



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

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE
Tuesday, September 21 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 and University committee vacancies for 2010-2012:** (p. 2).
 - B. **Resolution on Assessment:** Fernflores/Giberti/Keesey (to be distributed).
 - C. **Resolution on Academic Senate Operating Procedures for Its Committees:** Executive Committee (pp. 3-6).
 - D. **Resolution on Modification to the *Bylaws of the Academic Senate* to Allow for Electronic Voting:** Executive Committee (p. 7).
 - E. **Resolution on Modification to Academic Program Review Procedures:** Executive Committee (p. 8).
- VI. Discussion Item(s):
- VII. Adjournment:

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

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

Adopted:

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

AS-____-10

**RESOLUTION ON ACADEMIC SENATE
OPERATING PROCEDURES FOR ITS COMMITTEES**

- 1 WHEREAS, The current set of operating procedures for Academic Senate standing and ad hoc
- 2 committees was adopted in 1989 as Resolution AS-306-89 (attached); and
- 3
- 4 WHEREAS, The procedures outlined in AS-306-89 contain outdated information; and
- 5
- 6 WHEREAS, New operating procedures are needed that conform to changes made to the
- 7 *Bylaws of the Academic Senate*, Section VIII.D "Operating Procedures" and to
- 8 acknowledge the widespread use of electronic communications for committee
- 9 deliberations; and
- 10
- 11 WHEREAS, Confusion over the definition of "meeting" has occurred due to the widespread use
- 12 of electronic communications for committee deliberations; and providing a
- 13 definition of "meeting" will improve the reading of bylaws section VIII.D,
- 14 "Operating Procedures"; therefore be it
- 15
- 16 RESOLVED: That Academic Resolution AS-306-89, "Resolution to Provide a Generic Set of
- 17 Operating Procedures for Academic Senate Standing and Ad Hoc Committees" be
- 18 repealed; and be it further
- 19
- 20 RESOLVED: That the operating procedures appearing in section VIII.D of the *Bylaws of the*
- 21 *Academic Senate* supersede AS-306-89; and be it further
- 22
- 23 RESOLVED: That the attached modifications to section VIII.D of the *Bylaws of the Academic*
- 24 *Senate* be adopted by the Academic Senate of Cal Poly.

Proposed by: Academic Senate Executive Committee
Date: September 21 2010

Bylaws of the Academic Senate

VIII.D. OPERATING PROCEDURES

Operating procedures for Academic Senate standing and ad hoc committees are as follows:

1. A committee meeting is defined as "a deliberative gathering of individuals—either physically or electronically, as appropriate—for the purpose of reviewing, discussing, or deciding on matters assigned by the Academic Senate Executive Committee."
2. A simple majority of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.
3. 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.
4. 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.
5. 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.
6. Members may not vote by proxy.
7. A vote by the majority of the voting members attending a meeting shall be the decision of the committee.
8. Minutes shall be kept for each meeting and a copy transmitted to the Academic Senate office.
9. 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.

VIII.E. MEETINGS

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

Adopted: January 31, 1989

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

Background statement: The Academic Senate bylaws specify that each committee shall have written operating procedures on file in the office of the Academic Senate. These are to be reviewed by the Constitution and Bylaws Committee. The Constitution and Bylaws Committee is proposing this set of generic operating procedures to assist committees in meeting this requirement. It could be accepted as a blanket procedure unless a committee prefers to draft its own. This draft was accepted unanimously by the Constitution and Bylaws Committee in January 1988 and affirmed by a vote of 6-0 on October 11, 1988. Vacant membership on the committee included SAED, SSM, and ASI.

AS-306-89/C&BC

RESOLUTION TO
PROVIDE A GENERIC SET OF OPERATING PROCEDURES FOR
ACADEMIC SENATE STANDING AND AD HOC COMMITTEES

- WHEREAS, Article VII Section D of the Academic Senate bylaws specify each committee shall have a written set of operating procedures on file in the Senate office; and
- WHEREAS, A generic set of procedures will be acceptable to many committees; and
- WHEREAS, Any committee requiring greater detail and specificity in operation can propose and have them accepted; therefore, be it
- RESOLVED: That the generic operating procedures for Academic Senate committees (attached) be accepted.

Proposed By:
Constitution and Bylaws
Committee
November 1, 1988
Revised January 10, 1989

BACKGROUND MATERIAL

RESOLUTION TO PROVIDE A GENERIC SET OF OPERATING PROCEDURES FOR ACADEMIC SENATE STANDING AND AD HOC COMMITTEES

AS-306-89/C&BC

Page Two

OPERATING PROCEDURES FOR ACADEMIC SENATE COMMITTEES

The committees of the Academic Senate, both standing and ad hoc, in compliance with Article VII, Section D, of the bylaws must have an approved set of operating procedures on file in the office of the Academic Senate. Excepting elected committees which must have specific operating procedures approved by the Senate, committees may elect to be governed by these procedures or must develop and submit for approval the procedures they will employ in the conduct of their charges.

1. A simple majority of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.
2. Chairpersons shall be elected by the majority vote at the first meeting of the academic year called by the Chair of the Senate. Chairpersons serve until the end of the academic year. In the event that a chairperson must miss a meeting, the chairperson shall appoint a substitute chairperson for that meeting.
3. Meetings shall be called at the discretion of the chairperson 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 chairperson at least three (3) working days before the meeting date. Committees may establish regular meeting times. Upon committee agreement, a regular meeting time shall constitute notice. Decisions made at meetings may not be challenged for lack of proper notice either if all members attend or if all sign statements waiving the notice requirement.
5. Decisions of the committee must be made at meetings in which the attending members are in simultaneous communication with each other. This excludes telephone polling of members unless accomplished with conference phone with all members included.
6. Members may not vote by proxy.
7. A vote by the majority of the voting members attending a meeting shall be the decision of the committee.
8. Voting shall take place by a show of hands unless one attending member requests a secret ballot. The record shall show the resulting vote.
9. A committee report explaining the decision and noting the vote leading to the decision of the committee shall be filed at the Academic Senate office. Minority reports also may be filed with that office.

Adopted:

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

AS-___-10

RESOLUTION ON MODIFICATION TO THE
BYLAWS OF THE ACADEMIC SENATE
TO ALLOW FOR ELECTRONIC VOTING

1 WHEREAS, Currently, the *Bylaws of the Academic Senate* outline procedures for electing
 2 members to the Academic Senate, Academic Senate offices, the Academic Senate
 3 CSU, and elected committees; and
 4

5 WHEREAS, Procedures for these elections call for a "double envelope system" (outside
 6 envelope signed, inside envelope sealed and containing the voted ballot); and
 7

8 WHEREAS, Incorporating an option for using electronic voting technology would provide a
 9 means for both casting a ballot and counting ballots electronically; and
 10

11 WHEREAS, The advantages of casting electronic ballots and counting ballots electronically
 12 include: (1) the move to a paperless voting system; (2) the savings of time and
 13 materials used in preparing, mailing, and counting paper ballots; (3) and a greater
 14 level of voter anonymity provided by cryptographic verification; therefore be it
 15

16 RESOLVED: That Section III.A of the *Bylaws of the Academic Senate* be modified as follows:
 17

18 Balloting procedures shall utilize either an electronic voting system or a
 19 shall be by 'double envelope system' (outside envelope signed, inside
 20 envelope sealed and containing the voted ballot), whichever is more
 21 appropriate to the nature of the election and which ensures that only
 22 eligible persons will vote and ballots will remain secret;
 23

24 and be it further
 25

26 RESOLVED: That Section III.A.5 of the *Bylaws of the Academic Senate* be modified as follows:
 27

28 Ballots will be counted electronically if electronic voting is used; or if the 'double
 29 envelope system' is used, ballots will be counted only if they are properly signed
 30 and received by the announced closing date. Individual voting information Ballots
 31 will be retained for ten working days.

Proposed by: Academic Senate Executive Committee
 Date: September 21 2010

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

AS-__-10

**RESOLUTION ON MODIFICATION TO
ACADEMIC PROGRAM REVIEW PROCEDURES**

- 1 WHEREAS, Academic program review procedures for baccalaureate and graduate programs were first
2 implemented in 1992 along with the formation of an Academic Senate Program Review and
3 Improvement Committee; and
4
- 5 WHEREAS, Procedures for adding and selecting internal reviewers (Cal Poly faculty members outside the
6 program who are “knowledgeable in the discipline/field of the program under review”) and
7 external reviewers (individuals from other educational institutions) to academic program
8 review were drafted and approved in 1996; and
9
- 10 WHEREAS, In 2000, after extensive study of academic program review practices nationwide, a new
11 process for academic program review was proposed for Cal Poly by the Task Force on
12 Institutional Accountability and Learning Assessment; and
13
- 14 WHEREAS, The 2000 academic program review process—which eliminated the Academic Senate
15 Program Review and Improvement Committee—was approved by the Academic Senate on
16 November 21 2000 as “Resolution on Academic Program Review,” resolution number AS-
17 552-00; and
18
- 19 WHEREAS, The 2000 academic program review process calls for the Academic Senate Executive
20 Committee to be the final approving body for the program’s internal reviewers; and
21
- 22 WHEREAS, A Kaizen (“continuous improvement”) pilot project reviewed the current academic program
23 review process in early 2010 and recommended “removing Senate [Executive Committee]
24 approval” from the process in order to remove steps that resulted in redundant approval
25 since the internal reviewer nominations are already “selected and vetted by the program
26 faculty and endorsed by the college deans and the vice provost”; and
27
- 28 WHEREAS, Waiting for Academic Senate Executive Committee approval often delays the appointment
29 of the internal reviewer(s) and causes the academic program review process to run behind
30 schedule; therefore be it
31
- 32 RESOLVED: That the Academic Senate Executive Committee be removed as the final approving body in
33 the appointment of internal reviewers for academic program review; and be it further
34
- 35 RESOLVED: That the Academic Programs Office provide annual summaries to the Academic Senate on
36 the findings of academic programs that underwent academic program review in that year.

Proposed by: Academic Senate Executive Committee
Date: September 21 2010