. President's Office: Howard-Greene announced that the governor has approved the state budget. In addition, Howard-Greene mentioned that at fall conference, President Baker stated that as part of the budget, Cal Poly will receive lease-revenue bond funding for the new Center for Science. President Baker's remarks will be published and distributed soon.
 - C. Provost: Durgin reported that Cal Poly was anticipating a \$7.3 million budget shortfall, but the final budget reduced that shortfall to \$3 million, however, it does not fund the compact. Enrollment for fall quarter is 19,228 students, which translates to an estimated census enrollment of 19,511 with target enrollment being 19,501. The freshmen class is composed of 3,500 first time students and 800 transfer students with an average GPA of 3.76, SAT reading scores of 578, and math scores of 622.
 - D. Statewide Senate: Senator Foroohar announced that the first meeting was held last week in Long Beach, where Gary Reichards, Executive Vice Chancellor and Chief Academic Officer, discussed the Voluntary System of Accountability Program. John Travis, CFA liaison, reported on many subjects, with the main issue being the possibility of re-openers if the compact is not funded. Senator LoCascio serves on the Lower Division Transfer Practice (LDTP) Committee, which is discussing the lack of agreement between community junior colleges and the CSu. Also a member of Academic Affairs Committee, LoCascio attended a presentation of the AAC&U on how to help minority students participate in clubs and other extra curricular activities. David Conn, Vice Provost for Academic Programs, explained that the Voluntary System of Accountability Program [<http://www.voluntarysystem.org/index.cfm>] provides statistical information on various universities and stems from a report by Margaret Spellings, US Secretary of Education, to provide standardized information about campuses.
 - E. CFA Campus President: none.
 - F. ASI Representative: none.
 - G. Caucus Chairs: none.

H. Other: none.

IV. Consent Agenda: none.

V. Business Items:


- A. Resolution on Academic Calendar Religious Holiday Observance (Instruction Committee): Schaffner presented the resolution, which repeals resolution AS-511-98/IC *Resolution on the Academic Calendar: Resolving Conflicts with Religious Holidays* and allows students to miss the first day of classes for the observance of a religious holiday. M/S/F to agendize the resolution. Former committee chair, Andrew Schaffner, will bring comments received to the Instruction Committee.
- B. Resolution on Master of Arts in Biological Sciences (Curriculum Committee): Hannings presented the resolution, which proposes a Master of Arts in Biological Sciences degree. M/SIP to agendize the resolution.
- C. Resolution on *Policy Concerning Periodic Review of College Deans* (Faculty Affairs Committee): Foroohar presented the resolution, which proposes new policy for the review of college deans. M/SIP to agendize resolution.
- D. Academic Senate and University committee vacancies: The following were approved:
- | | |
|---|---|
| <u>College of Architecture and Environmental Design</u> | |
| Sustainability Committee | Joseph Ragsdale, Landscape Architecture |
| <u>College of Education</u> | |
| Curriculum Committee | Josh Machamer, Theatre and Dance |
| Cal Poly Plan Steering Committee | Penny Bennett, Graphic Communication |
| Instructional Advisory Committee on Computing | Francisco Fernflores, Philosophy |
- E. Approval of Arnie Hammond as senator for PCS (2008-2010 term): M/SIP to approve Arnie Hammond as PCS senator for 2008-2010.


VI. Discussion Items:

- A. Charges and assigned time for committee chairs: Due to lack of time, this item was not discussed.
- B. Faculty Social Hour: Due to lack of time, this item was not discussed.
- C. Action Items Anticipated During 2008-2009: Due to lack of time, this item was not discussed.

VII. Adjournment: The meeting was adjourned at 5:10 p.m.

Submitted by,


Gladys Gregory
Academic Senate



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

COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCE

Curriculum Committee (2008-2009)

Instruction Committee

COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN

Faculty Affairs Committee (2008-2009)

Instruction Committee (2008-2009)

Stephen Phillips, Architecture (Tenure track, 3 years at Cal Poly)

As Caucus Chair of the Academic Senate for the College of Architecture of Environmental Design for the past year, in addition to serving on the Academic Senate for part of the prior year, I have become familiar with the activities of the Senate and the roles of Senate Committees. In this time, I have seen several resolutions discussed, and I have become aware of the important role we have as faculty participating and guiding that process. Perhaps more than any other committee, I have been particularly interested in the work of the Instruction Committee. Resolutions written and supported by the Instruction Committee strongly affect the everyday lives of faculty and especially students. I cannot say I have entirely agreed with resolutions supported by the Instruction Committee over the past two years, but I have seen the importance, relevance, sensitivity, and immediacy of work produced and needed by the Instruction Committee as it impacts campus life.

I am extremely interested not only to participate on the Instruction Committee, but very much so in the role of Committee Chair. Not only am I acutely aware of the need to bring well-intended and well-written resolutions to the Senate floor for consideration, but believe I can act fairly and appropriately to mitigate disagreements and focus the efforts of this committee toward meaningfully inclusive agendas. As a former student at Berkeley, Yale, Penn, and Princeton, I have had an extensive education with strong interests in the liberal arts and the sciences appropriate to issues of this campus. As an architect with professional experience working in both large and small offices, I have had opportunities to work in teams to creatively resolve varied problems throughout my career. In addition, I have run my own architecture firm for ten years, and am very comfortable offering leadership alongside engineers, contractors, administrators, and government officials in a wide variety of situations. These skills along with my experience teaching at Cal Poly, Berkeley, UCLA, CCA, SCI-Arc, Penn, and Princeton, and the various leadership positions I have held-as Director of the Hearst Lecture Series (Cal Poly), member of the CAED Scholarship Committee (Cal Poly), member of the President's Advisory Committee on Architecture (Princeton), and Vice President of the Board of Directors of LEAP (San Francisco's Art and Architecture in Elementary Schools teaching program)-serve my skill and ability to organize and make considered decisions that lead to meaningful results.

COLLEGE OF EDUCATION

Distinguished Scholarship Award

Distinguished Teaching Award (2008-2009)

Fairness Board

Sustainability Committee (2008-2009)

COLLEGE OF ENGINEERING

Curriculum Committee (2008-2009)

COLLEGE OF SCIENCE AND MATHEMATICS

BUDget and Long Range Planning Committee

Distinguished Scholarship Award

PROFESSIONAL CONSULTATIVE SERVICES

Budget and Long Range Planning Committee (2008-2009)

Distinguished Teaching Award (2008-2009)

Fairness Board

Grants Review Committee (2008-2009)

COMMITTEE CHAIRS

Budget and Long Range Planning Committee	John Soares, Journalism
Instruction Committee	Stephen Phillips, Architecture
Research & Professional Development	Steve Rein, Statistics
Sustainability Committee	Kate Lancaster, Accounting

UNIVERSITY COMMITTEES

ACCOMMODATION REVIEW BOARD - 2 Vacancies, 2008-2009 and 2008-2010 term
John Harris, NRM (Tenured, 31 years at Cal Poly)

I have been interested in disability access for 40 years, especially from a physical access perspective due to site planning classes taught. I have worked with the deaf and blind in therapeutic recreation settings. Accommodation is important for any group with a disability.

ADVISORY COMMITTEE ON WORKPLACE VIOLENCE - 1 Vacancy, 2008-2010 term

CAL POLY PLAN STEERING COMMITTEE - 1 Vacancy, 2008-2009 term

CAMPUS PLANNING COMMITTEE - 1 Vacancy, 2008-2010 term

COORDINATING COMMITTEE ON AIDS AND HIV INFECTION - 1 Vacancy, 2008-2010 term

DEANS ADMISSION ADVISORY COMMITTEE - 1 Vacancy - must be a member of the Academic Senate Budget and Long Range Planning Committee, 2008-2009 term

INTELLECTUAL PROPERTY REVIEW COMMITTEE - 1 Vacancy each CSM and CENG, 2008-2011 term

STUDENTS WITH DISABILITIES ADVISORY COMMITTEE - 1 Vacancy, 2008-2010 term

UNIVERSITY PLANNING & BUDGET ADVISORY COMMITTEE - 1 Vacancy - must be a member of the Academic Senate Budget and Long Range Planning Committee, 2008-2009 term

09.30.08

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	John Soares	0	4	0	4	4
Curriculum Committee	Dave Hannings	12	12	12	12	12
Distinguished Scholarship Awards Committee	Don Choi	4	4	4	0	-----
Distinguished Teaching Awards Committee	Mike Geringer	4	4	4	4	4
Faculty Affairs Committee	Manzar Foroohar	4	4	4	4	4
Fairness Board	Craig Baltimore	3	3	4	4	4
Grants Review Committee	Ken Griggs	4	4	4	0	0
Instruction Committee	Stephen Phillips	4	4	4	4	4
Research & Professional Development Committee	Steve Rein	0	4	4	4	4
Sustainability Committee	Kate Lancaster Peter Schwartz	2 2	0	0	0	-----
Academic Council on International Programs	James Keese	4	4	4	4	4
	Total Assigned	69.5	73.5	74.5 (4 WTUs unassigned)	66.5	64.0

Adopted:

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

AS- -08

RESOLUTION ON OFFICE OF SUSTAINABILITY

1 Background: On April 23, 2004, President Warren Baker signed the Talloires Declaration,
2 committing Cal Poly to a ten-point program promoting sustainability. While there have been some
3 significant successes, progress in the area of sustainability has been uneven. An office of
4 sustainability could help to provide the leadership needed to enable Cal Poly to be far more
5 successful in the area of sustainability.

6
7 There are currently a number of groups and individuals on campus that have made important
8 contributions in the area of sustainability. Among the groups active in sustainability are SuRGE
9 (Sustainability Research Group for the Environment), SARC (Sustainable Agriculture Resource
10 Consortium), CSINE (Center for Sustainability in Engineering), the Academic Senate
11 Sustainability Committee, the Sustainability Advisory Committee, Facility Services, Facilities
12 Planning, and Empower Poly. What is lacking is coordination. An office of sustainability could
13 provide the coordination needed to make the efforts of these and other groups much more
14 effective.

15
16 Cal Poly's Advancement Office has indicated that there is considerable support for sustainability
17 from government agencies, foundations, as well as industry. An office of sustainability could
18 provide a more effective means of attracting grants and other support for sustainability.

19
20 Many major universities have created an office of sustainability. Included in the list of such
21 universities are: Berkeley, Chico State University, the University of California System, Arizona
22 State University, the University of British Columbia, Harvard, Yale, Stanford, and Ball State.
23 Additional campuses are listed on the AASHE (Association for the Advancement of Sustainability
24 in Higher Education) web site <http://www.aashe.org/resources/sustainabilityprofessionals.php>. These
25 universities have seen the value in having an office of sustainability.

26
27 WHEREAS, The Academic Senate adopted "Resolution in Support of Signing the Talloires
28 Declaration" on May 27, 2003; and

29
30 WHEREAS, On August 21, 2003, the President accepted the Senate recommendation of signing
31 the Talloires Declaration, and on April 23, 2004, the University signed the
32 Talloires Declaration; and

33 WHEREAS, The signing of the Talloires Declaration committed Cal Poly to a ten-point
34 program promoting sustainability; and
35
36 WHEREAS, The Cal Poly Mission Statement includes environmental responsibility; and
37
38 WHEREAS, The number of campus activities and initiatives that fall under the theme of
39 sustainability continues to increase; and
40
41 WHEREAS, Cal Poly has an obligation to be a wise steward of scarce resources; and
42
43 WHEREAS, Cal Poly can be a model for sustainable practices in all dimensions of its operations
44 including teaching, research, land use, and facilities; and
45
46 WHEREAS, The ASI Board adopted Resolution #08-06: "ASI Supports the Establishment of
47 an Office of Sustainability" on April 9, 2008; and
48
49 WHEREAS, An office of sustainability could play an important role in promoting sustainable
50 practices in all dimensions of the operations of Cal Poly; therefore be it
51
52 RESOLVED: That the Academic Senate urge the President to establish an office of
53 sustainability; and be it further
54
55 RESOLVED: That the responsibilities of the office of sustainability be consistent with the
56 attached proposal for an office of sustainability.

Proposed by: Academic Senate Sustainability Committee
Date: April 24, 2008

Proposal: Office of Sustainability

Director: Executive Director, Sustainability Initiatives and Special Advisor to the President, 2-year full-time appointment (reports to the President)

Primary roles: Provide leadership, guidance, and consultation for educational programs, research initiatives, facility, operational, land use issues, and external outreach, fundraising and collaboration in the area of sustainability initiatives.

Benefits:

Cal Poly, San Luis Obispo has promoted concepts of sustainability as a core value of its educational mission for over fifteen years and President Baker signed the Talloires Declaration in April, 2004. Cal Poly has also achieved a steady increase in energy and resource efficiency as well as sustainable practices in its campus administration, operations, facilities, infrastructure, and land-use. Because of the steady growth and increased importance given to sustainability on local, national, and global levels, the imperative has arisen for an administrative structure on campus to consolidate, communicate, facilitate, further cultivate the intellectual capital and human resources present at Cal Poly so that it may become fully a model campus for global sustainability with an ecologically literate citizenry.

An Office of Sustainability under proper leadership would allow Cal Poly to become a national and in time an international leader not only for its on campus constituencies but also for the CSU system which is itself grappling with the urgency of promulgating sustainable practices throughout the entire 23 campuses. The time is now to commit to an institutional structure that will create incentives, generate solutions, and allow implementation at a most critical moment for society and the planet.

Goals and functions:

- Assist and advise the President on leading the university's academic community to embrace sustainability as a core value, solidifying Cal Poly's institutional culture of sustainability across all colleges (*Talloires action point 2*);
- Assist with the creation and enhancement of strategies to integrate sustainability principles into the academic and operational areas of the university; through the use of multiple means develop ideas to advance Cal Poly's sustainability efforts in the areas of best management practices, land use, physical buildings, etc.
- Work with individuals, departments, schools, and the university development office to construct strategies and tactics that garner new resources toward establishing university-wide sustainability program including an institute of applied research and education in sustainability initiatives with ongoing support sufficient to sustain operations (funding goal: Year 1-\$250k ; Year 2- \$ 500 K)

- Assist the President in identifying influential external advisors for either his council or an institute for sustainability initiatives. These advisors should include representation for each of Cal Poly's seven colleges;
- Convene university faculty, students, staff, and administrators with environmental practitioners to develop interdisciplinary approaches to curricula, research initiatives, operations, fundraising, and outreach activities that support an environmentally sustainable future (*Talloires action point 7*);
- Coordinate and provide guidance to existing sustainability committees, such as the Academic Senate Sustainability Committee and the Sustainability Advisory Committee;
- Facilitate the involvement of government, foundations, and industry in supporting interdisciplinary research, education, policy formation, and information exchange in sustainable development (*Talloires action point 6*);
- Facilitate a broadening of Cal Poly's local, national and international applied research, service and outreach in sustainability initiatives (*university mission statement, Talloires action point 9*);
- Help to establish or enhance partnerships with primary and secondary schools to help develop the capacity for interdisciplinary teaching about population, environment, and sustainable development (*Talloires action point 8*);
- Help to establish Cal Poly as a national and international leader in the field of sustainability and higher education at the state, regional, national and international level. Publicize, promote, and communicate Cal Poly's sustainability efforts within and outside of the Cal Poly community. Document progress towards sustainability and promote broader awareness of Cal Poly's environmental efforts and accomplishments. Actively disseminate information on issues of sustainability, develop a comprehensive web site for Cal Poly's sustainability initiative. (*Talloires action point 1*);
- Advise and collaborate with Administration and Finance to enable the university to set an example of environmental responsibility by establishing institutional ecology policies and practices of resource conservation, recycling, waste reduction, and environmentally sound operations e.g., Facility Services, Facilities Planning & Capital Projects, Procurement (*Talloires action point 5*);
- Assist with the development of a process that leads to the creation or enhancement of sustainability standards and policies that can be implemented at an institutional level.
- Assist with the strategic planning for Cal Poly and San Luis Obispo County to differentiate ourselves as national leaders by creating a unique model of community-university partnership for sustainable living.

Adopted:

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

AS- -08

RESOLUTION ON
FUNDING FOR SUSTAINABILITY

- 1 WHEREAS, On April 23, 2004, The University signed the Talloires Declaration; and
2
3 WHEREAS, The signing of the Talloires Declaration committed Cal Poly to a ten-point program promoting
4 sustainability; and
5
6 WHEREAS, Resources will be required to implement many of the provisions of the Talloires Declaration; and
7
8 WHEREAS, Cal Poly's recently adopted Mission Statement concludes with a statement that we value
9 environmental and social responsibility and one of the learning objectives reads "Make reasoned
10 decisions based on an understanding of ethics, a respect for diversity, and an awareness of issues
11 related to sustainability;" and
12
13 WHEREAS, The 2007 Institutional Proposal for Reaffirmation of WASC Accreditation includes
14 sustainability as a crosscutting issue in the "Overarching Theme: Our Polytechnic University";
15 and
16
17 WHEREAS, Cal Poly's "strategic planning process has been designed to dovetail with appropriate aspects of
18 the WASC self-study process by aligning the priorities of appropriate WASC and planning task
19 forces and subcommittees;" and
20
21 WHEREAS, On February 23, 2008, a charrette with the theme of sustainability by design was conducted at
22 Cal Poly financed by the University Administration; and
23
24 WHEREAS, An implementation strategy involving sustainability was created as a result of the charrette; and
25
26 WHEREAS, Financial resources will be required for many of these implementation strategies; and
27
28 WHEREAS, The ASI Board of Directors adopted Resolution #08-08 on April 9, 2008 supporting the
29 establishment of an office of sustainability; and
30
31 WHEREAS, A range of outside funding sources, including foundations, government entities, businesses,
32 alumni, and even student organizations have been determined as likely to support such
33 implementation strategies; therefore be it
34
35 RESOLVED: That the Academic Senate encourage the University to consider sustainability as a focus for the
36 next capital campaign conducted by University Advancement.

Proposed by: Academic Senate Sustainability Committee
Date: April 24, 2008

The Distinguished Teaching Award Committee met on Friday, 3 October, 2008, in room 03-341, at 2 p.m. All members of the committee attended, including:

<u>Name</u>	<u>Dept/College</u>	<u>Ph ext</u>	<u>Email</u>
Mike Geringer (chair)	Management/CBUS	6-1755	jmichaelgeringer@yahoo.com
Michael Fahs	Comm. Studies/CLA	6-2265	mfahs@calpoly.edu
Tom Ruehr	Earth & SS/CAFES	6-2552	truehr@calpoly.edu
Michael Lucas	Architecture/CAED	6-1790	mlucas@calpoly.edu
Matt Moelter	Physics/CSM	6-2247	mmoelter@calpoly.edu
Phil Nico	Computer Sci/CENG	6-7124	pnico@calpoly.edu
Kelley Wigton	ASI	6-1291	kwigton@calpoly.edu

We reviewed the revised mandate of the committee, as modified on 16 June, 2008:

Distinguished Teaching Award Committee
Committee Overview and Mandate
Revised June 16, 2008

Type of Committee: Academic Senate Special Standing Committee

Membership: General Faculty representatives should be former recipients of the Distinguished Teaching Award. If no prior Distinguished Teaching Award recipients from a particular college are available and willing to serve, the Executive Committee in consultation with the Distinguished Teaching Awards Committee chair may appoint a faculty member from that college who has a clear and compelling record of sustained, outstanding instructional performance. 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.

Responsibilities: The Distinguished Teaching Award Committee shall conduct the selection process and judge potential candidates for the Distinguished Teaching Award in accordance with the special rules and procedures developed by the Distinguished Teaching Awards Committee and approved by the Executive Committee. Final recommendations regarding the Distinguished Teaching Award recipients will be submitted to the President through the Academic Senate Chair.

Then, as per the request of the Executive Committee, we discussed and prepared a set of proposed rules and procedures for the DTA Committee for the 2008-2009 award cycle. These rules and procedures were accepted with consensus by the DTA Committee members. These rules and procedures are presented below. We request that the Executive Committee agenda discussion of these rules and procedures for their 14 October meeting and to approve them as proposed. With such approval, we can then proceed to implement the awards process in a timely manner for this academic year.

Proposed timeline, rules and procedures for 2008-2009 DTA award

- a. The criteria for the DTA award remain as published on the Academic Senate website, namely:

Criteria for the DTA award:

- * techniques showing excellence in teaching
 - * innovative instructional approaches
 - * a high degree of interaction with students
 - * high personal and professional standards
 - * well-organized activities, lectures, or labs
 - * teaching procedures contributing to student interest, enthusiasm, achievement, and stimulating thinking
 - * concern for students as individuals
 - * fair, rigorous methods for evaluating students' progress
 - * evidence of significant professional development as it relates to teaching excellence
- b. Eligibility for this award will include all full-time tenured faculty at Cal Poly who will be teaching at least one quarter during Winter and Spring 2009 (the latter to enable visitation of classes). In the interest of enabling the process to proceed in a viable manner, we propose that potential adjustment of eligibility criteria (e.g., untenured faculty, non-tenure track faculty) be a topic of discussion for the Committee during this academic year, with possible recommended changes for subsequent years being proposed to the Executive Committee later this academic year.
- c. The nomination period will last for 6 weeks, from 27 October to 5 December, 2008.
- d. Nominations will be solicited in electronic format and all submissions must be either from current students or alumni of the university. In the interest of ADA compliance, paper nominations will be accepted if such nominations are delivered to the Academic Senate office within the nomination time period.
- e. All nominations will be considered as long as the faculty member is eligible, even if some of the information is left blank in the nomination submitted by students/alumni.
- f. Promotion of the DTA will be done through a broad array of mechanisms, such as the Cal Poly home page, computer lab notices, My.CalPoly.Edu, Cal Poly Report, Mustang Daily ads (we only have a budget of approximately \$100.00), articles solicited for publication regarding DTA and the process, emails to all students and alumni on approximately 27 October, emails to prior recipients, announcements sent to departmental offices and student clubs, a posting in the VCC, listing on the ASI electronic bulletin board, and a mass email reminder to students on 1 December. We will encourage all student clubs to inform their members and constituents about the award process, and ask that clubs encourage nominations from student and alumni members. We will also explore other sites for promotion, such as the establishment of a Facebook webpage.
- g. Gladys Gregory (and/or other appropriate personnel in the Academic Senate Office) will screen all nominations to ensure meeting of criteria. Packages of all eligible nominations will be made available for pick-up approximately mid-week during exam week of Fall quarter or sent to members by campus mail.
- i. If a member of the DTA committee who has not previously been awarded the DTA is nominated in this year's process, then prior to distribution of nominations, that committee member will be notified that he/she has been nominated for the award, prior to distribution of the nominations. In response, the committee member may either (a) choose to resign immediately from the committee and then have his/her nomination considered by the committee during the current year, or (b) choose to remain on the committee for this year, and have the nomination screened out of the submitted nominations that are subsequently distributed among committee members.
- h. The DTA committee will meet approximately the first week of Winter Quarter to select finalists (approximately 7-10 in total) and possibly alternates in case one or more finalists choose not to participate in the process.

- i. Letters (electronic and hard copy) will be sent to finalists immediately after our meeting during the first week of classes in Winter quarter, including a list of information requested from each finalist. This information would include the following:
 - i. a copy of Winter Quarter teaching schedule listing course title and number, meeting times, and room location.
 - ii. dates when visits **should not** be made (e.g., tests, videos, outside speakers, etc.).
 - iii. one copy of the syllabus for each course
 - iv. a two page curriculum vitae
 - v. a list of courses taught 2007-2008, and
 - vi. copies of student evaluation summaries for the past two years.
- j. Receipt by Gladys Gregory of schedules and materials from Finalists the end of the 4th week of classes during Winter quarter. These materials will be repacked for committee members by early in week 5 of Winter quarter and distributed to all committee members. Another collection of materials will be completed by the first day of Spring quarter, and subsequently repacked by Gladys and distributed to committee members.
- k. Visitation of classes of finalists in Winter Quarter will commence during week 5 of Winter quarter and continue through approximately the end of week 5 of Spring Quarter.
- l. It is recommended that each DTA member visit each finalist at least once per quarter per course preparation, for at least 1 hour per visit, for a total of 3 or more visitations per finalist.
- m. The Committee will meet approximately at the end of week 5 of Spring Quarter to discuss results of visitation process and other appropriate materials or insights; select proposed award winners (usually 3); forward proposed award winners to President Baker via the Chair of the Academic Senate (no later than beginning of 6th week of quarter); after approval by President, letters sent to winners and to other Finalists. Please note that the 6th week deadline for submission to the President is based on requests from the President's Office, to enable sufficient time for handling all associated paperwork and planning from their time frame.

During the Fall, Winter and Spring quarters, the committee will re-examine the rules and procedures being used for this year and recommend whether modifications should be made to any aspect of this process. Recommendations will be made to the Executive Committee by approximately mid-Spring quarter.

Margaret Camuso

From: John Soares [mailto:JohnSoares@calpoly.edu]
Sent: Monday, September 01, 2008 7:15 PM
To: jim harris
Cc: mdmiller@calpoly.edu; dhgreene@calpoly.edu; 'Gladys Gregory'; Margaret Camuso
Subject: Re: social hour plans for ay08-09

this is an issue that will need to be taken up during the first exec comm meeting.

jim harris wrote:

>
> John Soares, Dan Howard-Greene, and Mike Miller,
>
> I had a chance to speak with Mike Miller about the plans for the
> social hours next year, and inquire about whether we would be able to
> use the library again. I really am not sure what the status of the
> planning is, so I am just using email to check on things. As of the
> end of last year, Bill Durgin was in the process of reviewing the
> social hour event. I was left with the impression that we would use
> this coming year as a year-of-transition, and not lose the little
> momentum we have generated by continuing the social hours. Mike Miller
> says that the library through either room 202 or the inner courtyard
> can provide the venue. I believe the dean's do not have any objections
> to supporting the social hour for one more year, and I believe the
> President's office is willing to support for one more year. Gladys
> Gregory has practice in adjusting the schedule, so that would take
> care of the dates and provide the alert to catering (since the library
> provides the venue, there is no need for catering to check on
> availability of the venue). Also we now know more about the details
> for making sure catering has scheduled the event, at least Gladys
> knows - this assumes that John Soares is still willing to provide
> academic senate resources (Gladys) to support the arrangements for the
> social hours.
>
> I've stated a lot of assumptions above, but I would hate for the
> social hour to just die because nobody asked about the coming year. As
> with all resource limited organizations, you need to keep attention to
> the issue or else it will just go off the list of things to do. I hope
> that I have not been presumptuous in my comments, so please let me
> know if I am out of line here. Thanks for your consideration, and hope
> you are having a good summer. Let me know if I should drop the issue.
> thanks and cheers
>
> Jim Harris
>