

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

**Meeting of the  
Academic Senate Executive Committee  
Tuesday, January 4, 2000  
UU220, 3:00-5:00pm**

*all minutes  
were reviewed*

- I. Minutes: Approval of Executive Committee minutes for meetings of September 2, October 19, and November 2, 1999 (pp. 2-7).
- II. Communication(s) and Announcement(s):  
**ASI Resolution #99-19: ASI's Stance on Mandatory Community Service** (pp. 8-9).
- III. Reports:
  - A. Academic Senate Chair:
  - B. President's Office:
  - C. Provost's Office
  - D. Statewide Senators:
  - E. CFA Campus President:
  - F. ASI Representative:
  - G. Other:
- IV. Consent Agenda:
- V. Business Item(s):
  - A. **Academic Senate committee vacancies:** (p. 10).
  - B. **Resolution on Reform of Curriculum and Catalog Renewal Process:** Menon, caucus chair for CENG (pp. 11-12).
  - C. **Resolution on Voting Status for Student Representatives on the Academic Senate:** Hunt, student representative to the Academic Senate (pp. 13-22).
  - D. **Resolution in Support of a Sustainable Materials Budget for the Kennedy Library to Reverse Long-term Erosion of College Collections:** Davis, Dean of Library Services (pp. 23-32).
  - E. **Resolution on Mandating Community Service (in response to Governor Davis' proposal to make community service a graduation requirement for all students):** Keesey, chair of the Curriculum Committee (p. 33).
- VI. Discussion Item(s):
- VII. Adjournment:

Associated Students, Inc.  
California Polytechnic University  
San Luis Obispo

Resolution #99-19

ASI's STANCE ON MANDATORY COMMUNITY SERVICE

- WHEREAS: The CSSA is directly being consulted on the Governor's July 15, 1999 directive to implement a community service undergraduate graduation requirement, and
- WHEREAS: Cal Poly is not currently a member of CSSA and,
- WHEREAS: On campus, "Community Service shall be defined as work or service performed by students either voluntary or for some form of compensation or academic credit through non-profit, governmental, and community-based organizations and schools (K-12). In general, the work or service should be designed to provide direct experience with people or project planning. Community service is that which contributes to the quality of life for individuals and groups at the local, state, national or international level who are in need of assistance. " 1990 Community Service Definition, and
- WHEREAS: 50% of the Cal Poly students self report involvement in a Community Service activity,(SNAP 1999) and
- WHEREAS: Cal Poly provides venues and options for formal community services opportunities through: extra-curricular involvement in volunteer organizations such as Student Community Services, Alpha Phi Omega (Co-ed Service Fraternity), or Circle K International, and
- WHEREAS: The students of the California State University provide over 28 million hours of community service annually, and
- WHEREAS: Cal Poly recognizes the value of Community Service curriculum options by currently allowing students to voluntarily select classes with service learning opportunities, called class connections, and
- WHEREAS: Community service and voluntary service-learning, methods by which students learn and develop through active participation in organized service, could provide students with opportunities for appreciation of themselves, societal and civic issues and strengthens their commitment to be active citizens throughout their lives, and
- WHEREAS: "The California State University and the University of California already incorporate service learning in their curriculum and currently have many programs that encourage community service." SB 58 Legislative Analysis
- WHEREAS: Additional Graduation requirements will lengthen degree to completion time, and thus increase the cost of the college education
- WHEREAS: Students will lose out on opportunities to put themselves through school because of a lack of opportunity to work part time, and
- WHEREAS: Compulsory community service may endanger the relationship between the volunteer and volunteer organization and may also degrade the quality of service
- RESOLVED: That ASI does not endorse any plan to mandate community service prior to graduation and,

FURTHERMORE  
BE IT

RESOLVED: That ASI as representatives of the 16,000 Cal Poly students does not endorse any form of mandated community service, whether to be performed in the curriculum or through an outside agency and,

FURTHERMORE  
BE IT

RESOLVED: That ASI recognizes the potential hourly and financial burden added by a mandatory community service curriculum component, and

FURTHERMORE  
BE IT

RESOLVED: That ASI renews its support of the university's current efforts in providing community service opportunities to the entire student body and,

FURTHERMORE  
BE IT

RESOLVED That ASI President urges the Chancellor, Board of Trustees, California Faculty Association, Academic Senate and campus presidents to use all non-fee based means necessary to provide support for an increase in the number of voluntary service learning opportunities available on campus, and

FURTHERMORE  
BE IT

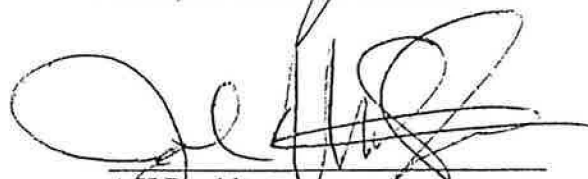
RESOLVED That the ASI President engage in conversations with the legislature and their staff to support the concept of increased funding to voluntary service learning presented in SB 58 and other similar legislation.

CERTIFIED as true  
and correct copy, in witness  
thereof, I have set my hand and  
seal of the Associated Students, Inc.,  
this #3rd day of *November*, 1999.

ADOPTED at the regular meeting of  
Board of Directors by a *unanimous*  
*vote on November 3, 1999.*

  
Secretary, ASI Board of Directors

  
Chair, ASI Board of Directors

  
ASI President

Sponsored by: Samuel Aborne, ASI Board of Directors, College of Engineering

12.21.99

## Vacancies For 1999-2000

### Academic Senate Committee

#### Curriculum Committee

#### Replace:

Allan Cooper

#### With:

William Benedict

#### Faculty Ethics Committee

John Dobson

Lezlie Labhard

#### Faculty Affairs Committee

Carl Hsieh

Jim Beug



Adopted:

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

AS-\_\_\_\_-99/  
RESOLUTION ON  
REFORM OF CURRICULUM & CATALOG RENEWAL PROCESS

**Background:** Sustaining the excellence of curriculum in our degree programs has been and will always be the highest priority of our faculty. The ability of our graduates to continue their exemplary professional performance depends to a large extent on the degree to which our curriculum remains current and at the leading edge of contemporary knowledge domains. There is every indication that advancement of knowledge frontiers during the next decade will be at an even faster pace than in the past. This will require most Cal Poly degree programs to adapt more rapidly to fulfill the knowledge needs of our graduates and retain the reputation that Cal Poly graduates hit the ground running in their new jobs.

Cal Poly faculty who have been involved with curriculum changes and the catalog renewal process have expressed the valid view that the current process is much too slow and should be re-engineered and modernized to responsively meet the needs of faculty and students. This faculty opinion is also mirrored at department and college level, which has resulted in a formal unanimous petition signed by all College of Engineering department chairs to the President and Provost requesting reform of our processes in accord with this resolution.

WHEREAS, Adapting curriculum to reflect changing needs within all programs to sustain their contemporary value is our responsibility as a responsive university; and

WHEREAS, The ability of our graduates to sustain exemplary performance depends on the degree to which our curriculum remains current at the leading edge of contemporary knowledge; and

WHEREAS, The current curriculum change process is much too slow and should be re-engineered and modernized to responsively meet the needs of our faculty and students; and

WHEREAS, The current infrastructure, process, and procedures have evolved in an incrementally remedial manner over the past two decades without any formal review of its efficacy or effectiveness to meet contemporary needs;

therefore, be it

RESOLVED: That the Academic Senate request Cal Poly's President and Provost, to implement much needed reform of the processes dealing with all aspects of curriculum and catalog renewal, including new courses, changes to existing courses or programs, and all other curriculum review responsibilities currently undertaken by the appropriate committees and administrators at all levels within the university; and be it further

RESOLVED: That Cal Poly should adopt a decentralized infrastructure for curriculum which empowers colleges and departments with more autonomy, accountability, responsibility, and necessary local authority to approve curriculum changes with minimal review at the university level, limited to significant issues which truly have campuswide impact; and be it further

RESOLVED: That college deans and department chairs would be held responsible for accountability and policy compliance in this decentralized decision structure for the respective curricula within their jurisdiction; and be it further

RESOLVED: That the information requirements in the existing 6 page new course/course changes form should be critically reviewed, with the goal of simplification and limiting the information required therein to that which is truly necessary and dealing with truly substantive issues which relate to needs, outcomes, assessment, and/or accountability; and be it further

RESOLVED: That catalog revisions should be possible at any time with extensive use of electronic media for review and approval including a truly dynamic catalog with computer based transmittal and approvals, and the elimination of the current two-year paper catalog cycles which limit our ability to be responsive in a timely manner; and be it further

RESOLVED: That all calls for reform in this resolution be implemented in an expedient manner without undue delay and no later than summer quarter 2000.

Proposed by: Unny Menon, caucus chair for  
the College of Engineering  
Date: November 2, 1999

Adopted:

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

**AS-\_\_\_\_-99/  
RESOLUTION ON VOTING STATUS FOR  
STUDENT REPRESENTATIVES ON THE ACADEMIC SENATE**

1 WHEREAS, Students are greatly affected by the decisions and/or policies adopted by the  
2 Academic Senate of Cal Poly; and  
3

4 WHEREAS, Students comprise the largest sector of Cal Poly and are the end beneficiaries of  
5 its curriculum and all other academic matters; and  
6

7 WHEREAS, Groups represented in the Academic Senate (including the students) are likely to  
8 participate more vigorously in its deliberations if they are given an equal say  
9 (proper parliamentary procedure ensures students an equal say); and  
10

11 WHEREAS, Student input has proven valuable and has informed the Academic Senate of  
12 student opinion on matters affecting Cal Poly; and  
13

14 WHEREAS, Student input is necessary and valuable to the Academic Senate when deciding  
15 policies that have both short and long term effects on student life; and  
16

17 WHEREAS, 75 percent of the California State Universities have entrusted their student bodies  
18 with the privilege of a vote in their respective Academic Senates (some even  
19 include voting positions for students on their executive board); and  
20

21 WHEREAS The granting of voting status to students on the Academic Senate would make  
22 students co-creators of their academic environment thereby increasing student  
23 accountability for said environment; therefore, be it  
24

25 RESOLVED: That the Academic Senate of Cal Poly revise Article III.1.d of its current  
26 *Constitution of the Faculty* to include two ex officio, voting student  
27 representatives appointed by the President of Associated Students Incorporated of  
28 Cal Poly.

Proposed by: Associated Students  
Incorporated of Cal Poly  
Date: January 4, 2000

Memorandum:

To: All Members of the Academic Senate

From: Andrew Hunt, ASI Director of Academic Affairs

John J. Moffatt, ASI President

Aron J. DeFerrari, ASI Vice President

CC: Soncia R. Lilly, Executive Director of the ASI Business Office

Subject: Student Voting Privileges in the Academic Senate

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Enclosed for your information are the following materials:

1. A statement of intent regarding what ASI hopes to accomplish with the privilege of a student vote in the Academic Senate.
2. A collection of all CSU Academic Senate bylaws regarding student participation within each separate Senate.
3. A proposed bylaw change to the Cal Poly Academic Senate Constitution.

We hope that the Academic Senate will benefit from the following enclosed materials and we look forward to discussing the future of ASI and student participation within the Cal Poly Academic Senate.

If you have any questions regarding this memorandum please contact Andrew Hunt or Aron DeFerrari in the ASI Student Government Office.

### Statement of Intent

*It is the hope of the Associated Students Incorporated that two student representatives, appointed by the ASI President, will each be granted the power of a vote in the Cal Poly Academic Senate.*

*ASI hopes to obtain these two votes in order to better provide student representation to the Cal Poly Academic Senate. It is with the intent of voicing student concerns in a responsible manner that we petition the Academic Senate for these votes.*

*It is our belief that, by the very nature of the Academic Senate's dealings, a premium must be placed on the nature of student representation, which, heretofore, has lacked voting power.*

*Furthermore, it is our belief that through a vote in the Academic Senate of Cal Poly the students would gain responsibility for the educational standards, the curricular development, and the general academic sphere of Cal Poly as a whole. A sphere, which, in sum, affects the total outcome of the students' education, the end goal of the University as an institution.*

*It is our hope that this increased responsibility for the University's characteristics mentioned above would lead to increased student accountability for the nature of their education as they receive it. This accountability through voting power in the Academic Senate would, in effect, make students the co-creators of their academic environment.*

**CSU Academic Senate Report**

status of student voting rights

as taken from A.S. bylaws respectively

<u>Campus</u>	<u>Voting(Y/N)</u>	<u>Number Voting</u>
Bakersfield	N	0
Chico	Y	2
Dominguez Hills	Y	1
Fresno	Y	2
Fullerton	Y	2
Hayward	Y	7
Humboldt	N	0
Long Beach	Y	5
Los Angeles	Y	1
Northridge	Y	1
Pomona	Y	1
Sacramento	N	0
San Bernardino	Y	1
San Diego	Y	4
San Francisco	Y	3
San Jose	Y	1
San Luis Obispo	N	0
San Marcos	Y	1
Sonoma	N	0
Stanislaus	Y	2

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Schools with vote: 15

Schools without vote: 5

## **CSU ACADEMIC SENATE REPORT**

### **Status of Student Voting Rights**

#### **California State University: Northridge**

##### **Section 1.5: Ex Officio Member. Associated Students**

The President of the Associated Students shall serve as an ex officio member of the Senate

#### **California State University: San Marcos**

##### **Section 5.1: Senate Membership**

"Voting members of the Senate shall consist of those members of the Faculty and lecturer faculty who have been duly elected to the Senate according to this Constitution and Bylaws of the University Faculty and Academic Senate, the Associate Students Incorporated representative,"

#### **California Polytechnic State University: Cal Poly**

##### **Article II**

###### **Section 1**

d. "Ex officio, nonvoting members are: (1) the President of the university designee, (2) the Provost/Vice President for Academic Affairs or designee, (3) one representative from among the academic deans, (4) the President and Executive Vice President of ASI or designees, and (5) the Vice President for Student Affairs."

#### **California State University: Stanislaus**

##### **Article V. The Academic Senate**

Section 1.0 The Academic Senate is the official representative body of the General Faculty

Section 2.0 All members of the General Faculty are eligible for election to the Academic Senate. Voting membership of the Academic Senate shall be as follows:

....c) Two voting student members of the Academic Senate selected by the Associate Students,  
according to their procedures

#### **California State University: Hayward**

##### **Article XIV: Student Membership on the Academic Senate And on Standing Committees**

Section 1: In the month of April the Executive Committee shall request the Chair of the Associated

Students to arrange for the election of seven student members of the Academic Senate

And two student members to each Standing Committee except the Faculty Affairs

Committee. Student representatives shall be elected to one-year terms that commence June 15.

The following criteria shall apply in determining eligibility:

A. Qualifications

1. Candidates for Student Senator to the Academic Senate must have earned no fewer than 21 units of academic credit, with a GPA of 2.0 or better, during the twelve months immediately preceding the term in which the filing of candidacy occurs
2. Candidates for student member on a standing committee of the Academic Senate must have completed at least one quarter at CSUH with a GPA of 2.0 or better, prior to filing candidacy for office.
3. All candidates must be enrolled for and earn a minimum of seven units during the term in which the election is held, maintaining a 2.0 grade point average
4. Candidates must be in good standing a CSUH
5. A representative or committee member may run for consecutive terms
- B. Eligibility for Holding Positions of Student Senator or Standing Committee Member of the Academic Senate
  1. Student must be in good standing.
  2. Student must be registered for seven or more units and earn a minimum of a 2.0 grade point average for these units
- C. Procedures for Election
  1. The procedures for election to student position on the Academic Senate shall be those contained in the Associated Students Election Code
  2. A vacant student position with an unexpired term of less than one year shall be filled by appointment by the Associated Students Board of Directors for the remainder of the unexpired term, subject to Academic Senate approval
- D. Graduate Student defined: Any student who has classified or unclassified Graduate status

**California State University: Dominguez Hills**

**Article IV. Membership and Officers of the Academic Senate**

- A. The membership of the Academic Senate shall consist of elected members from the general and emeriti faculty and ex-officio members. The ex-officio members of the Academic Senate shall be the President of the University...a student chosen by the Associated Students Incorporated...

**California State Polytechnic University: Pomona**

**Article IV: Section (H)**

"The Student/Faculty Liaison Officer shall be a senator, and is the Academic Senate Representative to ASI. He/she is responsible for articulating Senate policy and sentiment in ASI proceedings, and ensuring that an open channel of communication between the Academic Senate and ASI exists"

**California State University: Sacramento**

**Article IV: Committees of the Faculty Senate**

- A. The Executive Committee
  1. Membership  
The voting members of the Executive Committee shall be the Chair and Vice Chair of the Faculty Senate , and five other elected members of the Executive



Committee, elected by and from the voting members of the Faculty Senate. The ex-officio non-voting members shall be the immediate past Chair of the Faculty senate provided his/her term has expired....The President of the Student Body, or his/her representative;...

**California State University: San Jose**

Section 3: Executive Committee

3.1 The Executive Committee shall be composed of all Senate officers, the President, the Provost, the Vice President for Administration, the Vice President for Student Affairs and President of the Associated Students. For purposes of these By-Laws, the elected members of the Executive Committee are the Senate officers.

**California State University: Chico**

Section 1: Ex Officio Members

- E. A student selected by procedures determined by the Board of Directors of the Associated students of California State University, Chico, voting;
- H. President of the Associated Students, or his/her representative, voting.

**California State University: Los Angeles**

Governance of the University:

The Academic Senate

"Faculty members and students have a major role in the governance of the University through the Academic Senate, which is the official representative body of the faculty.

Committee Meeting Schedules

"Meetings of the senate and standing committees are scheduled at fixed times. Faculty and student members elected to them are asked to arrange instructional Programs to accommodate meeting times. In the event of an unavoidable conflict, An alternate elected from the same constituency served during the quarter so Affected.

**California State University: San Francisco**

No mention of student voting status...

**California State University: Long Beach**

Section 3.476

The President of the Associated Students, the Vice President of the Associated Students, and three students (elected at-large) in the spring regular election) shall be Voting members of the Academic Senate.

**California State University: Fullerton**

No mention of student voting status...

**California State University: San Diego**

Section 4.0: Membership

4.1 With the exception of the president of the University's chapter of the faculty unit's collective bargaining agent, ex-officio members of the Senate have full voting rights. However, they may not vote in the election for Chair and Vice Chair of the Senate, and the six members of the administration, who thereby are ex-officio members, may not vote in elections for the Executive Committee

Ex Officio members of the Senate are as follows:

4.12 Three students chosen by procedures to be specified in the Bylaws of the Associated Students and one student chosen by procedures to be specified in the Bylaws of the Graduate Students Association (2/7/95 #8.7(3))

California State University: Bakersfield  
No mention of student voting rights...

California State University: San Bernadino  
No mention of student voting rights...

### **California State University: Sonoma**

#### **Article III: Membership in the Senate**

The Senate shall be composed of the following: Officers of the Senate, Representative Senators, At-Large Senators, Student Senators, Ex Officio University Administrators and Chairs of the senate Standing Committees

#### **Section 4. Student Senators**

4.1 Number: The President of the Associated Students, non-voting and two Student Senators, non-voting, to be elected by the Board of Directors, SSU Associated Students

4.2 Attendance and Proxies: If the President of the Associated Students or a Student senator must be absent from a meeting of the Senate he or she shall, in a note to the Secretary of the Senate, designate a student proxy who is not a member of the Senate. There shall be no standing proxies.

4.3 Resignation: If a student Senator must resign from the Senate, he or she shall notify the Secretary of the Senate

4.4 Replacement: When it becomes necessary by reason of vacancy to replace a Student Senator, the Secretary of the Senate shall notify the Board of Directors of the SSU Associated Students which shall replace the Senator according to its own procedures.

### **California State University: Humboldt**

#### **Article V: The Academic Senate**

Section 71. Composition – The Academic Senate shall consist of representatives from each academic unit in the university, student representatives, a representative of lecturers, a representative from the HSU Emeritus Professors Association, a representative from Student Affairs, and ex officio members.

The President of the University, the Vice President for Academic Affairs, the Vice President for Development and Administrative Services, the CFA Chapter President, the President of the Associated Students of Humboldt State University, the Senate Finance

Committee Chair, and a member of the HSU Staff Council shall be ex officio members without voting privilege.

**California State University: Fresno**

**Section 2. Membership of the Academic Senate**

1. Ex-Officio Members
  - a) The Delegates to the Statewide Academic Senate, California State University
  - b) Two student representatives chosen in the previous spring semester by the Associated Students for overlapping two-year terms
2. Non-Voting Ex-Officio Members
  - a) President of the University
  - b) Provost and Vice President for Academic Affairs
  - c) Chairs of the Senate Standing Committees not already Academic Senators

**DRAFT:**

**Constitution of the Faculty and the Bylaws of the Academic Senate**

**Proposed Bylaw Change:**

Article III.

Section I.

- d. Ex officio members shall include The President and Vice President of the Associated Students Incorporated or their designees.
- e. Ex officio non-voting members are: (1) The President of the university or designee (2) the Provost/Vice President for Academic Affairs or designee, (3) one representative from among the academic deans, (4) the Vice President for Student Affairs.

Adopted:

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

**AS-\_\_\_\_-00/LC**

**RESOLUTION IN  
SUPPORT OF A SUSTAINABLE MATERIALS BUDGET  
FOR THE KENNEDY LIBRARY TO REVERSE LONG-TERM EROSION  
OF COLLEGE COLLECTIONS**

1 WHEREAS, According to the Cal Poly Strategic Plan, Cal Poly's mission as a polytechnic  
2 institution is to "discover, integrate, articulate and apply knowledge," and  
3 "students and faculty in all disciplines require the infrastructure to integrate new  
4 information technology into teaching and learning"; and  
5

6 WHEREAS, Although the Kennedy Library collections (both print and electronic) represent  
7 one of the key elements of such an infrastructure, these resources are currently  
8 only an implicit component of Cal Poly's strategic plan; and  
9

10 WHEREAS, In a letter to Chancellor Reed, President Baker states "Cal Poly cannot sustain its  
11 high quality programs with 'average' funding. A funding policy that recognizes  
12 program-specific instructional costs is needed so that Cal Poly can maintain its  
13 unique qualities and emphasis on state-of-the-art education"; and  
14

15 WHEREAS, Cal Poly prides itself on a vibrant curriculum, reflecting advances in academic  
16 disciplines and the scholarship of teaching and learning. And these high-quality  
17 programs require increasingly rapid access to the most recent and up-to-date  
18 information, whether it be in the form of new electronic information technology or  
19 in the more traditional form of printed books and journals; and  
20

21 WHEREAS, The Kennedy Library's Strategic Plan states, "The mission of the Robert E.  
22 Kennedy Library is to stimulate and encourage life-long learning, discovery and  
23 scholarship. As a campus leader in information management, we integrate  
24 traditional resources with technology to advance Cal Poly's distinctive  
25 polytechnic programs. We fulfill our mission through transforming access to  
26 information, applied learning, teaching and guiding library users, building and  
27 preserving collections, and enhancing the intellectual and cultural climate of Cal  
28 Poly and the greater community"; and

WHEREAS, There is increasing demand for “anywhere, anytime” access to information (both print and electronic) to support the above-stated mission, and meeting that demand is an essential goal of the Kennedy Library, Cal Poly, and the CSU system; and

WHEREAS, The increasing professional development expectations placed on faculty require up-to-date and readily accessible library resources; and

WHEREAS, Cal Poly’s Strategic Plan for support of faculty and staff explicitly states, “Consistent with its expectations, Cal Poly shall continue to improve classroom space, classroom equipment, supplies, study space, communication and information technologies, books, periodicals and other resources”; and

WHEREAS, The absence of a fiscal plan providing sustainable funding for library materials has resulted in deterioration of these collections (see Charts 1-3); and

WHEREAS, Current funding projections, if continued without modification, are such that all colleges will soon be seriously impacted to the detriment of their teaching and scholarly activities, and in some cases, jeopardizing departmental accreditation; and

WHEREAS, The library materials budget increased only 12.5 percent over the past five years (1994-1999). During the same period, the rate of inflation to purchase Cal Poly’s polytechnic collections increased 58 percent (see Chart 4); and

WHEREAS, The level of funding for library materials at Cal Poly has failed to keep up with the escalating prices and other developments in information technologies, so that the Kennedy Library’s funding for materials is substantially below that of other campuses in the CSU system (see Charts 5 and 6); and

WHEREAS, Continued levels and trends in funding support for library materials will threaten Cal Poly’s ability to achieve its stated goals of ensuring the highest quality education to its students, and support for its faculty and staff’s professional development and success; and

WHEREAS, The current procedure for establishing new academic programs and majors often neglects the cost of providing scholarly and professional literature for such curriculum changes; therefore, be it

RESOLVED: That the Academic Senate urge the administration to recognize Cal Poly’s Kennedy Library explicitly and consistently as one of the critical educational resources and units which contributes substantially to the fulfillment of the Cal Poly mission as well as that of the colleges; and be it further

72 RESOLVED: That the Academic Senate urge the administration to recognize the increasing  
73 scope and escalating costs of emerging sectors of information technologies as  
74 having an increasing impact on the Kennedy Library's expenditures; and be it  
75 further  
76

77 RESOLVED: That funding of said electronic resources be established at a level sufficient for  
78 promoting a high quality learning environment, and that this funding be in  
79 addition to funding provided for traditional printed library resources; and be it  
80 further  
81

82 RESOLVED: That the Academic Senate urge the administration to commit to an annual increase  
83 in the base budget for these print library materials, so that the Kennedy Library  
84 faculty can begin to redress the current downward spiral of print book and journal  
85 acquisitions; and be it further  
86

87 RESOLVED: That this annual increase be either 10 percent of the total annual materials budget  
88 or the most recent annual inflation rate as established by the Annual Periodical  
89 Price Survey (published each April in *Library Journal*); and be it further  
90

91 RESOLVED: That this new funding will inform the collaborative process by which teaching  
92 faculty and librarians are able to determine more accurately the impact of new  
93 academic programs and majors upon library resources, and that the Academic  
94 Senate shall explore methods to facilitate this closer collaboration.

Proposed by: Library Committee  
Date: December 21, 1999

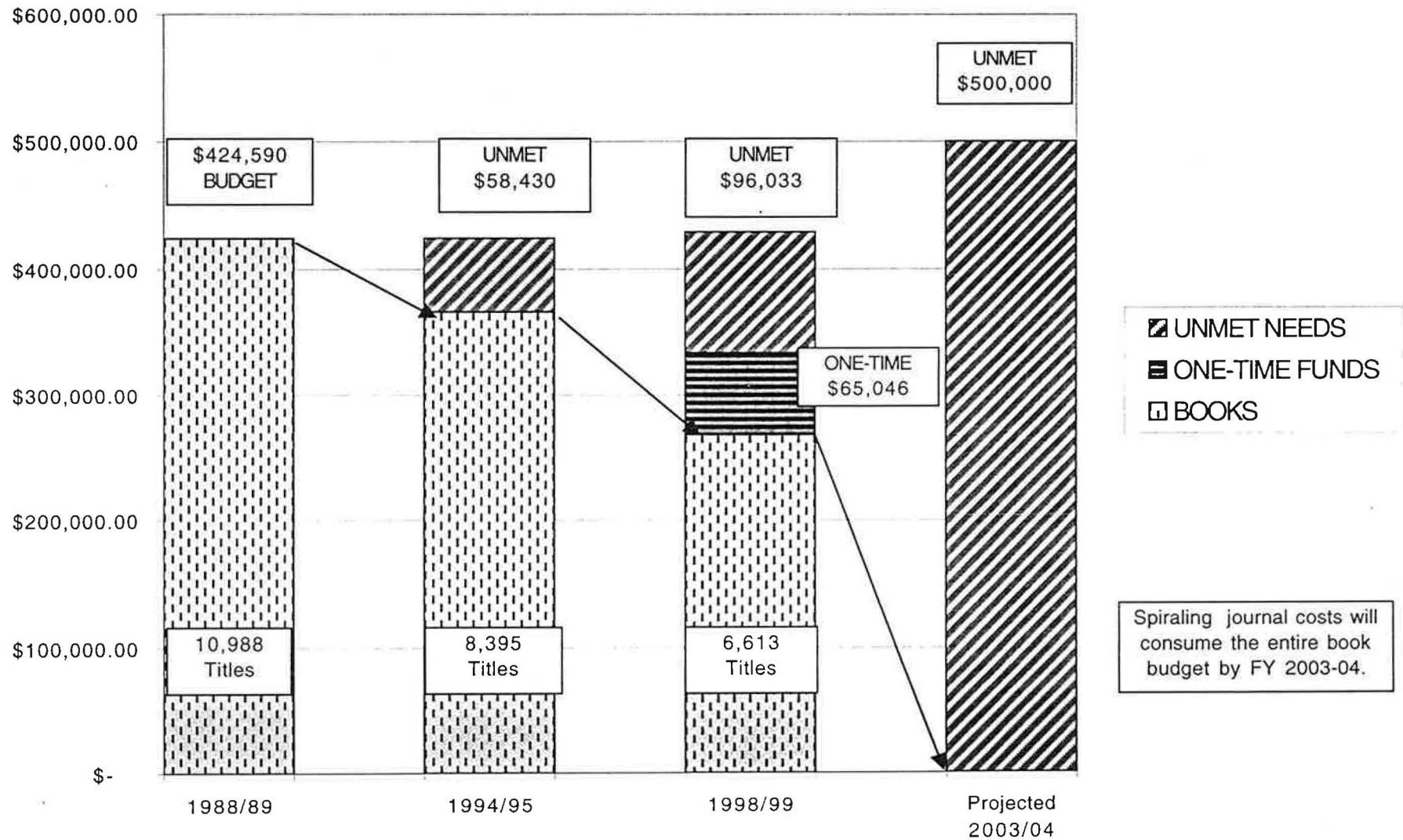
List of Charts in Support of AS-\_\_\_\_\_

RESOLUTION IN SUPPORT OF A SUSTAINABLE MATERIALS BUDGET  
FOR THE KENNEDY LIBRARY TO REVERSE LONG-TERM EROSION OF  
COLLEGE COLLECTIONS

1. Book Costs, FY 88-89 to FY 03-04
2. Journal Costs, FY 88-89 to FY 03-04
3. Electronic Resources Costs, FY 88-89 to FY 03-04
4. Library Materials Budget Against Actual Inflation Rate, FY 94-95 to FY 98-99
5. Per Student Expenditures For Library Materials (10 CSU Campus Comparison),  
FY 1997-98
6. Per Student Expenditures for Library Materials on CSU Non-Urban Campuses,  
FY 1997-98

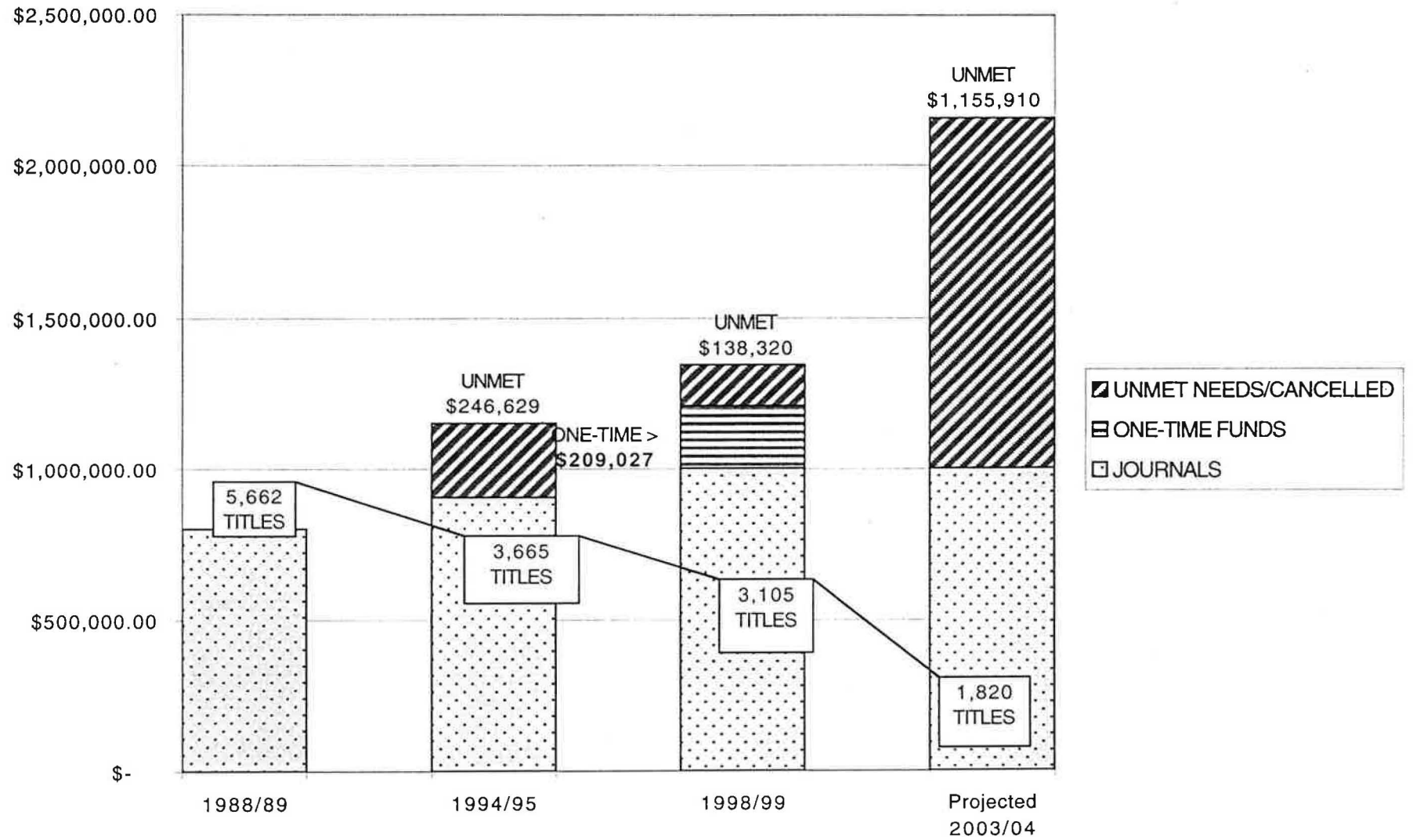


# 1. BOOK COSTS, 1998-2004

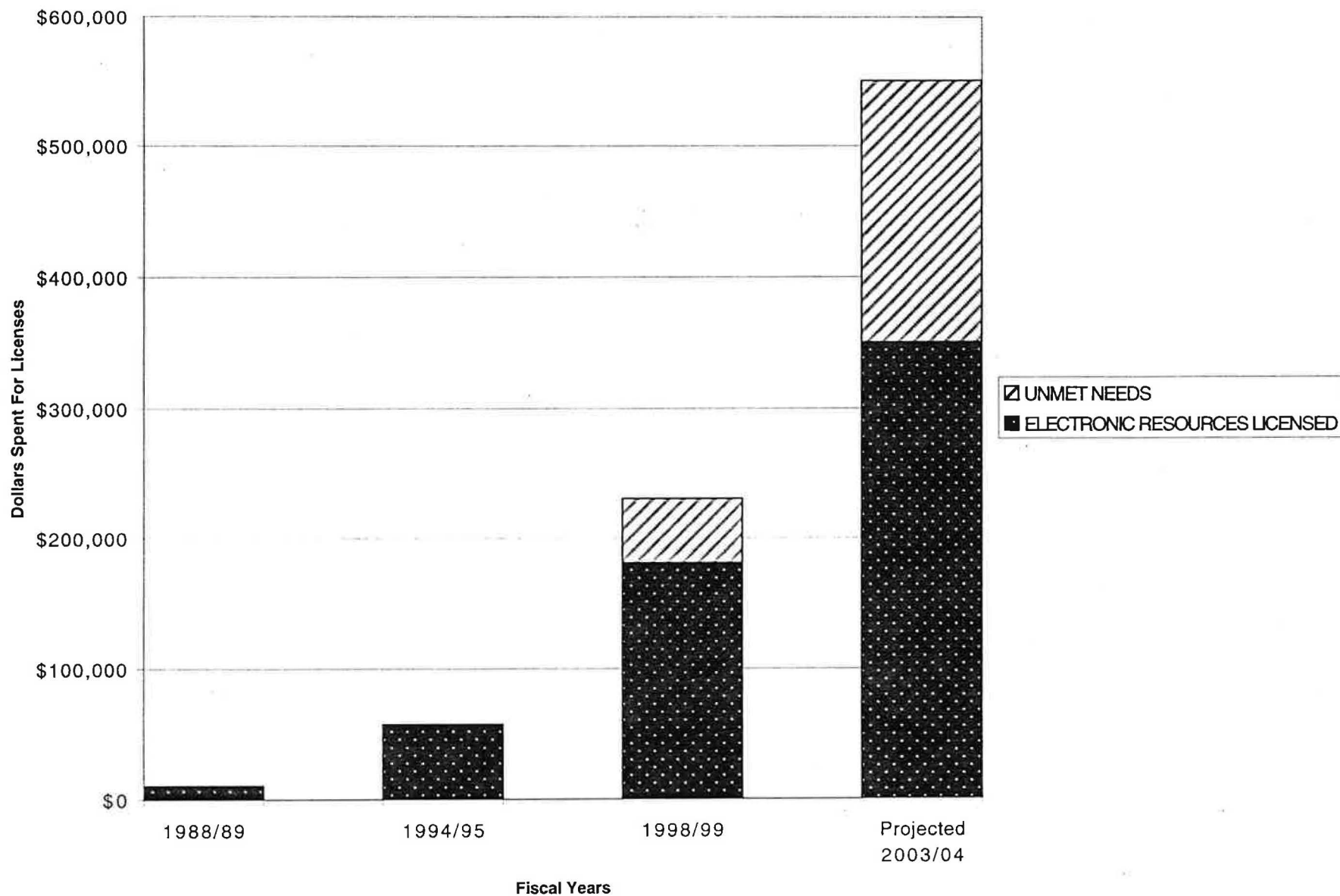


## 2. JOURNAL COSTS

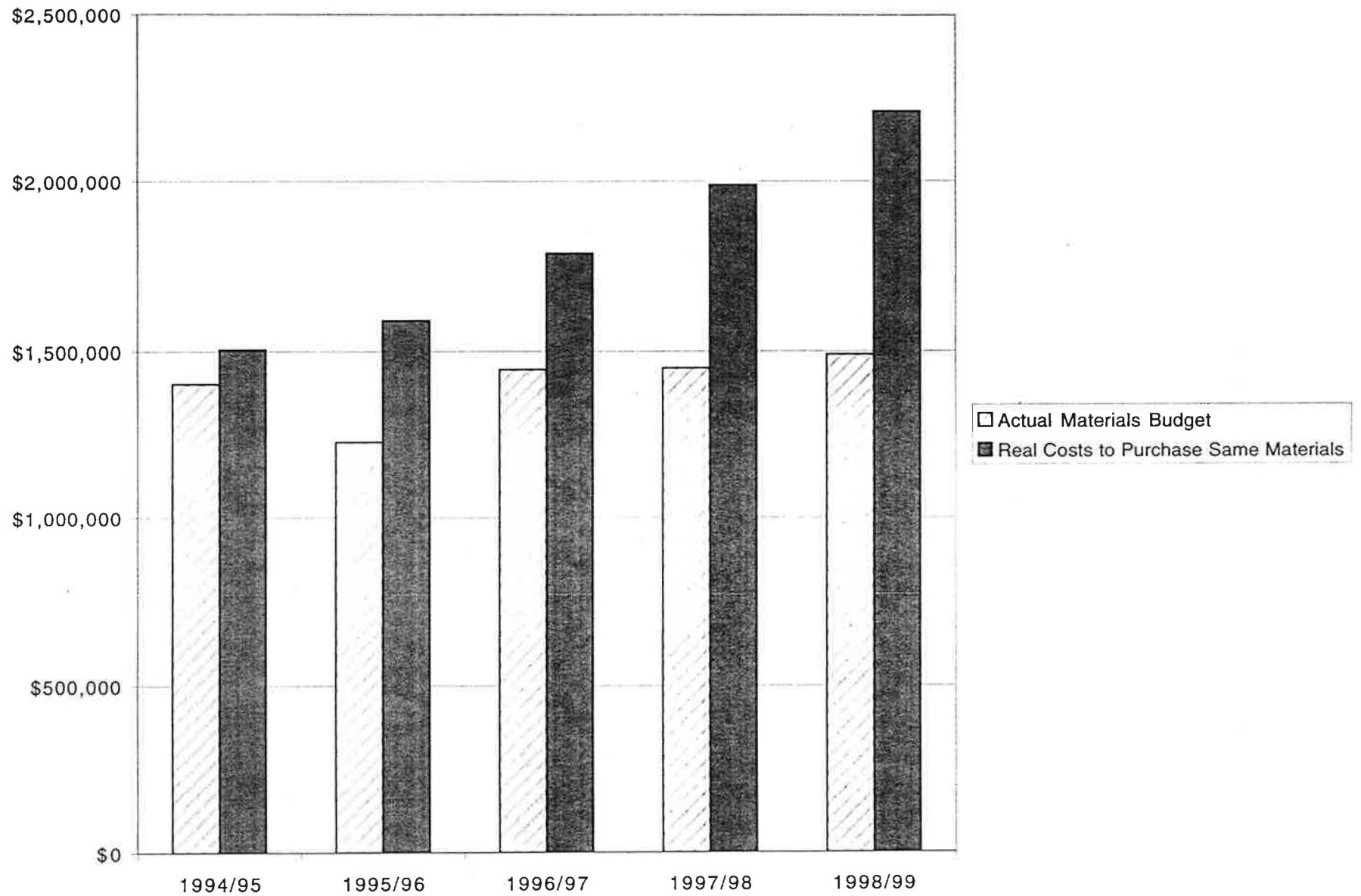
(Includes academic serials and periodicals, conference proceedings, newspapers, etc.)



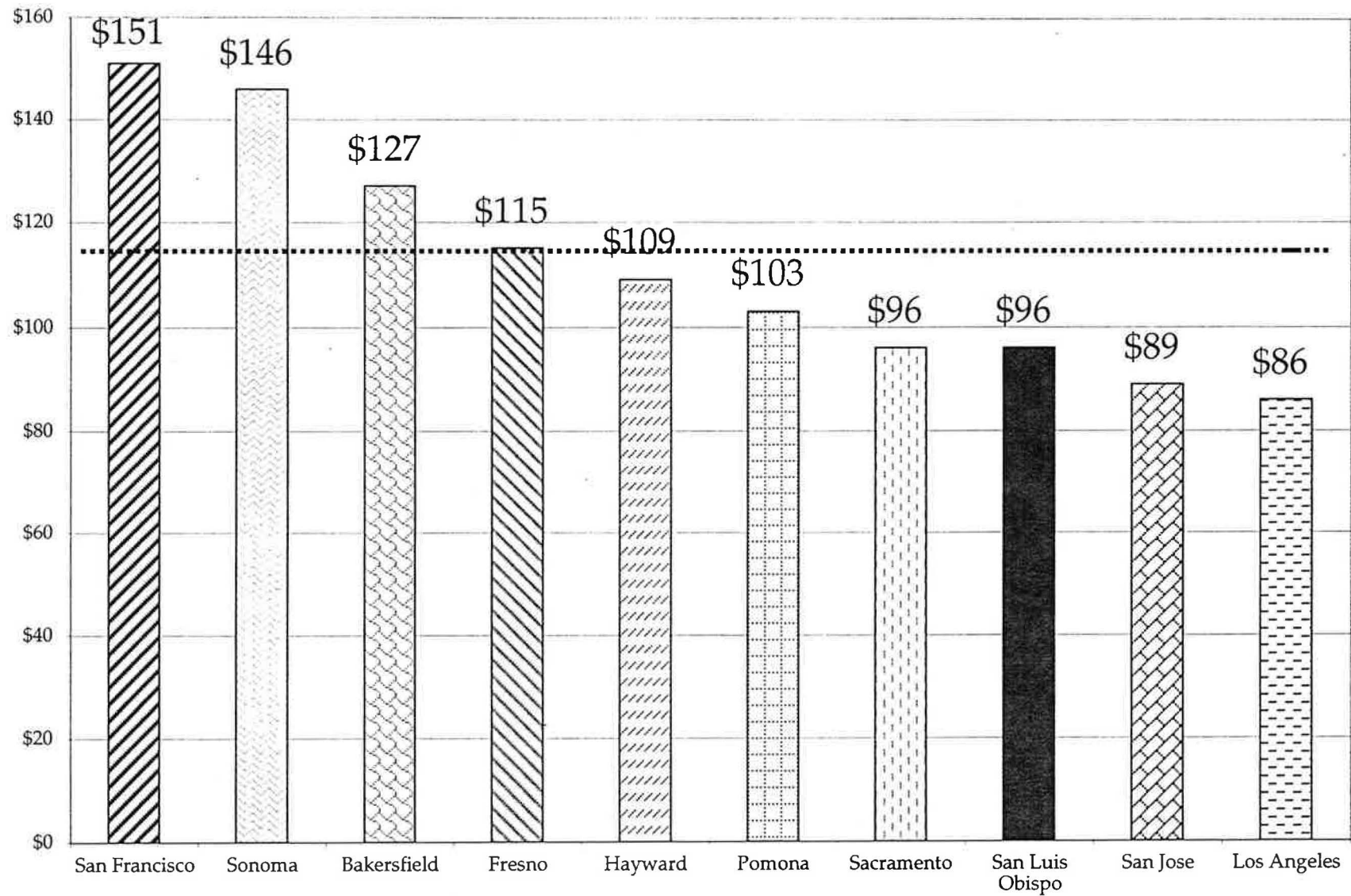
3. Electronic Resources Costs, FY 88-89 to FY 03-04  
(Includes Lexis-Nexis, JSTOR, IHS, Newsbank, etc.)



#### 4. Library Materials Budget Against Actual Inflation Rate, FY 94-95 to FY 98-99

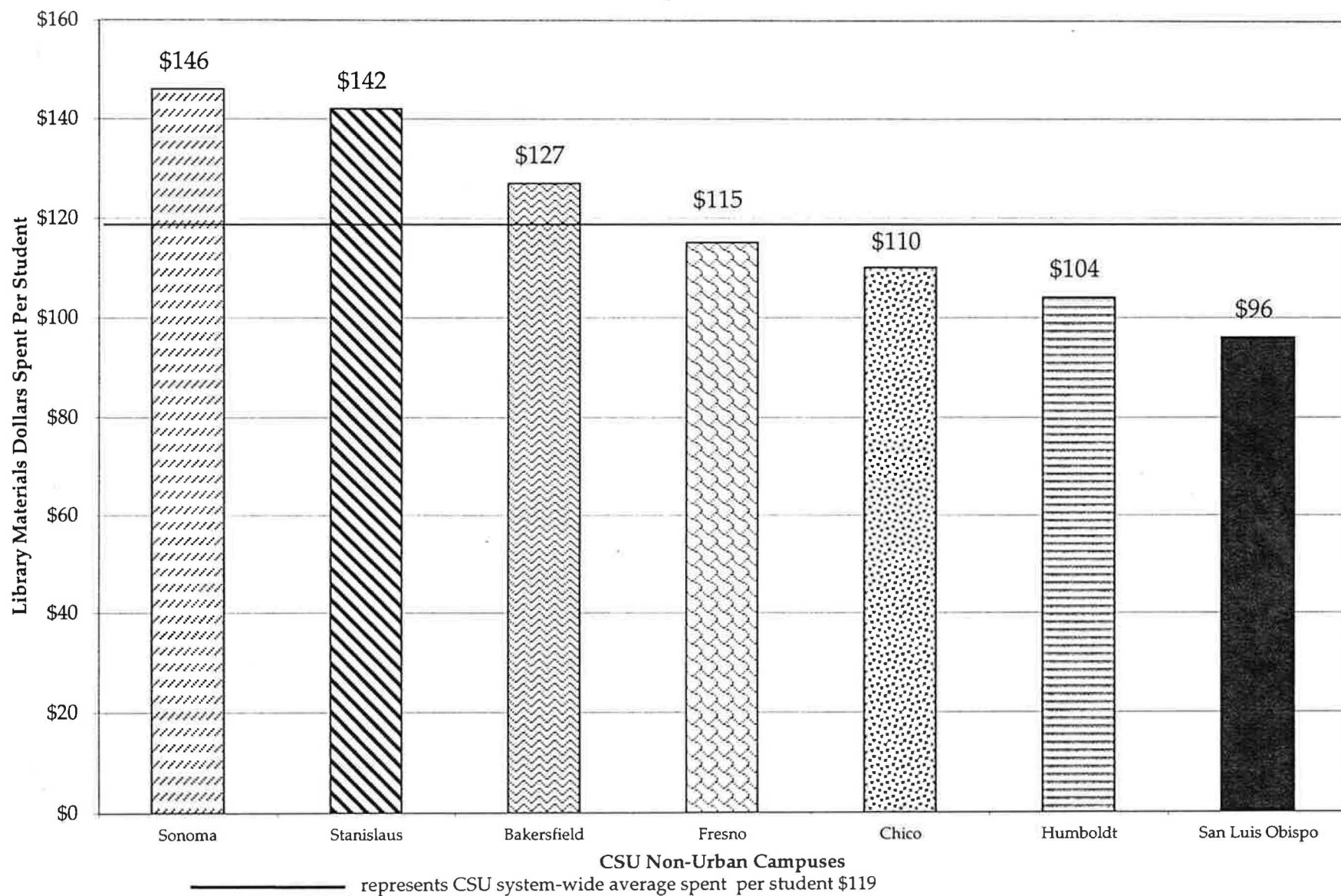


### 5. Per Student Expenditures for Library Materials (Ten Campus Comparison), FY 1997-98



..... represents average total resource expenditure per student, systemwide: \$119

# 6. Per Student Expenditures for Library Materials on CSU Non-Urban Campuses FY 1997-98



Adopted:

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

AS-\_\_\_\_-00/  
RESOLUTION ON  
MANDATING COMMUNITY SERVICE  
(In response to Governor Davis' proposal to make community  
service a graduation requirement for all students)

- 1 WHEREAS, Cal Poly's Academic Senate acknowledges with pride the contributions of the more than  
2 3000 students annually engaged in community service and service learning projects at Cal  
3 Poly and commends their work to the attention of the Governor; and  
4
- 5 WHEREAS, A service ethic is better fostered by providing incentives and opportunities than by  
6 mandating service; and  
7
- 8 WHEREAS, Mandating service may actually thwart the creation of the service ethic it is intended to  
9 instill; and  
10
- 11 WHEREAS, It is unfair to mandate additional monetary, travel, and time burdens on students,  
12 particularly economically disadvantaged students, who are already overburdened; and  
13
- 14 WHEREAS, There are some students who are unsuited to performing well in a community setting, and  
15 it is unfair to place a burden on our community agencies of dealing with such students  
16 when problems arise; and  
17
- 18 WHEREAS, A mandate imposed on the students to perform community service is also a mandate  
19 imposed on community agencies who must address issues of orientation, training,  
20 background checks, risk management and liability, scheduling, and developing  
21 meaningful placements. It is unfair and potentially destructive to community relations to  
22 impose this mandate on community agencies without their prior consent and without  
23 providing them a substantial amount of lead time to work through all these issues and to  
24 consider whether they have the resources to deal with them; therefore, be it  
25
- 26 RESOLVED: That Cal Poly's Academic Senate oppose the mandating of community service as a  
27 graduation requirement for Cal Poly students; and be it further  
28
- 29 RESOLVED: That Cal Poly's Academic Senate support the Provost's formation of an ad hoc committee  
30 to consider ways of enhancing Cal Poly's current community service and learning  
31 programs.

Proposed by: Academic Senate Curriculum Committee  
Date: December 10, 1999

Adopted:

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

**AS-\_\_\_\_-00/  
RESOLUTION ON  
CHANGE IN INSTITUTIONAL GRADING POLICY  
TO ADDRESS UNOFFICIAL STUDENT WITHDRAWALS**

- 1 WHEREAS, Institutional participation in the Title IV student financial aid program includes a  
2 requirement for annual audits by an independent auditor of a school's compliance  
3 with the laws and regulations that are applicable to federal student aid programs  
4 and an audit of the school's financial statements; and  
5
- 6 WHEREAS, In the audit for the fiscal year ending July 30, 1997 it was determined that all  
7 schools within the CSU system were in violation of regulatory provision related to  
8 the identification of students who had unofficially withdrawn from all of their  
9 classes; and  
10
- 11 WHEREAS, An unofficial withdrawal occurs when students fail to complete the institution's  
12 official withdrawal procedure and cease to attend any of the classes for which they  
13 enrolled, and the need to identify students who have unofficially withdrawn is  
14 required under federal regulations governing the determination of the potential  
15 repayment of Title IV funds to the federal accounts; and  
16
- 17 WHEREAS, Currently there is no official policy or grading symbol which an instructor may  
18 use to identify these students. Students who have unofficially withdrawn have  
19 been given a variety of different grades by instructors including I, F, NC, and U;  
20 and  
21
- 22 WHEREAS, Without an established grading symbol to identify an unofficial withdrawal, there  
23 is no consistent method by which an instructor can identify students who have  
24 walked away from their classes; and  
25
- 26 WHEREAS, An option is to use the administrative grading symbol of U. Pursuant to Executive  
27 Order 268, a U grade is defined as an "unauthorized incomplete". The U grade is  
28 used in the calculation of grade point average and carries the value of an F grade.  
29 If the definition of the U grade were expanded, it could serve the dual purpose of  
30 signifying an unauthorized incomplete or an unofficial withdrawal; therefore, be it  
31
- 32 RESOLVED: That the definition of the U grade as it currently appears in the Catalog be  
33 modified to read as follows:



34  
35 A grade of U indicates that a student enrolled for a course, did not **officially**  
36 withdraw from the course, and failed to complete the course requirements. It is  
37 used when, in the opinion of the instructor, completed assignments or course  
38 activities or both were insufficient to make a normal evaluation or academic  
39 performance possible. **It is also to be used to identify students who ceased to**  
40 **attend class any time during the term without going through the University's**  
41 **formal withdrawal process.** For purpose of grade point average computation this  
42 symbol is equivalent to an F.

Proposed by: The Academic Senate  
Executive Committee  
Date: January 4, 2000




SAN LUIS OBISPO

STATE OF CALIFORNIA

**MEMORANDUM**  
**FROM FINANCIAL AID OFFICE**

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<b>TO:</b>	David Conn Vice Provost for Academic Programs	<b>DATE:</b>	December 28, 1999
	Myron Hood President, Faculty Senate		
<b>FROM:</b>	John E. Anderson  Director, Student Financial Aid	<b>FILE:</b>	
<b>SUBJECT:</b>	Federal Aid/Unofficial Withdrawal & Grading Policies	<b>COPIES:</b>	Euel Kennedy Tom Zuur Mary Spady

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Recently, we met to discuss the subject of a CSU system-wide federal financial aid audit finding regarding the lack of a campus or system policy for the identification of federal student aid recipients who have unofficially withdraw (walk-away) from their classes. Attached is a copy of an earlier memo, which I sent you containing an overview of the issue and a recommended change in the catalogue wording associated with the "U" grade.

I have now received a follow-up communication, which I wanted to share with you from the Chancellor's Office dated December 15, 1999.

We will need to address this issue as quickly as possible. Pending approval of the Faculty Senate and other appropriate officials, we will need to insure that the associated wording is included in the next catalogue. If approved, we must then insure that this change is communicated to all faculty members.



# THE CALIFORNIA STATE UNIVERSITY

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SAN BERNARDINO • SAN DIEGO • SAN FRANCISCO • SAN JOSE • SAN LUIS OBISPO • SAN MARCOS • SONOMA • STANISLAUS

DAVIDS. SPENCE  
EXECUTIVE VICE CHANCELLOR  
CHIEF ACADEMIC OFFICER

December 15, 1999

To: Vice Presidents, Academic Affairs

From: David S. Spence *David S.*

Subject: Audit Follow-Up and Enrollment Verification

The CSU Single Audit of federal funds for fiscal years ended June 30, 1997 and June 30, 1998 included a systemwide finding about the ability of the campuses to track a student's last day of attendance in order to comply with the requirements for calculating refunds of Title IV aid when a student fails to complete all courses during a term and does not withdraw officially from the institution. In response to the finding, the CSU indicated in its Corrective Action Plan that the issue would be referred to the systemwide Financial Aid Advisory Council (FAAC) to review issues, policies, and procedures related to calculation of refunds, identify best practices for complying with the referenced federal regulation, and recommend appropriate policy or procedural changes to the Chancellor.

In August 1998, the FAAC recommended to the Chancellor that the CSU modify Executive Order 268 governing administrative grading symbols to provide for a symbol to designate an unofficial withdrawal from a course and to require campuses to identify the last date of attendance. However, after additional consultation with campuses, the Vice Presidents, Academic Affairs, the Vice Presidents of Student Affairs, and the Statewide Academic Senate, the Chancellor asked the Financial Aid Advisory Council to identify other alternatives that would not necessitate a change to existing administrative grading symbols.

After further discussion, the FAAC has recommended to the Chancellor that campuses review local grading policies and practices to facilitate the identification of students who withdraw from campus without following established procedures and to establish and document an appropriate withdrawal date for purposes of refund calculations. The Advisory Council also developed recommended "good practices" for use in the identification of student aid recipients who unofficially withdrew from all classes. Attachment A describes these procedures.

The Chancellor has accepted the FA Advisory Council recommendation. Campuses are encouraged to work with their faculty senates and campus administration to review the practices recommended by the Council and to ensure that campus procedures identify student aid recipients who unofficially withdraw from the campus.

Campuses should be aware that failure to ensure that appropriate refunds of federal funds are made when a student withdraws, officially or unofficially, may result in a financial liability for the campus. Additionally, the Higher Education Amendments of 1998 included a provision for criminal penalties or a fine up to \$20,000 or imprisonment for up to 5 years, or both, for any person who knowingly and willfully fails to refund student financial aid program funds. The statute allows the Department of Education to assess a penalty in instances where an individual who exercises substantial control over a school willfully fails to pay a refund amount owed on behalf of a student to a lender or the Department.

The importance of these procedures is accentuated by pending implementation of new and more stringent federal provisions regarding the return of federal student aid funds when students withdraw. These new "return of Title IV funds" provisions must be implemented by October 7, 2000, and will apply to all recipients of federal Title IV student aid funds. It is incumbent on campuses to ensure that they have procedures in place to verify that students are enrolled in order to receive student aid funds and that funds are returned when a student withdraws, officially or unofficially, prior to the sixty percent point in the academic term. Final regulations regarding the return of Title IV funds provisions were published in the *Federal Register*, Volume 64, Number 210, pages 59015-59044, on November 1, 1999. The U.S. Department of Education's web site at <http://www.ifap.ed.gov> includes a pdf version of the regulations and both text and pdf versions are available through the Government Printing Office (GPO) site, <http://www.access.gpo.gov/>.

The CSU has long-established policy guidance on the necessity for campuses to establish and adhere to faculty enrollment verification procedures to ensure the ultimate accuracy of enrollments and academic records. Copies of that policy guidance (AA 75-15, AA 77-06, and AA 78-08) which continues to be referenced in CSU census date reports are included for your information as Attachments B, C, and D.

In conjunction with the new return of Title IV funds provisions, we will be seeking a modification to the CSU policy governing refunds of student fees that is contained in Title 5 of the *California Code of Regulations*. Additional information about this change will be forthcoming. Questions or comments may be directed to Mary L. Robinson, Associate Director, Academic Affairs, Access and Retention, at (562) 951-4737 or [mlrobinson@calstate.edu](mailto:mlrobinson@calstate.edu).

DSS:mlr  
Attachments

cc: Presidents  
Vice Presidents, Administration  
Vice Presidents, Student Affairs  
Deans/Directors, Admissions and Records  
Directors, Financial Aid  
Financial Aid Business Officers/Student Accounts Receivable