



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

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, January 26 2010
01-409, 3:10 to 5:00pm

- I. Minutes:
Approval of minutes for Executive Committee meeting of January 5 2010
(pp. 2-3).
- II. Communication(s) and Announcement(s):
- 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 Calendar for Summer Quarter 2011 to Spring Quarter 2012:** Lertwachara, chair of Instruction Committee (pp. 4-14).
 - B. **Resolution on Campus Wide Change of Major Policy:** Hannings, chair of Curriculum Committee (pp. 15-18).
 - C. **Resolution on Revision of Cal Poly Mission Statement to Include Staff:** Executive Committee (pp. 19-20).
- VI. Discussion Item(s):
 - A. **Senate elections: paper vote or electronic vote?**
 - B. **Harris Ranch controversy: is a resolution needed?**
- VII. Adjournment:

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

MINUTES OF
The Academic Senate Executive Committee
Tuesday, January 5, 2010
01-409, 3:10-5:00 p.m.

- I. Minutes: The minutes of November 10, 2009 were approved.
- II. Communications and Announcements: none.
- III. Reports:
 - A. Academic Senate Chair: Fernflores announced that the call for faculty to serve on the Advisory Committee for the Selection of Campus President will begin tomorrow with nominations forms and all relevant information available on Blackboard. The issue of change of major will be addressed this quarter beginning with a public meeting scheduled for Thursday, January 21.
 - B. President's Office: none.
 - C. Provost: Koob announced that the plans for summer session are unsettled due to a recent announcement by the Chancellor's Office regarding fees. The Chancellor's Office has indicated that campuses cannot charge students higher fees in the self-support summer model than they are allowed to charge students taking courses stateside.
 - D. Statewide Senate: none.
 - E. CFA Campus President: Saenz reported that the topic of furloughs continues to be discussed at CFA/CSU meetings.
 - F. ASI Representative: Griggs announced that during fall quarter, a focus group of students was formed to discuss the Ordinance Proposals that SLOPD brought to council to determine the "student perspective" on the matter. ASI's suggestions were taken well, and some were actually incorporated into what the PD will be presenting to council when they come back for review beginning January 19th at the Council Meeting. ASI is also working on the presidential search and will presenting nominations to the ASI Board.
 - G. Caucus Chairs: CAED Caucus Chair Nuworsoo reported that in his college, some departments are asking faculty to log the furlough days they took in any given month at the end of the month, in addition to submitting the furlough form at the beginning of the quarter. Nuworsoo asked if this was going on in other colleges, and as far as could be determined, it is not.
 - H. Other: none.
- IV. Consent Agenda: none.
- V. Business Items:
 - A. Academic Senate/University committee appointments: The following was approved:

Professional Consultative Services

Distinguished Scholarship Award Committee

Wayne Montgomery, Library

- B. Resolution on Program Suspension (Faculty Affairs Committee/Instruction Committee): Foroohar, Chair of the Faculty Affairs Committee, presented this resolution which requests that a task force be formed to draft a policy and that no program be suspended without consultation with the affected faculty. M/S/P to agendize the resolution with the addition of a footnote clarifying the term "program".
- C. Resolution on Faculty Participation in DigitalCommons@CalPoly (Research & Professional Development Committee): Stankus and Ramirez, members of the Research and Professional Development Committee, presented the resolution which requests that the Academic Senate recommend that faculty, campuswide, participate in order to enhance global access and availability of research, scholarship and creative activities. M/S/P to agendize the resolution.
- D. Resolution on MS Fire Protection Engineering Program (College of Engineering): Hannings, Chair of the Curriculum Committee, presented the resolution which requests that the Academic Senate endorse the implementation of the program. M/S/P to agendize the resolution.
- E. Resolution on Proposal to Establish a University Center for Innovation and Entrepreneurship (Orfalea College of Business): Tornatzky and York, CBUS Faculty, presented the resolution which requests that the Academic Senate endorse the establishment of the center. M/S/P to agendize the resolution.
- F. Resolution on Selection Process for the Nomination of Faculty Representatives to the Advisory Committee for the Selection of Campus President (Executive Committee): Fernflores, Chair of the Academic Senate, presented the resolution which requests the adoption of the provisional policy for faculty selection to serve on the Advisory Committee to the Trustee Committee for the Selection of the President, as standing policy henceforth. The following amendments were approved:
- 4.B. A nominating petition...signed by a minimum of twenty (20) and maximum of thirty (30) members of the...Eligible signatories may not sign nomination petitions for more than one candidate without rendering their signature ~~all petitions he or she has signed~~ ineligible.
6. The two candidates (from different colleges) with the highest number of votes ~~(from different colleges)~~ shall be...

M/S/P to agendize the resolution as amended to a Senate meeting later in the quarter.

- VI. Discussion Items: none.
- VII. Adjournment: The meeting was adjourned at 4:46 p.m.

Submitted by,


Gladys Gregory
Academic Senate

CAL POLY

One Grand Avenue
San Luis Obispo, CA 93407-0282

Instruction Committee, Academic Senate

January 19, 2010 Minutes: Academic Calendar 2011-2012

Present: D. Arseneau, N. Havandjian, L. Sandy, F. Vuotto, M. Yerxa, K. Lertwachara (Chair), K. Jensen (Guest)

Unable to Attend: X. Jin

Discussions and Action Items: Academic Calendar 2011 – 2012

The Instruction Committee met with Kay Jensen to review proposed calendar options for Summer, Fall, Winter, and Spring 2011 – 2012. The committee approved the schedules for the Summer 2011 and Fall 2011 as they were proposed without further recommendation. For the Winter 2012 quarter, four proposal options were offered as summarized by the Academic Programs Office in the following table. Please see the attached memorandum for full details.

<i>Proposal</i>	<i>Break spring/ summer 2011</i>	<i>Start of fall 2011</i>	<i>Fall 2011 1st day of class</i>	<i>Break fall 2011 winter 2012</i>	<i>Start of winter 2012</i>	<i>Class day changed to a Monday schedule</i>	<i>Mon holiday observed on Fri</i>	<i>Start of spring 2012</i>	<i>Observe Chavez's Birthday</i>	<i>Commence- ment</i>	<i>Break Spring/ summer 2012</i>
Summer	1 week										
Fall		Sept 12	Sept 19								
Winter 1				3 weeks	Tue 1/3	1/17 (Tue) and 2/17 (Fri)					
Winter 1a				3 weeks	Tue 1/3	1/17 (Tue)	2/20 celebrated on 2/17				
Spring 1								Mon 3/26	Fri 3/30	June 9, 10	1 week
Winter 2				4 weeks	Mon 1/9	2/21 (Tue)					
Winter 2a							2/20 celebrated on 2/17				
Spring 2								Mon 4/2		June 16, 17	1 day, 6/18

Options Winter 2 and 2a for Winter 2012 (i.e., having a 4-week break between Fall 2011 and Winter 2012, followed by the 'Spring 2' option) did not receive any support from the committee members. Adopting these schedules would mean that there would only be a 1-day break between Spring 2012 and Summer 2012. The committee discussed and concluded that this would cause an unnecessary difficulty for both the university and students, and therefore did not recommend these two options. As a result, the Spring 2 option was also eliminated from further consideration.

The committee then discussed the remaining two options for Winter 2012 (i.e., Options Winter 1 and 1a, both with a 3-week break between Fall 2011 and Winter 2012, followed by the 'Spring 1' option). **The committee voted and approved the Winter 1 option**, with one dissenting vote in favor of the Winter 1a option. As a result, the Spring 1 option was approved.

For those who voted for the Winter 1 option, the following reasons were given:

- For the past two years, the committee approved this scheduling practice (i.e., observing a Monday schedule on either Tuesday or Friday) with an intention of continuing this practice for at least a few years. We feel that it is premature to change the scheduling practice at this time and would like to be consistent with our former decisions.
- As for the past two years, we feel that observing a Monday schedule on another day of the week is more accommodating for faculty and staff members with children (compared to the Winter 1a option).
- Some committee members were concerned that observing a Monday schedule on a Friday (Feb. 17, 2012) might cause a problem with the students and their personal schedules, especially for classes being held in the evening. However, we have done this in the past, and there were no major problems reported. It was also noted that the students and the instructors could work out their scheduling conflict on a case-by-case basis.

For the one dissenting vote in favor of the Winter 1a option, the following reasons were given:

- The argument in favor of the Winter 1a option is that it may be more accommodating for the students and their personal and off-campus work schedules.
- In addition, a substantial number of classes are held on Monday with some large GE courses being held in the evening. Observing a Monday schedule on a Friday might disrupt these classes if the students are unable or unwilling to attend on the designated Friday.


State of California
Memorandum



To: Rachel Fernflores, Academic Senate Chair
College Deans (Academic Deans' Council)
Kelly Griggs, President of ASI, Student Senate
Cornel Morton, Student Affairs Council

Date: January 8, 2010

Cc: D. Arseneau
W. Baker
K. Ikeda
L. Kelley
R. Koob
B. Melvin
S. Ogren
E. Smith
M. Suess
C. Sunata

From: W. David Conn 
Associate Vice President for Inclusive Excellence
and Director of Ombuds Services

Subject: Academic Calendar Options for Summer Quarter 2011 to Spring Quarter 2012

With the reorganization of Academic Affairs, responsibility for the Academic Calendar is shifting to the Registrar's Office. However, since options for the 2011-12 calendar were first developed in the Academic Programs office, I will continue to oversee the current cycle of review and adoption. Due in part to some uncertainty about future plans for Fall Conference (given planned changes in WOW), we are a little behind on the usual timing, and I would greatly appreciate your cooperation in conducting the review as quickly as possible (see deadlines below).

Currently, Cal Poly is operating on an approved Academic Calendar extending through the end of Spring Quarter, 2011. Attached are quarter-by-quarter calendar proposals for the period from Summer Quarter 2011 to Spring Quarter 2012, with displays of the relevant months on which are indicated (by shading or color) key dates such as final examination periods and academic holidays. They are accompanied by a summary of the major considerations that were taken into account in developing each option. Please see Campus Administrative Policies 211 (<http://policy.calpoly.edu/cap/200/cap210.htm>) for pertinent policies and guidelines that influence the calendar.

Ultimately, the calendar for the entire year will be a combination of the selected proposals for each quarter.

Continued

The key points of each proposal are summarized as follows:

<i>Proposal</i>	<i>Break spring/ summer 2011</i>	<i>Start of fall 2011</i>	<i>Fall 2011 1st day of class</i>	<i>Break fall 2011 /winter 2012</i>	<i>Start of winter 2012</i>	<i>Class day changed to a Monday schedule</i>	<i>Mon holiday observed on Fri</i>	<i>Start of spring 2012</i>	<i>Observe Chavez's Birthday</i>	<i>Commence- ment</i>	<i>Break Spring/ summer 2012</i>
Summer	1 week										
Fall		Sept 12	Sept 19								
Winter 1				3 weeks	Tue 1/3	1/17 (Tue) and 2/17 (Fri)					
Winter 1a				3 weeks	Tue 1/3	1/17 (Tue)	2/20 celebrated on 2/17				
Spring 1								Mon 3/26	Fri 3/30	June 9, 10	1 week
Winter 2				4 weeks	Mon 1/9	2/21 (Tue)					
Winter 2a							2/20 celebrated on 2/17				
Spring 2								Mon 4/2		June 16, 17	1 day, 6/18

Hopefully, the above table is reasonably self-explanatory (please contact Kay Jensen at kjensen@calpoly.edu or 6-2227 if you have questions). Some additional clarification/consideration follows:

For the start of fall quarter, there are no conflicts with major religious holidays (Eid-al-Fitr is August 31, Rosh Hashana, Sept. 29, and Yom Kippur, Oct. 8). Fall quarter classes can begin on Monday, September 19.

In winter quarter 2012, three holidays would potentially interfere with Monday classes. Option #1 for this quarter, with classes beginning on Tuesday, January 3, offers changes to two class days to offset interference with three Mondays. Tuesday, January 17, is changed to a Monday schedule, and Friday, February 17, is changed to a Monday schedule. By following Option #1, spring instruction starts on March 26 and Commencement is scheduled on the preferred second weekend in June.

Option #1a for winter quarter 2012, with classes beginning on Tuesday, January 3, has Presidents' Day observed on Friday, February 17, instead of Monday, February 20, while Tuesday, January 17, is changed to a Monday schedule. By following Option #1a, spring instruction again starts on March 26 and Commencement is scheduled on the preferred second weekend in June.

Option #2 for winter quarter 2012, with classes beginning on Monday, January 9, requires a change to only one class day to offset interference with two Mondays. Tuesday, February 21, is changed to a Monday schedule. But spring instruction is delayed until April 2, Commencement does not occur until the third weekend in June, and there cannot be a full week's break before summer term begins.

Option #2a for winter quarter 2012, with classes beginning on Monday, January 9, has Presidents' Day observed on Friday, February 17, instead of Monday, February 20, to avoid interference with two Mondays. But, again, spring instruction is delayed until April 2, Commencement does not occur until the third weekend in June, and there cannot be a full week's break before summer term begins.

Continued

In accordance with Campus Administrative Policies (CAP) 210.1 and 211, the Provost and Vice President for Academic Affairs proposes a calendar to the President for approval following consultation with the Academic Deans' Council, Academic Senate Executive Committee, Academic Senate Instruction Committee, ASI, Academic Personnel, Enrollment Support Services, Human Resources, Cal Poly Corporation, and Student Affairs. Following any suggestions from these groups, the calendar can be modified to incorporate their recommendations or submitted to the President as proposed, along with a notation of recommended modifications.

By copy of this letter we are requesting that all recipients, **except for the Academic Senate Chair, please send any reactions and/or recommendations to Kay Jensen, Registrar's Office** (email kjensen@calpoly.edu) **on or before Friday, January 22, 2010.**

We are then requesting that the Academic Senate, after reviewing the proposals and any comments and/or recommendations made by other parties, make its recommendation on or before **Friday, February 12, 2010.**

If you have any questions regarding the calendar development, please contact Kay Jensen.

Attachments

PROPOSED ACADEMIC CALENDAR CONSIDERATIONS

For the June 2011 to June 2012 Academic Calendar

Summer Term 2011 (49 instructional days)	
<p>(June Commencement is Saturday and Sunday, June 11-12.) There is a 1-week break between spring and summer terms. Summer classes begin Monday, June 20. First 5-week term: June 20-July 22; second 5-week term: July 25-August 26; 8-week term: June 20-August 12; 10-week term: June 20-August 26. Independence Day, July 4, an Academic Holiday, falls on Monday. Last day of classes is Friday, August 26. Labor Day is Monday, September 5.</p>	
Fall Term 2011 (51 instructional days)	
<p>(Ramadan begins August 1; Rosh Hashanah begins September 29, Eid-al-Fitr is August 31; Yom Kippur is October 8.) There is a 1-week break (9 days) between the end of summer term and the beginning of fall term. Fall classes begin on Monday, September 19. Veterans Day is observed on Friday, November 11. Thanksgiving holiday is observed Wednesday, November 23 through Sunday, November 27. Last day of classes is Friday, December 2; finals are December 5-9. Commencement is on Saturday, December 10.</p>	
Winter Term 2011 (47/48 instructional days)	
<p>Martin Luther King's birthday is observed on Monday, January 16. Washington's birthday is observed on Monday, February 20.</p>	
Option #1 (47 instructional days)	Option #2 (48 instructional days)
<p>There is a 3-week break between the end of fall term and the beginning of winter term. Winter classes begin on Tuesday, January 3. January 17 (Tuesday) is changed to a Monday schedule, following Martin Luther King's birthday. February 17 (Friday) is changed to a Monday schedule, preceding Washington's birthday. The last day of classes is Friday, March 9; finals are March 12-16. An Evaluation Day is scheduled for Monday, March 19. (Faculty work day; not a class day.) A Grades Due Day is scheduled for Tuesday, March 20. (Faculty work day; not a class day.)</p>	<p>There is a 4-week break between the end of fall term and the beginning of winter term. Winter classes begin on Monday, January 9. February 21 (Tuesday) is changed to a Monday schedule, following Washington's birthday. The last day of classes is Friday, March 16; finals are March 19-23. An Evaluation Day is scheduled for Monday, March 26. (Faculty work day; not a class day.)</p>
Option #1a (47 instructional days)	Option #2a (48 instructional days)
<p>There is a 3-week break between the end of fall term and the beginning of winter term. Winter classes begin on Tuesday, January 3. January 17 (Tuesday) is changed to a Monday schedule, following Martin Luther King's birthday. Washington's birthday is observed on February 17 (Friday) instead of February 20 (Monday). The last day of classes is Friday, March 9; finals are March 12-16. An Evaluation Day is scheduled for Monday, March 19. (Faculty work day; not a class day.) A Grades Due Day is scheduled for Tuesday, March 20. (Faculty work day; not a class day.)</p>	<p>There is a 4-week break between the end of fall term and the beginning of winter term. Winter classes begin on Monday, January 9. Washington's birthday is observed on February 17 (Friday) instead of February 20 (Monday). The last day of classes is Friday, March 16; finals are March 19-23. An Evaluation Day is scheduled for Monday, March 26. (Faculty work day; not a class day.)</p>

Spring Term 2012 (48/49 instructional days)	
There is a 1-week (9 days) break between winter and spring terms. Memorial Day is observed on Monday, May 28.	
Option #1 (48 instructional days)	Option #2 (49 instructional days)
Spring classes begin on Monday, March 26. Academic holiday: César Chávez's birthday is observed on Friday, March 30. The last day of classes is Friday, June 1; finals are June 4-8. Commencement ceremonies are held on Saturday and Sunday, June 9 & 10 (second weekend in June).	Spring classes begin on Monday, April 2. The last day of classes is Friday, June 8; finals are June 11-15. Commencement ceremonies are held on Saturday and Sunday, June 16 & 17 (third weekend in June).
Summer Term 2012 * Provisional dates (to be reviewed/approved Fall 10/W11)	
There could be a 1-week break between the end of spring term and the beginning of summer term. The first day of summer classes would begin on Monday, June 18.	There could be a 1-day break, June 18, between the end of spring term and the beginning of summer term. The first day of summer classes would begin on Tuesday, June 19.

Note: Please refer to Academic Calendar Guidelines -- Campus Administrative Policies (CAP) 211. See <http://policy.calpoly.edu/cap/200/cap210.htm> .

SUMMARY OF CALENDAR DAYS

	Summer 2011	<u>Academic Year (fws)</u>		
		Fall 2011	Winter 2012	Spring 2012
Beginning Year/Term	--	5	--	--
MWF Days	29	30	28/29*	28/29*
TR Days	20	21	19/20	20
Total Qtr Instructional Days	49	51	47/48*	48/49*
Exams	5	5	5	5
Commencement	--	1	--	1
Evaluation Day	--	--	1	--
Grades Due Day	--	--	1/0*	--
Total Qtr Academic Work Days	54	62	54	54/55*

Total Academic Year Instructional Days (F-W-Sp) = 146/148*

Total Academic Year Work Days (F-W-Sp) = 170/171*

*Depending on which option is selected.

PROPOSED - ACADEMIC CALENDAR: JUNE 2011 TO JUNE 2012

Summer 2011:

49 Instructional Days

JUNE 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Fall 2011:

51 Instructional Days

SEPTEMBER 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Legend for Shading

	Academic Holiday		Holiday Moved; Classes held this day		Commencement Day(s)
	Final Examination Period		Change to a Monday Schedule		Evaluation Day (No Classes)
	Fall Conference		First Day of Classes		Grades Due Day (No Classes)

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PROPOSED - ACADEMIC CALENDAR: JUNE 2011 TO JUNE 2012

OPTION #1 Winter 2012
47 Instructional Days

JANUARY 2012						
S	M	T	W	T	F	S
1	2		4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25		27	28	29	30	31

OPTION #1a Winter 2012
47 Instructional Days

JANUARY 2012						
S	M	T	W	T	F	S
1	2		4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25		27	28	29	30	31

OPTION # 1 Spring 2012:
48 Instructional Days

MARCH 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25		27	28	29	30	31

APRIL 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Legend for Shading

	Academic Holiday		Holiday Moved; Classes held this day		Commencement Day(s)
	Final Examination Period		Change to a Monday Schedule		Evaluation Day (No Classes)
	Fall Conference		First Day of Classes		Grades Due Day (No Classes)

PROPOSED - ACADEMIC CALENDAR: JUNE 2011 TO JUNE 2012

OPTION #2 Winter 2012
48 Instructional Days

JANUARY 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OPTION #2a Winter 2012
48 Instructional Days

JANUARY 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OPTION #2 Spring 2012:
49 Instructional Days

APRIL 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Legend for Shading

	Academic Holiday		Holiday Moved; Classes held this day		Commencement Day(s)
	Final Examination Period		Change to a Monday Schedule		Evaluation Day (No Classes)
	Fall Conference		First Day of Classes		Grades Due Day (No Classes)

Adopted:

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

AS-____-09

RESOLUTION ON CAMPUS WIDE CHANGE OF MAJOR POLICY

1 WHEREAS, Cal Poly requires students to declare their major at their time of application; and

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3 WHEREAS, Approximately thirty percent of Cal Poly students change their major during their
4 time at Cal Poly; and

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6 WHEREAS, Changing majors can increase a student's time to degree; and

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8 WHEREAS, Senate Resolution AS-582-02/IC, Resolution on Process for Change of Major,
9 adopted March, 2002, was never fully implemented; and

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11 WHEREAS, The process and rules for change of major are set by each department and are
12 inconsistent across the campus, and in some cases they are unclear or onerous; and

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14 WHEREAS, Student success is our primary goal; and

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16 WHEREAS, The attached Change of Major Policy has been created with input from a
17 committee of the associate deans, the Senate Curriculum Committee, and the
18 faculty at an open forum; therefore be it

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20 RESOLVED: That the Academic Senate adopt the attached Change of Major Policy; and be it
21 further

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23 RESOLVED: That the Academic Senate recommend to President Baker that the campus adopt
24 the attached Change of Major Policy.

Proposed by: Academic Senate Curriculum Committee
Date: January 14, 2010

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CHANGE OF MAJOR POLICY
January 19, 2010

Policy Statement

Cal Poly students are required to declare a major at the time of application. Some students find that their interests and abilities lead them in a different direction. The university must offer the same transparent and timely process for all students who seek to change majors.

Process

I. General Guidelines

- A. *Minimum Time at Cal Poly*
Students must complete at least one quarter at Cal Poly before requesting a change of major.
- B. *Basic Criteria for Acceptance into New Major*
All academic departments will give careful consideration of the following criteria in determining acceptance of change of major students (internal transfers):
 - 1. The programs for which the student was eligible at time of admission,
 - 2. College academic record, and
 - 3. Remaining coursework and the student's ability to complete degree requirements in the new major within minimum progress standards, including unit maximum.
- C. *One Chance to be Accepted*
Students who formally request a change of major into a particular major and are denied, will *not* be able to request that major again.
- D. *Completion of Change of Major*
The change of major will be complete once the student has successfully met all of the components of the Individualized Change of Major Agreement. Students must also be in good standing at the time.
- E. *Timeframe*
The Individualized Change of Major Agreement (ICMA) must be feasible to complete in no more than two quarters and the students will take no longer than two quarters to complete. *(Note: the two quarter maximum applies to both the target major in that courses and seats must be available to these students and the student's responsibility to complete the ICMA in no more than two quarters).*

II. Resources for Students who are Considering Changing Majors:

- A. Meet with current adviser to review change of major options.
- B. Investigate opportunities in the current and target majors by consulting with Career Services, advisers, and faculty and/or department heads/chairs in both current and target majors.
- C. Review the curriculum requirements for the target major.

III. Requesting a Change of Major

- A. Meet with the department head/chair or designee in the target major to determine the likelihood of success in the new major. Criteria I.B. 1-3 will be considered as well as determination of ability to complete degree requirements in the new major within minimum progress standards, including unit maximum (*unit maximum is 24 units above program requirements*).
- B. If students receive a positive assessment, then an Individualized Change of Major Agreement will be developed (see below).
- D. If the target major is not a good fit for the student, the adviser should explain other options, including a different major.

Note: students who formally request a change of major into a particular major and are denied, will *not* be able to request that major again.

IV. Individualized Change of Major Agreement

The change of major will be complete once the student has successfully met all of the components of the Individualized Change of Major Agreement.

The Individualized Change of Major Agreement (ICMA) must be feasible to complete in no more than two quarters and students will take no longer than two quarters to complete it. The ICMA will include the following components:

- A. Maximum of three specified courses in the target major program (major, support, and/or GE).
- B. Additional courses and/or units to allow the student to meet minimum progress standards and complete degree applicable units in both majors, whenever possible.
- C. GPA requirements, as determined by the department (e.g., overall/term GPA, GPA in major-specified courses, GPA in past two quarters).
- D. Other requirements for all students entering the major (e.g., portfolios, auditions, etc.).
- E. For students who are on academic probation, the agreement will include specific steps to be met.
- F. Students must be in good standing at the time the change of major is approved.
- G. A change of major agreement will be void if a student is academically disqualified prior to the completion of the agreement.

General Information

As much as possible, entering students are encouraged to make careful and informed decisions about the initial application to their declared majors. All majors at Cal Poly are impacted and it will be difficult to change into some majors despite a student's best efforts. Nevertheless, sometimes students will find that their interests, abilities, or talents will take them in a different direction than they had identified when they originally applied to Cal Poly and they may seek to change to a different major. Depending on the degree of impact of the target major (i.e., the relationship between the number of applicants to the major and the number of places available), there might only be a few spaces available for change of majors, or no spaces at all. Students who are unable to change into their desired majors might also need to consider applying to another university in the major of their choice.

If a student makes the decision to change major, doing so early in the academic career will better allow a student to make degree progress in a timely manner and stay within the university's minimum progress to degree standards; major changes late in the academic career will be restricted by the university's minimum progress standards, including the unit maximum.

All students, whether lower division (those with fewer than 90 Cal Poly units) or upper division (those with more than 90 Cal Poly units or 90 transfer units), intending to change majors must demonstrate that they can complete the new major within the minimum progress standards and the unit maximum set forth by the university. This is likely to be a greater challenge for upper division students, who will have fewer remaining degree requirements. Further, students need to be aware that not all departments can accommodate upper division change of majors.

Adopted:

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

AS-__-09

**RESOLUTION ON
REVISION OF CAL POLY MISSION STATEMENT TO INCLUDE STAFF**

1 WHEREAS, The current Cal Poly Mission Statement neglects to mention the contributions of
2 staff; and
3

4 WHEREAS, Page 28 of the 2009-10 WASC Capacity and Preparatory Review Report entitled
5 "Our Polytechnic Identity in the Twenty-First Century," states that "These [i.e.,
6 multiple learning venues] are consistent with the Cal Poly Mission Statement,
7 which recognizes the importance of the co-curriculum but fails to explicitly
8 acknowledge the staff as a partner in the development of the Cal Poly graduate";
9 and
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11 WHEREAS, It is well-known that the contributions of staff in realizing Cal Poly's mission are
12 always crucial and often superlative; therefore be it; and
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14 RESOLVED: That the Academic Senate recommends for approval the attached Cal Poly Mission
15 Statement in which the contributions of staff are recognized.

Proposed by: Academic Senate Executive Committee
Date: January 18, 2010

CAL POLY
MISSION STATEMENT

Cal Poly fosters teaching, scholarship, and service in a learn-by-doing environment in which students and faculty, with the support and contributions of dedicated staff, are partners in discovery. As a polytechnic university, Cal Poly promotes the application of theory to practice. As a comprehensive institution, Cal Poly provides a balanced education in the arts, sciences, and technology, while encouraging cross-disciplinary and co-curricular experiences. As an academic community, Cal Poly values free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility.

Revised: January 18, 2010