



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

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, September 13 2010
01-409, 3:10 to 5:00pm

- I. Minutes: none.
- 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 Senate committee/task force charges for 2010-2011:** (distributed at meeting).
 - B. **Filling of Academic Senate/University committee vacancies:** (distributed at meeting).
 - C. **Approval of senators for OCOB (fall qtr) and CSM (2010-12).**
- VI. Discussion Item(s):
 - "Commitment to Community" and course syllabi.**
- VII. Adjournment:

Committee Charges for 2010-2011

Budget and Long Range Planning Committee

Fall:

Two volunteers from B&LRP to participate in fall WASC-Senate ad hoc task force on teacher-scholar model – the work of this task force will be complete by **the end of fall quarter. The chair of the Teacher-Scholar task force is Scott Steinmaus.**

Task force charges:

- Resolution stating what the teacher-scholar model means for Cal Poly (including a working definition of scholarship) (B&LRP contribution here is important, because there needs to be some understanding of the cost of the teacher-scholar model, and who should bear that cost)
Resolution due to Senate office by February 7, 2011
- Resolution on professional development plan and university-level RPT (B&LRP participants do not need to contribute to this resolution, but may do so, if desired)
Resolution due to Senate office by February 7, 2011

B&LRP participants in teacher-scholar task force should be reporting back to B&LRP about task force progress, and for feedback. While the task force does its work, remaining members of B&LRP can begin work on winter and spring charges, as directed by B&LRP chair.

Fall - Winter:

Budget:

- *Resolution on what it means to have advisory powers concerning the budget and what is meant by “budget transparency” (what are the expectations of the committee and what would the committee like to bring to discussions about the budget? Relationship to advancement?)
Resolution due to Senate office by February 7, 2011
- Mode and Level calculations (as fine grained as is reasonable)
- Revise, as deemed appropriate to committee and within reason, the charge of 2009-2010 (how many courses can we afford to teach), and carry out
- Present to Senate mode and level calculations and completion of revised 2009-2010 charge
Due April 4, 2011
- General for Budget and Long Range Planning: submit procedures for approval (**submit by end of winter quarter**)

Spring:

Long Range Planning:

- * above – the committee should determine whether the resolution on “advisory powers” and “transparency” is in place of the white paper on which it was working, or in addition to the white paper
- Follow up on establishing relationship with Advancement and seek consultation on new campaign plans

- Enrollment management: obviously tied to how much state \$ CP gets, our programs, and student fees, so how does it work at CP?

Curriculum Committee

- Ongoing review of curriculum proposals: catalog cycle proposals and continuous course review proposals
- Rachel Fernflores to work in consultation with Susan Opava: draft a resolution for the Curriculum Committee to work with calling for establishment of subcommittee of Curriculum Committee for graduate programs and courses (similar to USCP subcommittee)
Fernflores to have complete draft for Committee consideration by early-fall quarter. Consultation with Curriculum Committee to be complete by October 25, so resolution can go on Nov. 2 Executive Committee agenda.
- Review of curriculum handbook: does it reflect current curriculum review processes? Preferred review processes? **Due April 4, 2011 (Discuss with Senate Chair as things progress)**
- Consider revising course proposal form to include reference to ULO's among the course outcomes (in consultation with Office of Registrar – Susan Olivas) – mid-to-end of the year project, after Senate discussions about ULO's, assessment. This should probably come to the Senate at the very least as a discussion item, if not in the form of a resolution. Curriculum Committee to consult with Senate Chair about best approach (discussion or resolution).
Due April 11, 2011 (Discuss with Senate Chair as things progress)

Distinguished Scholarship Award Committee

- Ongoing evaluation of candidates and recipients of the DSA

Distinguished Teaching Award Committee

- Ongoing evaluation of candidates and recipients of the DTA

Faculty Affairs Committee

Fall:

- Review and revise resolution on RPT report
Due in Senate office on October 25, 2010
- Submit procedures without section listing “responsibilities” – some of those currently listed would require a change in the bylaws
Due in Senate office on October 25, 2010

Senate-WASC Task Force Groups:

A.

One or two volunteers from Faculty Affairs to participate in fall WASC-Senate ad hoc task force on teacher-scholar model – the work of this task force will be complete by **the end of fall quarter. The chair of the Teacher-Scholar task force is Scott Steinmaus.**

Task force charges:

- Resolution stating what the teacher-scholar model means for Cal Poly (including a working definition of scholarship)
- Resolutions on professional development plan and university-level RPT Committee

B.

One or two volunteers from Faculty Affairs to participate in fall WASC-Senate ad hoc task force on Integration and Student Learning – the work of this task force will be complete by **the end of fall quarter**. The **co-chairs** of the Integration and Student Learning task force are **Doris Derelian and Susan Sparling**

Task Force Charges:

- Resolution about course syllabi & learning outcomes
Due in Senate office by February 7, 2011
- Resolution making a recommendation to the Senate re: where the program goals should be posted or otherwise public
Due in Senate office by December 27, 2010

C.

One or two volunteers from Faculty Affairs to participate in fall Senate ad hoc task force on strategic plan – the work of this task force will be complete by **the end of January**. The chair of the Strategic Plan task force is **Eric Mehiel**.

Task Force Charge:

- Resolution endorsing Strategic Plan, along with any recommended changes to the plan
Resolution due to Senate office by January 17, 2011

Winter:

- Possible involvement with Assessment Task Force
- Resolution on shared governance and collegiality (including on budgetary matters, as well as the importance of collegiality in the Senate and extending down through the colleges between faculty, staff, deans)
Resolution due to Senate office by March 21.

Spring:

- Carry over: Review general policy for MPP searcher per AS-659-07 -- (committee chair to investigate and report on protocol relative to Academic Senate committee involvement on developing/writing/reviewing policy)

Fairness Board

- Ongoing review of filed grievances

- Early in Fall quarter: clarify procedures per Executive Committee meeting 5.13.10 (Flow chart: "Make sure that steps in the flow chart are consistent with the more detailed version of the process in the actual description (especially between steps 1 and 2 of the flow chart)") **Due in Senate office October 4, 2010**

Grants Review Committee

- Ongoing review and awarding of campus grants

Instruction Committee

Fall:

A.

Two volunteers from Instruction Committee to participate in fall WASC-Senate ad hoc task force on Integration and Student Learning – the work of this task force will be complete by **the end of fall quarter**. The **co-chairs** of the Integration and Student Learning task force are **Doris Derelian and Susan Sparling**.

Task Force Charges:

- Resolution about course syllabi & learning outcomes
Due in Senate office February 7, 2011
- Resolution making a recommendation to the Senate re: where the program goals should be posted or otherwise public
Due in Senate office December 27, 2010

B.

Two volunteers from Instruction Committee to participate in fall WASC-Senate ad hoc task force on learn-by-doing – the work of this task force will be complete by **the end of fall quarter**. The chair of the Learn-by-Doing task force is **Tom Trice**.

Task Force Charge:

- Resolution stating what learn-by-doing is and what it means in relation to GE and diversity learning
Due in Senate office by December 27, 2010

Winter:

- Resolution on classroom civility (committee chair can ask Senate office to find samples from other CSU's if needed – note that the committee need not develop a policy, merely a statement, although if the committee feels a policy is called for, it can so suggest for the future)
Resolution due to Senate office by March 21
- Resolution on advising (different roles of different advisors – discuss with Kris McKinlay)
Resolution due to Senate office by April 11

Spring:

- Resolution prohibiting students from dropping classes in which they have been caught cheating or plagiarizing
Resolution due to Senate office by May 2

Research Committee

Fall:

A.

Committee chair and volunteer from Research Committee to participate in fall WASC-Senate ad hoc task force on teacher-scholar model – the work of this task force will be complete by **the end of fall quarter**. The chair of the Teacher-Scholar task force is **Scott Steinmaus**.

Task force charges:

- Resolution stating what the teacher scholar model means for Cal Poly (including a working definition of scholarship)
Resolution due to Senate office by February 7, 2011
- Resolutions on professional development plan and university-level RPT

B.

One or two volunteers from Research Committee to participate in fall Senate ad hoc task force on strategic plan – the work of this task force will be complete by **the end of January**. The chair of the Strategic Plan task force is **Eric Mehiel**.

Task Force Charge:

- Resolution endorsing Strategic Plan, along with any recommended changes to the plan
Resolution due to Senate office by January 17, 2011

Winter and Early Spring:

- Review current policy regarding research and human subjects – Senate Chair continues to hear complaints from faculty members who think the procedures outlined in the policy are outdated. Some faculty members have suggested that the policy ought to be separated from the procedures, and either or both be updated. Develop methodology to allow for anonymous reporting of concerns from faculty as part of the review. Make recommendation to Senate to endorse the policy as it is, or to revise it in light of feedback from faculty members.
Resolution due to Senate office by April 11

Sustainability Committee:

- Submit procedures for approval (e.g., Suscat) (late winter quarter will be fine, but ideally, **due in Senate office by February 7, 2011**)

- Develop resolution outlining one initiative toward reducing our carbon footprint the Senate can recommend to the administration, including approximate cost of initiative
Resolution due to Senate office by February 7

All Committees

- Review approved committee procedures to be sure that they continue to reflect procedures used by committee

In-House Resolutions/By-laws (MC & RF)

- Resolution on operating procedures for Senate committees (repeal AS-306-89)
Resolution due to Senate office September 13, 2010
- Resolution on electronic Senate elections
Resolution due to Senate office September 13, 2010
- Policy re: initiatives in conflict with Mission Statement (propose that for any such initiatives, the committee chairs would form an ad hoc committee to review initiative relative to Mission Statement, then make recommendation to full Senate?)
Resolution due to Senate office October 4, 2010
- Resolution on changes to by-laws: program review?
Resolution due to Senate office September 13, 2010
- Resolution to endorse Cheating/Plagiarism policy
Resolution due to Senate office October 4, 2010

In-House (from RF, Bruno, and consult with Doug Keesey)

- Resolution on assessment – what it is, and what it isn't about (academic quality of programs, student success, not intended to be punitive)
Resolution due to Senate office September 15, 2010

Academic Senate Task Forces (independent from Senate-WASC Task Forces)

- Honors Program: how to revise existing program so that all students have similar opportunities to those in the Honors Program?
Resolution due to Senate office February 7, 2011
- GE Task Force, Chair Rachel Fernflores
Resolution due to Senate office May 2, 2011
- Strategic Plan Task Force, Chair Eric Mehiel
Resolution due to Senate office January 17, 2011

ACADEMIC SENATE COMMITTEE VACANCIES

College of Agriculture, Food and Environmental Science

BUDGET & LONG RANGE PLANNING COMMITTEE – 2010-2011

CURRICULUM COMMITTEE – 2010-2012

GRANTS REVIEW COMMITTEE – 2010-2012

College of Architecture and Environmental Design

BUDGET AND LONG-RANGE PLANNING COMMITTEE – 2010-2011

GRANTS REVIEW COMMITTEE – 2010-2011

INSTRUCTION COMMITTEE – 2010-2011

(Orfalea) College of Business

RESEARCH AND PROFESSIONAL DEVELOPMENT COMMITTEE – 2010-2011

College of Engineering

CURRICULUM COMMITTEE – 2010-2011

College of Science and Mathematics

INSTRUCTION COMMITTEE – 2010-2011

RESEARCH AND PROFESSIONAL DEVELOPMENT COMMITTEE – 2010-2012

UNIVERSITY COMMITTEE VACANCIES

CAL POLY HOUSING CORPORATION BOARD

CAL POLY PLAN STEERING COMMITTEE – 2 vacancies

CAMPUS FEE ADVISORY COMMITTEE

CAP AD HOC EDITORIAL COORDINATION AND REVIEW COMMITTEE – 3 vacancies

Graham Archer (Faculty Affairs Committee Chair, 2010-2011)

Harvey Greenwald (CSM)

Bryan Mealy (CENG)

COORDINATING COMMITTEE ON AIDS AND HIV INFECTION

DEANS ADMISSION ADVISORY COMMITTEE - representative from B&LRPC

INFORMATION RESOURCE MANAGEMENT POLICY AND PLANNING COMMITTEE

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

INSTRUCTIONALLY RELATED ACTIVITIES ADVISORY COM (IRA) – CAED [2010-2013], CSM [2009-2011]

INTELLECTUAL PROPERTY REVIEW COMMITTEE – CAED [2010-2013], CSM [2010-2011]

UNIVERSITY UNION ADVISORY BOARD

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

ACADEMIC SENATE COMMITTEES
2010-2011

BUDGET AND LONG RANGE PLANNING COMMITTEE

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>email@calpoly.edu</u>	<u>Exp Term</u>
Danes, Jeff	Mktg	OCOB	61417	jdanes	2012
Frame, Samuel (CH)	Stats	CSM	65802	sframe	2011
Ikeda, Kimi	AcadAffairs	Admin	62186	kikeda	Ex officio
Kean, Andrew	MechEngr	CENG	61236	akean	2011
Kirk, Colleen	Math	CSM	62632	ckirk	2012
Machado, Kamie	Student	ASI	61281	ksmachad	Ex officio
Ramirez, Rick	Finance	Admin	62091	rramirez	Ex officio
Rinzler, Paul	Music	CLA	65792	prinzler	2012
Smith, Erling	AcadAffs	Admin	62186	esmith21	Ex officio
Stephens, Shannon	Athletics	PCS	62762	sgstephe	2011
VACANT		CAED			2012
VACANT		CAFES			2011

CURRICULUM COMMITTEE

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>email@calpoly.edu</u>	<u>Exp Term</u>
Barlow, Philip	ConstMgmt	CAED	62797	plbarlow	2012
Harada, Susan	Student	ASI	61281	sharada	Ex officio
Jensen, Kay	Ofc of Reg	----	62247	kjensen	Of counsel
Machamer, Josh	Theatr/Dnc	CLA	65560	jmachame	2012
O'Clair, Katherine	Library	Library	62690	koclair	Ex officio
Olivas, Susan	Ofc of Reg	Admin	62461	solivas	Ex officio
Opava, Susan	R&GP Dn	Admin	61508	sopava	Ex officio
Schaffner, Andrew (CH)	Stats	CSM	61545	aschaffn	2011
Spradlin, Wendy	CLA Advr	PCS	66200	wspradli	2011
Sunata, Cem	Ofc of Reg	Admin	66012	csunata	Ex officio
Carr, Chris	Acctg	OCOB	62657	ccarr	2012
Walker, John	Stats	CSM	67128	jwalker	2011
Whiteford, Mary	AcadProgs	----	65475	mwhitefo	Of counsel
VACANT		CENG			2011
VACANT		CAFES			2012

DISTINGUISHED SCHOLARSHIP AWARD COMMITTEE

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>email@calpoly.edu</u>	<u>Exp Term</u>
Choi, Don (CH)	Arch	CAED	61479	dchoi	2011
Farkye, Nana	DairySci	CAFES	66100	nfarkye	2011
Frayne, Colette	Mgt	OCOB	62991	cfrayne	2012
Macro, Ken	GrphComm	CLA	62257	kmacro	2012
Montgomery, Wayne	Library	PCS	62057	wmontgom	2011
Niku, Saeed	MechEngr	CENG	61376	sniku	2011
Opava, Susan	R&GP Dn	Admin	61508	sopava	Ex officio
Peters, Rebecca	Undergrad	ASI	61281	repeters	Ex officio
Struthers, Kyle	Grad	ASI	61281	kstruthe	Ex officio
Sze, Lawrence	Math	CSM	66606	lsze	2012

DISTINGUISHED TEACHING AWARD COMMITTEE

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>email@calpoly.edu</u>	<u>Exp Term</u>
Fahs, Michael	CommSt	CLA	62265	mfahs	2011
Geringer, Mike (CH)	Mgt	OCOB	61755	mgeringe	2011
Hendricks, Bill	Rec,Pks&Tour	CAFES	61246	whendric	2012
Hilt, Laurel	Student	ASI	61281	lhilt	Ex officio
Lucas, Mike	Arch	CAED	61790	mlucas	2012
Miller, Melanie	Student	ASI	61281	mmille18	Ex officio
Nico, Phillip	CompSci	CENG	67124	pnico	2012
Van Draanen, Nanine	Chem&BioCh	CSM	65658	nvandraa	2012

FACULTY AFFAIRS COMMITTEE

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>email@calpoly.edu</u>	<u>Exp Term</u>
Archer, Graham (CH)	ArchEngr	CAED	65194	garcher	2011
Brar, Navjit	Library	PCS	62631	nbrar	2012
Brown, D. Ken	Philosophy	CLA	62974	dbrown07	2012
Li, Christopher	Student	ASI	61281	cjli	Ex officio
Liddicoat, Al	AcadPersl	Admin	65217	aliddico	Ex officio
Lund, Ulric	Stats	CSM	66122	ulund	2011
Olsen, Eric	IndTech	OCOB	61754	eolsen	2012
Spiller, Bob	AniSci	CAFES	65073	rspiller	2011
Wu, Xi	MechEngr	CENG	65214	xwu	2011

FAIRNESS BOARD

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>email@calpoly.edu</u>	<u>Exp Term</u>
Baltimore, Craig	ArchEngr	CAED	66384	cbaltimo	2012
Burd, Matthew (CH)	AniSci	CAFES	66110	mburd	2012
Chang, Isaac	IndTech	OCOB	61431	ychang03	2011
Conley, Leandra	Student	ASI	61281	lmconley	Ex officio
Echols, Erin	StudServs	StudAffairs	67153	eechols	Ex officio
Hammond, Amie	CareerServs	PCS	65977	akhammon	2012
Kennelly, Brian	ModLangs	CLA	62889	bkennell	2011
Knight, Jace	Student	ASI	61281	jaknight	Ex officio
Kolkailah, Faysal	AeroEngr	CENG	62393	fkolkail	2011
Shapiro, Jonathan	Math	CSM	61675	jshapiro	2011

GRANTS REVIEW COMMITTEE (elected committee; ex officio members are nonvoting)

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>email@calpoly.edu</u>	<u>Exp Term</u>
Arakaki, Dean	ElecEngr	CENG	62625	darakaki	2011
Garcia, Tony F.	Physics	CSM	62430	afgarcia	2012
Griggs, Ken (CH)	Mgt	OCOB	62731	kgriggs	2012
Opava, Susan	R&GP Dn	Admin	61508	sopava	Ex officio
Ramirez, Antonio	Student	ASI	61281	asramire	Ex officio
Scaramozzino, Jeannine	Library	PCS	62690	jscaramo	2011
Soares, John	Journalism	CLA	66145	jsoares	2011
VACANT		CAED			2011
VACANT		CAFES			2012

INSTRUCTION COMMITTEE

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>email@calpoly.edu</u>	<u>Exp Term</u>
Biehl, Brian	Student	ASI	61281	bsbiehl	Ex officio
Harris, John	NRM	CAFES	62426	jhharris	2012
Havandjian, Nishan	Journalism	CLA	65727	nhavandj	2012
Jin, Xiaomin	ElecEngr	CENG	67046	xjin	2012
Lertwachara, Kevin (CH)	Mgt	OCOB	61302	klertwac	2012
Sandy, Linda	ITS	Admin	66568	lsandy	Ex officio
Smith, Erling	AcadAffs	Admin	62186	esmith21	Ex officio
Sunata, Cem	Ofc of Reg	Admin	66012	csunata	Ex officio
Vuotto, Frank	Library	PCS/Admin	66247	fvuotto	2011/ExOff
VACANT		CAED			2011
VACANT		CSM			2011

RESEARCH AND PROFESSIONAL DEVELOPMENT COMMITTEE (ex officio members are nonvoting)

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>email@calpoly.edu</u>	<u>Exp Term</u>
Koob, Robert	Provost	----	62186	rkoob	Of counsel
Kurfess, Franz (CH)	CompSci	CENG	67179	fkurfess	2011
Liddicoat, Al	AcadPersl	----	65217	aliddico	Of counsel
Marino, Allison	Student	ASI	61281	amarino	Ex officio
Neveu, Marc	Arch	CAED	65207	mneveu	2012
Opava, Susan	R&GP Dn	R&GP	61508	sopava	Ex officio
Plummer, Bill	AniSci	CAFES	62113	wplummer	2011
Ramirez, Marisa	Library	PCS	67040	mrmarir14	2012
Stegner, Dustin	English	CLA	61277	pstegner	2012
Yu, Helen	ElecEngr	CENG	62441	xhyu	2011
VACANT		OCOB			2011
VACANCY		CSM			2012

SUSTAINABILITY COMMITTEE

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>email@calpoly.edu</u>	<u>Exp Term</u>
Bodemer, Brett	Library	PCS	62203	bbodemer	2011
Braun, David	ElecEngr	CENG	61464	dbraun	2012
Conn, David	IE&OmbSvc	----	62246	dconn	Of counsel
Echols, Robert	Physics	CSM	62656	rechols	2012
Elliot, Dennis	FacilitiesServs	Admin	62321	delliot	Ex officio
Jones, Tom	CAED Dn	Admin	65916	rtjones	Ex officio
Lancaster, Kate	Acctg	OCOB	62922	klancast	2012
Levi, Daniel	Psyc&CD	CLA	66159	dlevi	2012
MacDougall, Neal (CH)	Agribus	CAFES	60534	nmacdoug	2011
McDonald, Margot	CAED	----	61298	mmcdonal	Of counsel
Meredith, Lindsey	Student	ASI	61281	lrmeredi	Ex officio
Multari, Michael	FacilitiesServs	Admin	62818	mmultari	Ex officio
Ragsdale, Joseph	LandArch	CAED	62040	jagsdal	2011
Schwartz, Peter	CSM	----	61220	pschwart	Of counsel
Smith, Erling	AcadAffs	Admin	62186	asmith21	Ex officio
Yerxa, Mitchell	Student	ASI	61281	msyerxa	Ex officio