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

FILE COPY

Academic Senate Executive Committee
Tuesday, April 1, 1997
UU 220, 3:00-5:00pm

- I. Minutes: none.
- II. Communication(s) and Announcement(s): none.
- III. Reports:
 - A. Academic Senate Chair:
 - B. President's Office:
 - C. Provost's Office:
 - D. Statewide Senators:
 - E. CFA Campus President:
 - F. Staff Council representative:
 - G. ASI representatives:
 - H. IACC representative:
 - I. Athletics Governing Board representative:
 - J. Other:
- IV. Consent Agenda:
- V. Business Item(s):
 - A. **Academic Senate/university-wide vacancies:** (pp. 2-10).
 - B. **Resolution on the Restructuring of the Academic Senate Library Committee:** Greenwald, facilitator of the Library Ad Hoc Committee (p. 11).
 - C. **Resolution on Campus Policy on Rights to Intellectual Property:** Walch, chair of the Intellectual Property Rights Committee (pp. 12-24).
 - D. **Resolution to Approve Policy and Review Procedures for Discontinuance of an Academic Program, AS-459-96/LRPC:** Executive Committee approval of revisions made to this document by the Budget Committee in response to President Baker's conditional approval of this resolution (pp. 25-33).
- VI. Discussion Item(s):
 - Cornerstones Project.**
- VII. Adjournment:

03.20.97

VACANCIES to Academic Senate and its committees

College of Liberal Arts
Faculty Affairs

VACANCY

VACANCIES to university-wide committees

Admissions Advisory Committee, ad hoc

ONE VACANCY

Campus Planning Committee

ONE VACANCY

Campus Safety and Risk Management Committee

ONE VACANCY

Commencement Committee

ONE VACANCY (CAGR)

) Extended University Programs and
Service Advisory Committee

ONE VACANCY

Registration and Scheduling

TWO VACANCIES (teaching
faculty)

Memorandum

MAR 17 1997

To: College Deans **Academic Senate** **Date:** March 11, 1997
Harvey Greenwald, Chair, Academic Senate
Juan Gonzalez, Vice President for Student Affairs

From: Paul J. Zingg 
Provost and Vice President for Academic Affairs

Copies: Euel Kennedy
James Maraviglia
Linda Dalton
Glenn Irvin

Subject: Formation of ad hoc Admissions Advisory Committee

As I have discussed with you at recent Academic Deans' Council meetings, it is my desire to establish an ad hoc Admissions Advisory Committee, whose charge would be to review and revise the current Multi-Criteria Admissions (MCA) model in response to recent developments, including the diversity issues raised by Proposition 209, and to examine the CSU Trustee Policy on freshmen and upper division transfers and GE&B completion, and recommending steps to ensure campus full compliance. Other tasks are also likely to engage this group in helping address important admissions-related issues.

The composition of the Committee is proposed as follows:

- Representation from each academic college, preferably the Associate Dean (or the Dean's designee) due to their close association with the Admissions process;
- Faculty representative, nominated by the Academic Senate;
- Representative from Student Affairs;
- Linda Dalton, Interim Associate Provost for Institutional Planning, as liaison with the Deans' Enrollment Planning Advisory Committee; and
- James Maraviglia, Director of Admissions and Recruitment, as staff support.

I would like to constitute this Committee with the start of the Spring Quarter, and would anticipate that the committee's work would be accomplished, and report finalized, by the end of Summer Quarter 1997, in order to initiate the recommended changes in the MCA for the Fall 1997 admissions cycle.

Please advise me no later than Thursday, March 14, of your area's representative.

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State of California

M e m o r a n d u m

MAR 17 1997

Academic Senate

CAL POLY

SAN LUIS OBISPO
CA 93407

To: Harvey Greenwald
Chair, Academic Senate

Date: March 12, 1997

From: Daniel Howard-Greene *DHG*
Executive Assistant to the President
Secretary, University Committee on Committees

Copies: F. Lebens
R. Kitamura

Subject: Campus Planning Committee, CAM 172.4

On March 10, 1997, President Baker approved, with modifications, Academic Senate Resolution AS-466-96/EX, Resolution on Input into Campus Planning. The resolution contained, among other items, a request to increase the Academic Senate representation on the Campus Planning Committee from one member to two. President Baker approved this request.

Please nominate someone to fill this newly created position. The term of service will be from now until 1998. Subsequent terms will be two years. Donna Duerk is the other Academic Senate representative on this committee. Please submit your nomination as soon as possible.

Attached is an outline of the Campus Planning Committee's functions and membership. If you have any questions regarding the committee membership, please call Mary Fiala at x6000.

Attachment

CAMPUS PLANNING COMMITTEE

Functions

Each state university and college was required by resolution of the Trustees on May 12, 1961, to establish a committee whose basic membership and functions were prescribed by the Trustee action. The committee's primary function is to assist the President in the coordination, development, and control of a long-range plan for the physical development of the campus, within a framework of policy established by the Trustees of The California State University. The committee serves in an advisory capacity in relation to the following:

1. Development and maintenance of a long-range plan for the physical development of the campus.
2. Selection of sites for each new building and other physical facilities on any university-owned property.
3. Review the work of the architects during the schematic drawings phase.
4. Review of recommendations on the five-year and other long-range building programs.
5. Review of all proposed projects to be constructed on the campus that will have an architectural and/or environmental impact. These projects will include, but are not necessarily limited to, structures, roads, walks, signs, etc.
6. Study and review such other areas as may be delegated to it by the President.
7. Work with city and county planning commissions on matters related to campus development, zoning in areas surrounding the university, streets, and highways leading to and from the campus, and other matters.

Membership

President (Chair)

Provost and Vice President for Academic Affairs (Vice Chair)

Vice President for University Advancement

Vice President for Student Affairs

One representative from College of Agriculture nominated by the Dean

One representative from the College of Architecture and Environmental Design nominated by the Dean

Vice President for Administration & Finance

Consulting Architect

Facility Planner, Campus

Facility Planner, Chancellor's Office

Two representatives from the Academic Senate nominated by the Chair of the Academic Senate

Representative of the staff (appointed by the President)

Chair, Student Planning Commission

Director of Community Development, City of San Luis Obispo

Representative of the County of San Luis Obispo (nominated by the Chair of the Board of Supervisors)

Chair, Landscape Advisory Committee

Campus membership is appointed by the President.

Meetings

Campus Planning Committee meetings are scheduled quarterly or more often if necessary.

March 1997

NOTE: For non ex officio members, a two-year term is implied, but not specified in CAM.

-6-
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State of California
Memorandum

MAR 4 1997


CAL POLY

SAN LUIS OBISPO
CA 93407

Academic Senate

To: Nominating Authorities of the Campus Safety and Risk
Management Committee

Date: February 28, 1997

From: Daniel Howard-Greene 
Executive Assistant to the President
Secretary, University Committee on Committees

Copies:

Subject: Campus Safety and Risk Management Committee, CAM 172.22

On February 14, 1997, the University Committee on Committees reviewed and approved the functions and membership of the Campus Safety and Risk Management Committee. Addition of this new universitywide standing committee to the Campus Administrative Manual will be done in the near future. The committee will assume the number of the former Public Safety Advisory Committee (CAM 172.22).

This committee takes the place of the Public Safety Advisory Committee (CAM 172.22) which was officially dissolved as a universitywide standing committee at this same meeting. The changes were recommended by the Vice President for Administration and Finance.

In order to prepare proposed appointments for the President's consideration, I am requesting your nomination, as outlined below, for the Campus Safety and Risk Management Committee. It is suggested that continuing consideration be given to equitable representation of women and minorities on all campuswide standing committees. It would be appreciated if you would submit your nomination by March 14, 1997.

<u>Nominee</u>	<u>Term</u>	<u>Nominating Authority</u>
	1996-98	Unit 1 Campus Representative
	1996-97#	CSEA Chapter President (Unit 2)
	1996-98	CFA Campus President (Unit 3)
	1996-97#	Unit 4 Campus Steward
	1996-98	CSEA Chapter President (Unit 5)
	1996-97#	Unit 6 Campus Steward
	1996-98	CSEA Chapter President (Unit 7)
	1996-97#	Unit 8 Campus Representative
	1996-98	CSEA Chapter President (Unit 9)
	1996-97#	Provost & VP, Academic Affairs
	1996-98	Executive Director, Foundation
	1996-97	President, ASI
	1996-98	Executive Director, ASI
	1996-97#	Chair, Academic Senate
	1996-98	Chair, Staff Council

Campus Safety and Risk Management Committee

Page 2

February 28, 1997

Attached is an outline of the Campus Safety and Risk Management Committee's functions and membership.

When nominations from all represented groups have been received, and the President has acted on them, the candidates who are appointed will be notified (by copy of the appointment memo) that they were nominated by you. If you have any questions regarding the committee membership, please call Mary Fiala at x6000.

Attachment

Subsequent term will be two years

CAMPUS SAFETY AND RISK MANAGEMENT COMMITTEE

Functions

The primary function of this committee is to provide advice on policy matters to render the campus a safer place. The committee members will review and select nominees for the Governor's Employee Safety Awards. Functionally specific subcommittees may be established at the discretion of the chair to deal with specific specialized safety issues to provide input to the Campus Safety and Risk Management Committee. The committee is appointed by the President and reports to the Vice President for Administration and Finance.

Membership

- Associate Vice President for Administration and Finance, who shall serve as chair
- Risk Manager, who shall serve as vice chair
- Chief of University Police
- Director of Facilities Services
- Union of American Physicians and Dentists (Unit 1) representative, nominated by the Unit 1 campus steward
- California State Employees Association (Unit 2) representative, nominated by the CSEA chapter president
- California Faculty Association (Unit 3) representative, nominated by the campus president of the California Faculty Association
- Academic Professionals of California (Unit 4) representative, nominated by the Unit 4 campus steward
- California State Employees Association (Unit 5) representative, nominated by the CSEA chapter president
- State Employees Trade Council (Unit 6) representative, nominated by the Unit 6 steward
- California State Employees Association (Unit 7) representative, nominated by the CSEA chapter president
- State University Police Association (Unit 8) representative, nominated by the Unit 8 campus representative
- California State Employees Association (Unit 9) representative, nominated by the CSEA chapter president
- Deans' Council representative, nominated by the Provost and Vice President for Academic Affairs
- Foundation representative, nominated by the Executive Director of the Foundation
- ASI student representative, nominated by the ASI President
- ASI management representative, nominated by the ASI Executive Director
- Student Affairs representative, nominated by the Vice President for Student Affairs
- Academic Senate representative, nominated by the Academic Senate chair
- Staff Council representative, nominated by the Staff Council chair

The term of service will be two years except for the student member, who will serve a one-year term.

Meetings

Quarterly or more frequently as scheduled by the chair.

Revised February 1997

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CAL POLY

State of California

FEB 21 1997

Memorandum

Academic Senate

SAN LUIS OBISPO
CA 93407

To: Nominating Authorities of the Extended University
Programs and Services Advisory Committee

Date: February 19, 1997

From: Daniel Howard-Greene *DHG*
Executive Assistant to the President
Secretary, University Committee on Committees

Copies:

Subject: Extended University Programs and Services Advisory Committee, CAM 172.13

On February 14, 1997, the University Committee on Committees reviewed and approved the functions and membership of the Extended University Programs and Services Advisory Committee. Addition of this new universitywide standing committee to the Campus Administrative Manual will be done in the near future. The committee will assume the number of the former Extended Education Committee (CAM 172.13).

This committee takes the place of the Extended Education Committee which was officially dissolved as a universitywide standing committee at this same meeting. The changes were recommended by the Extended University Programs and Services dean and approved by the Provost and Vice President for Academic Affairs. The changes suggested reflect the expansion and changes in recent years to the Extended Education Department (now Extended University Programs and Services Department).

In order to prepare proposed appointments for the President's consideration, I am requesting your nomination, as outlined below, for the Extended University Programs and Services Advisory Committee. It is suggested that continuing consideration be given to equitable representation of women and minorities on all campuswide standing committees. It would be appreciated if you would submit your nomination by February 28, 1997.

Nominee	Term	Nominating Authority
	1996-97#	Academic Senate
	1996-98	Vice Pres, Administration & Finance
	1996-97#	Provost & VP, Acad Affairs (ESS)
	1996-98	Vice President, Student Affairs
	1996-97#	Dean, Library Services
	1996-98	Executive Director, CP Foundation
	1996-97	ASI President

Attached is an outline of the Extended University Programs and Services Advisory Committee's functions and membership.

When nominations from all represented groups have been received, and the President has acted on them, the candidates who are appointed will be notified (by copy of the appointment memo) that they were nominated by you. If you have any questions regarding the committee membership, please call Mary Fiala at x6000.

Attachment

Subsequent term will be two years

Functions

The Extended University Programs and Services (EUPS) Advisory Committee shall function as a means of integration and communication among the five components of EUPS: Conference Services, Distance Education and Special Projects, Extended Education (including international initiatives), and Faculty Instructional Development. The EUPS Advisory Committee shall advise the Dean of EUPS on all policies, procedures, and guidelines for these units. The committee will make recommendations on new policies and procedures initiated by the directors of the above programs. The committee will serve as an overall coordinating committee for the Advisory Committees of Conference Services, Faculty Instructional Development, and Extended Education.

Membership

The committee is appointed by the President and reports to the Provost and Vice President for Academic Affairs.

- Dean, Extended University Programs and Services (chair)
- Director, Extended Education, or designee
- Director, Conference Services, or designee
- Director, Faculty Instructional Development, or designee
- Director, Distance Education & Special Projects, or designee
- EUPS Accountant
- One faculty member who is familiar with the mission and goals of EUPS, nominated by the Academic Senate
- One representative from the Administration and Finance Division, nominated by the Vice President of Administration and Finance
- One representative from Enrollment Support Services, nominated by the Provost and Vice President of Academic Affairs
- One representative from the Student Affairs Division, nominated by the Vice President of Student Affairs
- One representative from Library Services, nominated by the Dean of Library Services
- One representative from Cal Poly Foundation, nominated by the Executive Director of Cal Poly Foundation
- One ASI student representative, nominated by the ASI President (annual appointment)

The term of office shall be two years, unless specified otherwise.

Meetings

Meetings will be held once each quarter during Fall, Winter, and Spring or more frequently on call of the chair.

Adopted:

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

**AS- -97/
RESOLUTION ON THE RESTRUCTURING
OF THE ACADEMIC SENATE LIBRARY COMMITTEE**

Background Statement: During the winter of 1996, an Ad Hoc Library Committee was created with the charge to investigate the following questions:

1. Should the Library Committee be a Senate or university-wide committee?
2. What should the membership of the committee be?
3. What should the committee's responsibilities be?

The following resolution represents the recommendation of the Ad Hoc Library Committee.

WHEREAS: The Library serves the needs of a broad range of groups including faculty, undergraduate students, graduate students, staff, administration, and members of the community; and

WHEREAS, The Library is increasingly involved with and affected by technology; therefore, be it

RESOLVED: That the Bylaws of the Academic Senate be amended as follows:

6. **Library Committee**

a. **Membership**

The ex officio members of the Library Committee shall be the Dean of Library Services, the Provost or designee ~~and an ASI representative~~ two undergraduate students, two graduate students, a staff representative, a community representative, and a representative from the IACC. In addition, the Library Committee shall provide a representative to the IACC.

b. **Responsibilities**

~~The Library Committee shall act as a fact-finding body and consult with the Academic Senate, the Library, and the administration on matters dealing with library affairs and policy. The committee shall report to the Academic Senate~~

The duties of the Library Committee are threefold:

1. to actively monitor faculty concerns about university library resources, policy, and services;
2. to work with the dean of the library in developing library policies which meet the needs of faculty, staff, and students; and
3. to advise and consult with the university administration about: (a) the state of the Library's resources, services, and policies, and (b) the university commitment necessary to assure that the library adequately serves the teaching, research, and public service missions of the university.

Proposed by the Ad Hoc Library Committee
March 20, 1997

Adopted:

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

**AS- -97/IPRC
RESOLUTION ON
CAMPUS POLICY ON RIGHTS TO INTELLECTUAL PROPERTY
CREATED BY FACULTY, STUDENTS, AND STAFF**

WHEREAS, The Academic Senate acknowledges receipt of the campus policy on *Rights to Intellectual Property Created by Faculty, Students, and Staff*; therefore, be it

RESOLVED: That the Academic Senate receive the campus policy on *Rights to Intellectual Property Created by Faculty, Students, and Staff*; and, be it further

RESOLVED: That the campus policy on *Rights to Intellectual Property Created by Faculty, Students, and Staff* be submitted to the President and Provost for implementation.

Proposed by the Intellectual Property Rights
Committee
March 6, 1997

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Memorandum

MAR 17 1997

To: Harvey Greenwald, Chair Academic Senate
Academic Senate

Date: March 6, 1997

From: Paul J. Zingg 
Provost and Vice President for Academic Affairs

Copies: Warren J. Baker
David B. Walch

Subject: **Draft Campus Policy on Rights to Intellectual Property
Created by Faculty, Students, and Staff**

Attached is a memorandum from Dr. David Walch, Chair of the Intellectual Property Rights Committee, transmitting the draft policy on Rights to Intellectual Property Created by Faculty, Students, and Staff. As noted in Dr. Walch's memorandum, this policy has been in development for the past two years, and is now ready for campus review and consultation.

I would appreciate the Academic Senate's deliberation on this document during the Spring Quarter. I will also be referring this item to the Academic Deans' Council and consultation with the faculty at large.

Thank you in advance for reviewing this matter. If you have any questions, please do not hesitate to contact me or Dr. Walch.

Attachment

MAR 05 1997

Robert E. Kennedy Library

PROVOST AND
VICE PRESIDENT
ACADEMIC AFFAIRS

Cal Poly
San Luis Obispo, CA 93407

MEMORANDUM

Date: March 5, 1997

To: Paul J. Zingg, Provost

Copies: Intellectual
Property Rights Comm.*

From: David B. Walch, Chair *DBW*
Intellectual Property Rights Committee

Re: Draft -- "Rights To Intellectual Property Created By Faculty, Students,
And Staff"

Attached is a draft copy of the policy for "Rights To Intellectual Property Created By Faculty, Students, and Staff." As you may be aware the development of the proposed policy has been nearly two years in the making. The assignment has proven to be both interesting and challenging. The Committee was initially established by former Vice President for Academic Affairs Robert Koob in early 1995. Since that time the Committee has met on a regular basis to develop the attached draft. The process has included consultation with President Baker as well as a "legal" review from the perspective of Cal Poly's legal counsel Carlos Cordova.

Members of the Committee have had the opportunity to review and comment on the draft that is attached and have come to agreement on most aspects of the document. I believe it would be accurate to note that there is some concern on issues such as retroactivity and basis of university interest. It was felt however that the draft has reached a point where it would benefit from further dialogue and review from the Dean's Council, the Academic Senate, and the faculty at large. It is understood that the Dean's will share the draft policy with their respective faculties and solicit their views as appropriate. Members of the Committee, particularly those representing faculty, felt strongly that the Academic Senate be given the opportunity to review and make recommendations on any proposed policy.

You should be aware that the January 21, 1997 "Unit 3 Memorandum of Understanding-Intellectual Property Rights" may precipitate some confusion on the status of intellectual property rights. Of particular concern was a portion of the summary statement included in the MOU's cover memorandum (paragraph 3) which refers to CSU's right to claim ownership and works made for hire. Though University legal counsel Carlos Cordova has not undertaken a complete review of the entire MOU he did make a preliminary examination of the above noted paragraph and concluded that the portion cited did not appear to be in conflict with the draft policy. It is understood that, at this point, the MOU is regarded as a "tentative" agreement and it would seem appropriate to involve the Committee prior to any formal endorsement by the University.

The Committee looks forward to further review of the draft policy and is most anxious to see an intellectual property rights policy in place and functioning within the near future. (In conjunction with the timetable for review I was informed that if the draft policy is forwarded to the Academic Senate within the next few days it can be placed on their Executive Committee's agenda for the first meeting of the Spring Quarter. It is understood that this would allow for Senate deliberations during the Spring Quarter.) I would be remiss if I did not express appreciation to each member of the Committee for their sustained effort in developing the policy. As previously noted it has been a long time aborning and they have been more than conscientious in their efforts to develop an intellectual property rights policy that will be of value to the entire university community.

* Committee Members:

Lee Burgunder (Business)
Carlos Cordova, Ex Officio (University Legal Counsel)
Jay Devore (Statistics)
Robert Griffin (Foundation)
Dan Krieger (History)
Art MacCarley (Electrical Engineering)
Susan Opava (Research and Graduate Programs)
Phillip Tong (Dairy Technology Center)
Sam Vigil (Civil/Environmental Engineering)

*California Polytechnic State University
San Luis Obispo*

**RIGHTS TO INTELLECTUAL PROPERTY
CREATED BY FACULTY, STUDENTS
AND STAFF**

February 5, 1997
Final Draft

I. GENERAL

A. Scope. This policy addresses the rights to, interest in, and protection and transfer of intellectual property created by University faculty, staff or students. Issues not directly addressed in this policy, including disagreements concerning its application or interpretation, will be addressed and resolved consistent with applicable law or agreements, and the principles and provisions of this policy. Policy affecting the use of the University's names or symbols is covered elsewhere.

B. Purpose. The purpose of this policy is to encourage, support, and reward research and scholarship, and to recognize the rights and interests of the inventor or creator, the public, the external sponsor, and the University. It is acknowledged that the public and the University derive significant benefit from such activities.

This policy statement shall be implemented in keeping with the University's mission, those principles expressed in Section IC below, and other policy statements relating to sponsored research.

C. Governing Principles. The following principles underlie this policy and should guide its application and interpretation:

1. Academic Freedom and Preeminence of Scholarly Activities. The missions of teaching and scholarship have preeminence over that of the transfer and commercialization of research results. The University's commitment to its educational mission is primary, and this policy does not diminish the right and obligation of faculty members to disseminate the results of research and creative activity for scholarly purposes.

2. Equity and Fair Play. This policy applies to all faculty, staff and students, whether or not particular intellectual property is patentable, and regardless of the

specific characteristics of a given discipline or the level of funding, facilities, and technical support available for the creative effort.

This policy continues the present exemption of scholarly texts and articles from the rules normally governing proprietary interests in intellectual property.

This policy sets forth general principles and procedure, and it has not been designed to address every conceivable circumstance. Under the Principle of Fair Play, the creators and the University mutually operate so that no one will be allowed either to deliberately create or exploit inadvertent exceptions to this policy to his or her own advantage. If the need for corrections or exceptions to this policy is identified, appropriate recommendations shall be made to the President.

3. Mutual Trust and Goodwill. Throughout all phases of the creation and implementation of this policy, it is assumed that all members of the University community will be guided by a sense of mutual trust and goodwill. In the event of future controversies regarding the rights to intellectual property, the commercialization of particular property, or in the interpretation of this policy, all parties should recognize that mutual trust and goodwill were fundamental tenets in the forging of this policy.

4. Faculty Governance and Review. University faculty, through the designated committee, shall play a primary role in the establishment and periodic revision of this policy, and in the review and recommendation of resolutions to disputes arising under it. The committee designated under this policy shall have a majority of members who are faculty without administrative appointments, and the committee shall be chaired by a faculty member.

5. Transparency. The principle of Transparency promotes both the disclosure and avoidance of actual and apparent conflicts of interest associated with external commercial activities, by requiring that such activities be disclosed in advance. If the activities are consistent with this policy and its principles, the faculty, staff member or student should have no reason to avoid disclosure.

6. Reasonableness in Licensing. The inventor or creator shall normally play an active role in the entire licensing process, including consultation and/or approval of licensing decisions, particularly where the creator has no financial interest in the licensee. Otherwise, such participation shall be consistent with conflict of interest regulations or University policy.

D. Key Terms. For purposes of this policy, these key terms are defined as follows:

1. "Disclosure Statement" means a written general description of an invention or creation by the inventor/creator used to

help assess the nature, extent, and likely intellectual property interests in and development potential of the invention/creation.

2. "Literary and Artistic Works" mean original works of authorship fixed in tangible media of expression.

3. "Works of authorship" mean works subject to the federal copyright laws, including literary, musical, dramatic, audiovisual, architectural, pictorial, graphic and sculptural works and sound recordings. Computer programs are works of authorship to the extent that they are protected by the federal copyright laws.

4. "Tangible media of expression" include physical, digital and other formats now known or later developed from which literary and artistic works may be stored, reproduced, perceived or otherwise communicated, either directly or with the aid of a machine or device.

5. "Scholarly works" mean books, articles and other literary and artistic works developed without commercial objectives, for the primary purpose of disseminating knowledge or beauty.

6. "Intellectual Property" means inventions, discoveries, innovations, and literary and artistic works.

7. "Net Proceeds". The term "net proceeds" means the net amount received in each fiscal year from the transfer or licensing of intellectual property after deduction of all costs reasonably attributable to such intellectual property, including without limitation any expense of patent prosecution, protection and litigation, and commercialization. Such direct costs typically include: legal/filing fees; patent application; issuance and maintenance charges; transfer or licensing costs; and product development costs. All expenditures, special advances and repayment terms shall be identified and detailed in writing at the time they are made.

8. The terms "Inventions", "Discoveries", or "Other Innovations" include tangible or intangible inventions, whether or not reduced to practice, and tangible research results whether or not patentable or copyrightable.

Such research results include, for example, computer programs, integrated circuit designs, industrial designs, data bases, technical drawings, biological materials, and other technical creations.

9. The term "equitable interest" refers to beneficial rights (such as royalties) derived from intellectual property owned by another.

II. OWNERSHIP AND OTHER INTERESTS

A. Faculty and Student Ownership. Faculty and students own their intellectual property. The University may, however, have an equitable interest in the net proceeds from such intellectual property.

1. Basis of University Interest. The University's equitable interest in net proceeds derived from intellectual property is based on the financial support and other resources provided by the University and used in the creation or development of that intellectual property.

2. Determination of Equitable Interest. The University's equitable interest in net proceeds derived from a particular intellectual property will vary in proportion to the degree or extent of University investment in or support for the creation or development of that property. This interest will not exceed fifty percent (50%) of the net proceeds. The University share in net proceeds will apply only to proceeds in excess of \$100,000 annually for a particular intellectual property. This figure may be revised upward by the President following recommendations from the Intellectual Property Review Committee.

There are two situations in which the University generally will not assert an equitable interest:

- a). Intellectual property rights assigned to an external entity under a sponsored project agreement administered by the University/Foundation.
- b). Intellectual property created under independent research or other external activity that is consistent with University and college policies, and that was disclosed in writing to the faculty member's Dean at the beginning phase of the research or activity.

For (a) and (b) above it is the responsibility of the faculty member to disclose and resolve in advance with the Dean any potential conflict of interest or shared claims of ownership of intellectual property. If no potential conflict of interest or claim-overlap to intellectual property is apparent, the faculty member need only include in the disclosure statement the name of the company, if any, for whom the work is being done, the subject area of the work, the expected level of effort, and a statement that no potential conflict or ownership claim-overlap exists over intellectual property. In order to maintain a spirit of collegiality, inventors or creators have the responsibility for full and open disclosure to the Dean concerning all matters relating to the commercialization of intellectual property in which the University may have an equitable interest.

Faculty members working with students on research projects must inform those students in advance of the provisions of this policy.

B. Staff and Works-for-Hire. Inventions or creations by staff (non-faculty) directly incident to their employment or engagement - such as a specific job requirement or assigned duty - belong to the employer (University or Foundation). The employer shall have an equitable interest in net proceeds derived from works and inventions by staff employees, not incident to their employment, where employer resources have been used in the development of the work or invention.

Staff creations or inventions not involving employer resources (including the creator/inventor work-time) are owned exclusively by the creator/inventor and the University will not assert an equitable interest in any net proceeds. Open and full disclosure in advance of such creative activity, or as soon thereafter as is practicable, is a prerequisite to a fair determination or allocation of ownership to staff creations or inventions.

The University or Foundation may employ or engage individuals under terms that include a priori determination or allocation of intellectual property rights between the parties.

III. ADMINISTRATIVE PROCEDURES

A. University Administration. The University President is responsible for policy matters relating to intellectual property and affecting the University's relations with inventors and creators, public agencies, private research sponsors, industry, and the public. The Office of the Vice President for Academic Affairs, through the Dean of Research and Graduate Programs, and in coordination with the Cal Poly Foundation, shall implement and administer this policy, including the evaluation of patentability or other forms of intellectual property protection, filing for patents, negotiation of use rights, and the pursuit of infringement actions.

B. Intellectual Property Review Committee. An Intellectual Property Review Committee shall be appointed by the University President. The Committee shall be composed of ten members, seven of whom shall be members of the faculty, without administrative appointments, and nominated by the Academic Senate. These seven appointees shall represent each college and the University Center for Teacher Education. The other three members shall include the Chair of the Academic Senate Research Committee, the Dean of Research and Graduate Programs, and a student representative appointed annually by the ASI President. The Committee shall be chaired by a faculty member. Faculty appointees shall serve three-year staggered terms. The Committee shall review and monitor University activities on matters relating to the administration of this policy. The Committee shall be consulted in advance concerning any material changes to the policy and shall participate fully in the future development of the policy. The Committee shall also administer a review process for the allocation of the University's net proceeds from intellectual property.

The Committee serves as the appellate body advisory to the University President in the event of disagreement among interested parties in the interpretation or application of this policy. In cases where the Committee is unable to resolve such disagreements to the satisfaction of the interested parties, then it shall submit a written recommendation for resolution of the dispute to the University President for a final administrative decision.

At the beginning of each academic year, the Foundation will provide to the Dean of Research and Graduate Programs a summary statement of income and expenses from intellectual property in which the University has an interest, and an accounting of income and disbursements of the Commercialization and Research Funds. The Dean will submit this information to the Intellectual Property Review Committee, in a written report of all the activities in which that office has been involved in the preceding year.

C. Disclosures. Intellectual property invented or created by University faculty, staff or students using University resources or resources administered by the University or Foundation, or within the inventor's or creator's scope of employment, shall be disclosed in writing ("Disclosure Statement") to the Dean of Research and Graduate Programs. Disclosure Statements shall be held confidential to the extent permitted by law. The Dean of Research and Graduate Programs will refer the disclosure to the Intellectual Property Rights Committee, which will assess rights of all interested parties consistent with Section II of this policy.

D. Use Rights. The inventor or creator will cooperate with the University in the protection and development of disclosed intellectual property, including executing appropriate written instruments to perfect legal and equitable rights. It is anticipated that the inventor or creator will be an active participant in the use-rights process, including participation in any licensing decisions.

Inventors or creators having an interest in a potential license may request that the potential licensee be given the right of first negotiation, consistent with University policy on conflicts of interest or other applicable University policies.

E. Inactivity. If the University determines not to pursue protection and/or development of particular intellectual property, it will relinquish its equitable claim to net proceeds from that intellectual property. The University's decision will normally be made within ninety (90) days after the Disclosure Statement date. The University must then act diligently to pursue protection and commercialization of the property.

F. Nondisclosure. It is customary and prudent for those having access to any proprietary information on specific intellectual property to execute nondisclosure agreements. The Dean of Research and Graduate Programs will be responsible for securing and maintaining such agreements in the chain of intellectual property protection and use-rights processing, consistent with applicable law.

G. Assignments of Interest. Any transfers of ownership between those with any interest in specific intellectual property shall be documented through appropriate legal instruments, such as assignment agreements, in a form consistent with applicable law and regulations.

IV. INCOME ALLOCATIONS

A. General Objectives. In the transfer of intellectual property and allocation of net proceeds derived from intellectual property, the general objectives are to direct funds toward the inventors or creators, assure the transfer and development of those discoveries for the public benefit, and provide for the funding of future creative effort by University faculty, students and staff.

Only net proceeds will be allocated. Annually, or upon request, the Dean of Research and Graduate Programs will provide an inventor or creator with a current financial statement relating to his or her specific intellectual property.

B. Intellectual Property Funds. A portion of the net proceeds (see Section IV. C. below) derived from the transfer or use of intellectual property shall be allocated to a Commercialization Fund for the protection and commercialization of specific intellectual property developed in the future by University faculty/students.

A portion of the net proceeds (see Section IV. C.) derived from the transfer or use of intellectual property of sufficient profitability shall be allocated to a Research Fund to support research on and development of specific intellectual property.

C. Allocation of Net Proceeds from Intellectual Property. Net proceeds derived from intellectual property are intended primarily to support inventors and creators in their research efforts and also to assist their respective colleges and departments. The University's portion will normally be allocated among the Commercialization and Research funds, the department/academic unit and the college. However, allocation of the University's share is ultimately at the discretion of the President.

V. CAL POLY FOUNDATION

The California Polytechnic State University Foundation is a non-profit, public benefit corporation serving as a qualified auxiliary organization in support of the University. The Foundation functions in several roles relating to the perfection, protection, transfer and development of intellectual property discovered or having interests therein held by the faculty, students, staff, or the University.

A. Perfection of Rights. The perfection of legal and equitable rights in intellectual property generally involves exacting documentation, and compliance with statutory and

regulatory procedures. The Foundation typically acts as the contracting agency for externally sponsored research projects on behalf of the University and the principal investigator. Sponsored research agreements may have specific invention or creation disclosure requirements, and patent/copyright and licensing provisions requiring compliance through the Foundation.

The Foundation, in cooperation with the Dean of Research and Graduate Programs, will develop and document a standardized confidential invention disclosure and reporting process for the protection of the rights and interests of the inventor or creator, consistent with this policy statement and sponsored project requirements.

B. Protection. At the request of the Dean of Research and Graduate Programs, or in satisfaction of sponsored research requirements, the Foundation shall initiate action to further evaluate the need for and practicality of securing appropriate statutory protection over any intellectual property subject to this policy. Results of any such evaluations shall be reported to the Dean of Research and Graduate Programs and the inventor or creator.

C. Transfer and Development. The Foundation often serves as the transfer and development agent for those with legal and/or equitable rights to intellectual property subject to this policy statement. Actions to evaluate protection typically also involve the assessment of commercial viability, and may, in most circumstances, require the Foundation to negotiate among the interested parties appropriate assignment and collateral agreements to settle those interests and obligations, and to assure property protection and development opportunities. In its role as agent, the Foundation will involve both the inventor/creator and the University (through the Dean of Research and Graduate Programs) in all negotiations with potential buyers or licensors.

D. Fiscal Agent. The Foundation also serves as the designated fiscal agent of the University in the administration of transactions involving University interests in such intellectual property, and may also serve in a similar capacity for other interest-holders at their request.

E. Foundation Services. In providing the above services the Foundation shall recover its costs as defined in Section I.D. in accord with established University and Foundation cost recovery policy. VI. IMPLEMENTATION

The Dean of Research and Graduate Programs, in cooperation with the Foundation Executive Director, shall develop and document, implement and maintain on a current basis appropriate procedures and practices to carry out this policy statement, including the process for evaluating and determining the allocation of: (1) ownership and/or interest in intellectual property of the nature described in Section II above; and (2) net proceeds derived from intellectual property subject to Section IV above. The Intellectual Property Review Committee shall be consulted on any significant proposed practices involving the application or interpretation of this policy.

VII. PERIODIC POLICY REVIEW

The Intellectual Property Review Committee shall review this policy as needed, and at least every four years, to make recommendations for any changes.

(mp\j:\Agreement\cnsnsus2.doc)

Adopted: May 21, 1996

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

AS-459-96/LRPC
RESOLUTION TO
APPROVE POLICY AND REVIEW PROCEDURES FOR
DISCONTINUANCE OF AN ACADEMIC PROGRAM

RESOLVED: That the Academic Senate of Cal Poly approve the attached Policy and Review Procedures for Discontinuance of an Academic Program; and, be it further

RESOLVED: That the attached Policy and Review Procedures for Discontinuance of an Academic Program be forwarded to the President and Vice President for Academic Affairs for approval and implementation.

Proposed by the Academic Senate Long-
Range Planning Committee
February 15, 1996
Revised May 21, 1996

Revision of March 20, 1997
by the Academic Senate Budget and
Long-Range Planning Committee

POLICY AND REVIEW PROCEDURES FOR DISCONTINUANCE OF AN ACADEMIC PROGRAM

Many CSU campuses, including Cal Poly, San Luis Obispo, may find it necessary to reduce faculty, support staff, and administrative positions due to enrollment declines or financial support reductions. ~~When financial support is reduced,~~ The discontinuance of programs or departments sometimes emerges as the alternative which does the least harm to the quality of remaining programs. Program and department discontinuance are valid ways of responding to reductions in resources; however, program discontinuance can and must be accomplished with minimal impact. Program discontinuance decisions must be made in a reasoned way which will minimize damage to the ~~institution~~ university and to the majority of their programs. ~~The process should be based on the fact that the university is a community with a responsibility for the well being and interest of students, faculty, staff, and alumni.~~

The following procedures have been developed in response to EP&R 79-10, January 26, 1979, Chancellor Dumke to Presidents, "Interim Policy for the Discontinuance of Academic Programs," and EP&R 80-45, June 12, 1980, Vice Chancellor Sheriffs to Presidents, "Clarification of Interim Policy for Discontinuance of Academic Programs." These documents outline general procedures for program discontinuance and request that campuses submit local discontinuance procedures.

I. PROCEDURES

A. Initiation of a discontinuance proposal

A proposal to discontinue an academic program will ordinarily be the result of regular program review but a request for ~~special review~~ ~~discontinuance~~ may be initiated at any time by any of the following:

- a majority of the tenured and tenure track faculty of the affected department(s)
- the dean of any of the colleges involved in the program
- the Provost for the university
- the President for the university

~~The proposal shall clearly indicate that the proposed discontinuance is to be permanent.~~ The proposal shall be submitted to the Provost for review.

B. Review of a discontinuance proposal

The Provost will review the proposal for discontinuance and ~~accept or reject the proposal~~ ~~either reject the proposal or begin the discontinuance process~~ within three calendar weeks. ~~If the request for review is approved~~ If the discontinuance procedure is to begin, a discontinuance review committee will be appointed within the next three calendar weeks ~~after approval~~, to conduct a review in accordance with the procedures outlined in this document and make recommendations to the Provost as required by the CSU Chancellor's Office.

C. Appointment of a discontinuance review committee

The discontinuance review committee will consist of two groups ~~appointed by the Provost in consultation with the Chair of the Academic Senate.~~

The first group will include ~~six persons (one nonvoting):~~

1. a ~~nonvoting~~ representative from the Academic Programs office (~~nonvoting~~), nominated by the Provost;
2. two ~~members of the deans Council~~ representing colleges not involved in the program and nominated by the Chair of the Academic Senate;
3. one student not involved in the program, nominated by the ASI President;
4. two faculty representatives from colleges not involved in the program, nominated by the Chair of the Academic Senate; and
5. a staff representative not involved in the program, nominated by the Provost.

The second group will include ~~at least five persons:~~

1. the dean(s) of the college(s) involved in the program [or a representative nominated by the deans(s)];
2. the ~~chairs/heads~~ of departments or the coordinators of areas involved in the program;
3. one student involved in the program, nominated by the ASI President;
4. faculty representatives involved in the program nominated by the tenured and tenure track faculty involved in the program ~~There will be at least one faculty from each program involved if there is more than one program being reviewed;~~
5. a staff representative involved in the program, nominated by the chairs/heads of departments or the coordinators of areas involved in the program;
6. at least one graduate of the program nominated by the faculty involved in the program.

D. Recommendations from the discontinuance review committee

The ultimate decision to discontinue a program rests with the Chancellor's Office. The purpose of the discontinuance review committee is to create a report for the President and Provost on the ~~merits or lack of merit~~ strengths and weaknesses of the program under review. If there is no opposition to the proposed discontinuance within the committee, the proposal will be forwarded to the Provost, with a report indicating that there is no opposition. If any of the committee members oppose the discontinuance, the discontinuance review committee will generate a report, using the following two step process.

In the first step, each group will elect its own chair and create a document describing the strengths and weaknesses of the program under review, and a justification of why the program should or should not be ~~terminated discontinued~~. The documents must be generated within sixteen weeks after the committee has been appointed. The merits of the program shall be assessed using the elements described in Sections II and III below, and in the Academic Program Review and Improvement Guidelines. If appropriate, the documents shall include what remedies could be taken to address weaknesses, including a precise statement of goals and a time table to reach those goals.

The chair of each group shall make ~~the its~~ document available to ~~all faculty the Cal Poly faculty members community~~ for comments for four weeks. A written request for comments must be sent to all the faculty and staff directly affected by the potential discontinuance at the start of the period for comments. ~~The two groups will review the comments and revise their document as appropriate.~~

In the second step, immediately following the four weeks of comments, the two groups will exchange documents and provide a written critique of the arguments presented in the document from the other group within six weeks.

The two groups will then ~~each select five voting representatives who will then merge into a single group, with the nonvoting representative from the Academic Programs office as chair. Within four weeks, the group will elect a chair and jointly~~ discuss and amend the documents produced. The final version of the two analyses, with the ~~comments from the other groups critiques of the arguments presented~~, and with all the information deemed relevant, shall be bound in a single document (which,

at this point, should have a format similar to what is produced by the state analyst to assist voters). A tally of how many ~~committee members~~ voting representatives are in favor or against discontinuance shall be part of the final document sent to the Provost, the Academic Deans' Council, and the Academic Senate for their review and recommendation.

E. Final decision on discontinuance of the program

The Provost, the Academic Deans' Council, and the Academic Senate will forward their recommendations to the President within six weeks, and the President will make the final recommendation to the Chancellor's Office.

II. CONSIDERATIONS IN PROGRAM DISCONTINUANCE REVIEW

Considerations for program discontinuance will be similar to those for initiation of new programs. In addition to the program review criteria, the elements that will be considered in a final recommendation must also include, but will not be limited to:

1. the university Strategic Plan and Mission statement;
2. the effectiveness of the program ~~to meet the identified needs~~ in meeting its goals and objectives;
3. ~~The existence of programs within the CSU which could enroll students in this program~~ a three-year history of student enrollment, a projection of future student enrollment, and the existence of similar programs within the CSU;
4. a three-year history of the student-faculty ratio, and the total cost per FTEF and per FTES for the program at Cal Poly and at other institutions offering comparable similar programs;
5. the effects of enrollment ~~shifts~~ changes on other instructional areas at Cal Poly;
6. the current or expected statewide or regional demand for graduates of the program;
7. the contributions of the program to the general education and breadth of students;
8. the effects of discontinuance on facilities,
9. the financial effects of discontinuance, including an estimate of the yearly costs or savings for the three years following discontinuance;
10. the effects on faculty and staff, including a description of what career opportunities within the CSU ~~will offer them: agreements to transfer to other departments or to may be available. i.e., opportunities for temporary or permanent appointments at Cal Poly or visiting appointments in other branches of the CSU, retraining, etc.;~~
11. the impact of discontinuance on student demand;

III. INFORMATION FOR PROGRAM DISCONTINUANCE REVIEW

The information considered during the evaluation of an academic program for discontinuance will contain all the information that is needed for the creation of a new program. In addition, the information will include but will not be limited to:

- A. The most recently completed Review of Existing Degree Programs with current statistical update;
- B. The most recent accreditation report, if a program is accredited or approved. If the accreditation is over six years old, or if there is no accrediting body for the program; a review of the program by a panel of professionals ~~outside the CSU with no contractual association with Cal Poly~~ can be substituted for the accreditation report, provided the review has been completed within the last six years ~~The review shall contain all the elements included in an accreditation report;~~

- C. If not contained in A or B:
 - 1. FTEF required each quarter for the past three years
 - 2. special resources and facilities required
 - 3. number of students expected to graduate in each of the next three years;
- D. Conclusions and recommendations of the project team on Academic Programs, contained in the most recent edition of Academic Program and Resource Planning in The California State University.

TIME TABLE FOR PROGRAM DISCONTINUANCE

Initial step

- 1. Proposal to discontinue an academic program received by the Provost.

Three calendar weeks after receipt of the proposal

- 2. The Provost accepts or rejects the proposal.

Three calendar weeks after acceptance of the proposal

- 3. Discontinuance review committee appointed.

Within sixteen weeks after appointment of the discontinuance review committee

- 4. Initial report: Each of the two groups from the ~~program~~ discontinuance review committee produce their report and exchange it for the report from the other group.

Within four weeks after the initial reports have been exchanged

- 5. Period of comments: Each of the two groups from the ~~program~~ discontinuance review committee solicit comments on the reports from the university at large.

Within six weeks after the end of the period of comments

- 6. Critique of the initial reports: Each of the two groups from the ~~program~~ discontinuance review committee produce a critique of the findings produced by the other group.

Within four weeks after the critique of reports have been produced

- 7. Final report: The two groups from the ~~program~~ discontinuance review committee jointly discuss and amend, if necessary, the final document and send it to the Provost, the Academic Deans' Council, and the Academic Senate.

Within four weeks after the critique of reports have been sent

- 8. Recommendations: The Provost, the Academic Deans' Council, and the Academic Senate make recommendations to the President.

NOTE: A calendar week is five working days. Calendar weeks exclude summer ~~breaks~~ ~~quarter~~ and the breaks between quarters.

TIME TABLE FOR PROGRAM DISCONTINUANCE (in weeks)

Initiation of the proposal	1
Review by the Vice President for Academic Affairs	3
Appointment of the committee	3
First step of the review	16
Period of comments	4
Second step of the review	6
Final document drafted	4
Review by upper levels	6
Final comments to the President	1
Total time	42 weeks


CCT 9 1996

Memorandum

To: Harvey Greenwald, Chair
Academic Senate

Academic Senate

Date: September 23, 1996

From: 
Warren J. Baker
President

Copies: Paul J. Zingg
Glenn W. Irvin
Michael Suess
Carlos Cordova

Subject: Initial Response to AS-459-96/LRPC, Resolution to
Approve Policy and Review Procedures for
Discontinuance of an Academic Program

This is in response to the above subject Academic Senate resolution. The following are a number of initial observations of this Resolution. However, based upon the complexities involved, further administrative review by the Academic Deans' Council, Faculty Affairs, and University Legal Counsel must be conducted. This review will begin this Fall Quarter.

General Comments:

Throughout the document, references to the Vice President for Academic Affairs should be revised to refer to the Chief Academic Officer.

References to "school" should be revised to refer to colleges or other appropriate units.

Department "heads" should be revised to "chairs/heads."

The process and information required by this policy should be consistent with the resolutions on external program review, the information required for program and course proposals, and the requirements of the Program Review and Improvement Committee.

Specific Comments:

Opening paragraph, sentence 2: as proposed, there is only one condition for discontinuance--reduction of financial support. There could be others, some of them voluntary, such as loss of student enrollments. As an example, in the past, this policy was used to discontinue the master's degree in Chemistry at the request of the Department.

I. Procedures

- A. Initiation of a discontinuance proposal. This section states that a proposal to discontinue an academic program will ordinarily be the result of a regular program review. However, the opening paragraphs propose that discontinuance will occur only when there is a reduction of financial support.

The first bulleted item differentiates programs and departments, and requires a vote of the tenured and tenure-track faculty in those departments to instigate a special review. This may result in procedural difficulties if a program includes more than one department.

- B. "will review the proposal for discontinuance" revise to "will review the proposal for special review."

- C. The first group: 2: Two members of the Deans Council. The Deans Council's membership includes individuals who are not college deans. If the membership of this committee is intended to include college deans specifically, then please revise accordingly.

The second group: "Faculty representatives involved in the program,"--something has been omitted from this statement. Should it be item 4?

Last sentence in this section: revise to read: "There will be at least one faculty member from each program involved if more than one program is being reviewed." However, this requirement could make the memberships of these committees very complex. It is not merely a case of adding faculty members, but affects Items 1, 2, and 3 as well if the programs include more than one department and college.

- D. Recommendations from the committee:

First sentence: "merits or lack of merit," revised to "strengths and weaknesses."

Paragraph 2, sentence 1: "terminated," revise to "discontinued."

Paragraph 3: it is not clear who "all faculty members" in Sentence One refers to--all faculty members on the committees? Or in the affected programs/departments? Or in the University? Item 5 of the timetable suggests this may be all faculty members in the University.

Last paragraph in item D:

Sentence 1: the "eleven members" could be considerably larger given the conditions for membership set forth in Item C.

Sentence 2: it is not clear who the "other groups" are.

Reference to the document produced by the State Analyst: this is desirable, but perhaps not achievable. The State Analyst is a disinterested party; the document called for in this paragraph will not be produced by disinterested parties.

The process set forth in this paragraph may be workable, but it is not certain that the two groups can produce the report called for, or that it would not result in unnecessary bitterness and acrimony that could be avoided by having the two reports forwarded to the Chief Academic Officer, who will then have them reviewed according to the proposed procedure.

II. Considerations in Program Discontinuance Review

Item 2: "program to meet the identified needs," revise to: "program in meeting its goals and objectives."

Item 4: FTEF and FTES data from comparable programs in other institutions might be difficult to obtain. Further, it might be problematic if the programs are not identical.

Item 5: "sifts," revise to "changes."

III. Information for Program Discontinuance Review

B. Sentence 1, revise to: "The most recent report of external review, if a program is accredited or approved."

A "panel of professionals outside the CSU." This condition needs to be consistent with the requirements for external program review, which may include reviewers from CSU institutions.

1. FTEF "required." It is not clear what "required" means in this context.

Time Table for Program Discontinuance

Item 6: "produce a critique of the arguments," revise to "produces a critique of the findings."

Item 8: as the title to the items suggests, the Academic Senate would make "recommendations" to the President, not "a recommendation.."

I would appreciate the Senate's review and comments to the above suggestions.

Faculty Interested in Serving on University-wide GEB Program

Name	Department	Director	GE&B Committee			GE&B Subject Area Subcommittees			(Suggested Area)
			1997-98	1997-99	1997-00	Arts&Hum	Sci,Math&Tech	Soc&BehavSci	Communication
CAGR									
Del Dingus	Soil Sci						1		
John Harris	NRM	1	2	3	4			5	
Steve Kaminaka	Agri Engr		3	2	1				
Joe Montecalvo	Fd Sci&Nut			2	1		3		
Tim O'Keefe	NRM		1	2	3		4		
Robert Rutherford	Ani Sci		1	1	1				
James Vilkitis	NRM		1	1	1				
David Warfield	Crop Sci						1		
CAED									
Walter Tryon	Arch			1					leave Fall '97
Matt R. Wall	Const Mgt			2	1				
Christopher Yip	Arch		1						
CBUS									
Dan Bertozzi	GIStrat&Law		3	2	1				
Daniel Williamson	Econ	1			2				
CENG									
Russell Cummings	Aero Engr		3	2	1				
Ronald Mussulman	Mech Engr	1							
Shan Somayaji	C & EE Engr			1					
CLA									
Linda Bomstad	Philos		2		1				3
Reg Gooden	Poli Sci		2		1				
John Harrington	English	1							
Chuck Jennings	Art & Des					1			
David Kann	English					1			
Daniel Levi	Psyc & HD							1	
William Martinez	For Langs					1			
Patrick McKim	Soc Sci							1	
Barbara Mori	Soc Sci				1			2	
William Preston	Soc Sci				1				
Tal Scriven	Philos		2		1	3			
Debra Valencia-Laver	Psyc & HD		1		2				
Michael Wenzl	English	1	2			3	3	3	
CSM									
Ralph Jacobson	Chemistry	1	3	2			4		
George Lewis	Math		2	1					
Maria Ortiz	Bio Sci						1		
Bob Smidt	Stats	1	3	2					

Monteale - Exec Comm 4.1.97

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407

PETITION TO SERVE ON THE
GENERAL EDUCATION & BREADTH COMMITTEE

Name _____ Ofc#/Dept# _____ / _____

Department _____ College _____

PLEASE PRIORITIZE YOUR INTEREST IF MORE THAN ONE COMMITTEE IS SELECTED

I would like to serve on the General Education and Breadth Committee for the following term:

_____ 1997-98, representing CSM

_____ 1997-99, representing CSM

_____ 1997-98, representing CLA

_____ 1997-00, representing CLA

_____ 1997-98, representing CAGR, CAED, CBUS, or CENG

_____ 1997-99, representing CAGR, CAED, CBUS, or CENG

_____ 1997-00, representing CAGR, CAED, CBUS, or CENG
(2 positions available)

(signature)

(date)

PLEASE FILL OUT AND RETURN THIS FORM TO THE ACADEMIC SENATE OFFICE
BY FRIDAY, MARCH 21, 1997 AT 5:00 P.M.

State of California

California Polytechnic State University
San Luis Obispo, California 93407

MEMORANDUM

Date: March 24, 1997

To: Steve McShane
Mike Rocca
Guy Welch

Copies: W. Baker
P. Zingg
J. Hampsey
A.S. Ex. Com

From: Harvey Greenwald, Chair
Academic Senate



File: geb-asi.siq

Subject: Student Representation on GEB Subject Area Committees

At the Academic Senate meeting of February 11, 1997, the *Resolution on General Education and Breadth Program: Proposed Administrative Structure* was approved. This resolution creates three very important GEB subject area committees with student voting representation on each of these area committees. I have enclosed a copy of the resolution, as well as a description of the new GEB program and these subject area committees. I would like to request that the ASI provide student representatives for each of these area committees. We would like to constitute these committees as soon as possible, and would appreciate your input by Friday, April 18, 1997. Therefore, your prompt attention would be most appreciated. Please let me know if you have any questions.

Miss - Exec 4.1.97

03.31.97

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

ACADEMIC SENATE
SENATORS
1997-1998

(By College)

COLLEGE OF AGRICULTURE (7):

<u>NAME</u>	<u>DEPARTMENT</u>	<u>OFC/DEPT</u>	<u>EMAIL</u>	<u>EXP TERM</u>
Amspacher, Bill	Agribus	5018/5000	wamspach	1998
Hannings, David	EnvHortiSci	2870/2279	dhanning	1999
Harris, John	NRM	2426/2702	john_harris@nrm	1998
Lord, Sarah	AgEd&Comm	7272/2803	slord	1999
Ruehr, Tom	SoilSci	2552/2261	truehr	1998
Stokes, Cliff	AniSci	6110/2419	cstokes	1999
Wheatley, JoAnn	CropSci	6732/1237	jwheatle	1998

COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN (5):

<u>NAME</u>	<u>DEPARTMENT</u>	<u>OFC/DEPT</u>	<u>EMAIL</u>	<u>EXP TERM</u>
Botwin, Mike	ArchEngr	1333/1314	none	1998
Clay, Gary	LandArch	1372/1319	gclay	1999
Day, Linda	C&RPlg	1592/1315	Linda_day@caedmail	1998
Dubbink, David	C&RPlg	1474/1315	ddubbink	1999
Johnston, Hal	ConstMgt	2613/1323	Hal5390@aol.com	1998

COLLEGE OF BUSINESS (5):

<u>NAME</u>	<u>DEPARTMENT</u>	<u>OFC/DEPT</u>	<u>EMAIL</u>	<u>EXP TERM</u>
Labhard, Lezlie	IndTech	2470/2676	llabhard	1998
Levenhagen, Michael	GIStrat/Law	1563/5068	mlevenha	1998
Li, Eldon	Mgtmt	2964/2012	eli	1999
Swartz, Terri	Mktg	1413/1413	tswartz	1999
VACANCY				1999
Kersten, Tim (SS)	Econ	2555/2704	tkersten	1998

COLLEGE OF ENGINEERING (7):

<u>NAME</u>	<u>DEPARTMENT</u>	<u>OFC/DEPT</u>	<u>EMAIL</u>	<u>EXP TERM</u>
Cummings, Russ	AeroEngr	1359/2562	rcummings	1999
Horton, William	ElecEngr	1426/2781	whorton	1998
Johnson, Mark	MechEngr	1386/1334	mjohnson	1999
Lang, Robert	C&EEngr	1388/2947	rlang	1998
Morrobels-Sosa, Anny	MatsEngr	1380/2568	amorrobe	1998
Wheatley, Patrick	CompSci	6168/2824	pwheatle	1998
Yang, Tao	I&MEngr	2810/2341	tyang	1999

COLLEGE OF LIBERAL ARTS (9):

<u>NAME</u>	<u>DEPARTMENT</u>	<u>OFC/DEPT</u>	<u>EMAIL</u>	<u>EXP TERM</u>
Bergman, Sky	Art&Des	1538/1148	sbergman	1999
Bomstad, Linda	Philos	2330/2041	lbomstad	1999
Coleman, James	SocSci	1230/2260	jcoleman	1998
Fetzer, Phil	PoliSci	6147/2984	pfetzer	1999
Hiltpold, Paul	History	2885/2543	philtpol	1998
Martinez, William	ForLangs	2889/1205	wmartine	1998
McDermott, Steven	SpchCom	1158/2553	smcdermo	1998
Spiller, Terry	Music	2177/2406	wspiller	1998
Valencia-Laver, Debra	Psyc&HD	1603/2033	dlvalenc	1999
Gooden, Reg (SS)	PoliSci	2895/2984	rgooden	1999

COLLEGE OF SCIENCE AND MATHEMATICS (8):

<u>NAME</u>	<u>DEPARTMENT</u>	<u>OFC/DEPT</u>	<u>EMAIL</u>	<u>EXP TERM</u>
Brown, Ron	Physics	2439/2448	rfbrown	1999
Farrell, Gerald	Math	2421/2206	gfarrell	1998
Greenwald, Harvey	Math	1657/2206	hgreenwa	1998
Hood, Myron	Math	2352/2206	mhood	1998
Jacobson, Ralph	Chem&BioCh	2796/2693	rjacobso	1999
Lewis, George	Math	2333/2206	glewis	1998
VACANCY				1999
VACANCY				1999
Hale, Thomas (SS)	Math	6539/2206	thale	2000

PROFESSIONAL CONSULTATIVE SERVICES (4):

<u>NAME</u>	<u>DEPARTMENT</u>	<u>OFC/DEPT</u>	<u>EMAIL</u>	<u>EXP TERM</u>
Brown, Johanna	Library	1364/1364	jbrown@sci-fi.lib.	1998
Dimmitt, Laura	FinAid	5878/2927	ldimmitt	1998
Domingues, Anthony	Admissions	5477/2311	tdomingu	1998
Harris, Pat	StLf&Actvs	2600/2600	pharris	1999

UNIVERSITY CENTER FOR TEACHER EDUCATION (1):

<u>NAME</u>	<u>DEPARTMENT</u>	<u>OFC/DEPT</u>	<u>EMAIL</u>	<u>EXP TERM</u>
Drucker, Howard	UCTE	1575/1251	hdrucker	1998



Cal Poly Plan Referendum

Voter Pamphlet

☒ **VOTE:**

April 30 and May 1, 1997

9:00 a.m. — 7:30 p.m.

Summary Statement About the Cal Poly Plan

- ♦ The Cal Poly Plan is a five-year investment initiative for the University to improve learning and teaching through effective, student-centered, instructional resources.
- ♦ The Cal Poly Plan is a response to such factors as limited public resources and rising public expectations for accountability.
- ♦ Using suggestions from students, faculty, staff, and administrators, the following four goals have emerged:
 - enhance educational quality
 - accelerate student progress to degree completion
 - improve University productivity and efficiency
 - provide accountability, especially regarding student learning.
- ♦ The Cal Poly Plan is developed, implemented, and maintained by a Steering Committee that works on a consensus basis, with membership consisting of four students, three members each from the Academic Senate, Staff Council, and administration, and a California Faculty Association representative.
- ♦ Information to guide the Cal Poly Plan and define goals and priorities is gathered through wide consultation with students, parents, faculty, staff, administration, alumni and campus advisory boards. Since 1995, multiple student surveys have been conducted to determine students' views on Cal Poly Plan goals and funding priorities.
- ♦ The Cal Poly Plan focuses on accountability through mid-year and final reports, submitted to the Steering Committee, to insure that students attain the goals that they want.
- ♦ The Campus Academic Fee is an investment that is used to supplement state support and contributions from donors to reach goals identified by the Cal Poly Plan.
- ♦ In 1996-97, the \$1.8 million from the Campus Academic Fee was matched by \$1.9 million in University and private funds, for a total of \$3.7 million, and together they paid for 25 projects. These projects included, among other things, studio laboratory classrooms, multimedia workstations, an environmental protection lab, instruction for faculty on using Web materials for teaching, expanded tutorials, and increased student access to academic records. In addition, funds were set aside for financial aid; and library services were expanded. New faculty positions and more projects will be funded starting next year.

Financial Analysis of the Proposal to Increase the Campus Academic Fee

Background

In fiscal year 1996/97, the Cal Poly General Fund operating budget is supported by \$136.2 million in revenues. Of the \$1.78 billion in 1996/97 state tax revenues that were appropriated to the CSU by the legislature, the CSU Board of Trustees allocated \$104.2 million to Cal Poly. These annual allocations of state tax revenues represent the single largest funding source for the University's annual operating budget. Other funding sources include student fees and miscellaneous revenues and reimbursements. The University fiscal year begins on July 1 and ends on June 30.

In the Fall of 1996, the Campus Academic Fee was established as a campus mandatory student registration fee to provide revenues in support of the Cal Poly Plan. Revenues from the Campus Academic Fee are scheduled in the University General Fund operating budget. *Exhibit A* shows the mandatory registration fees that are presently in effect for the 1996/97 academic year. The Campus Academic Fee, Cal Poly Health Services Fee, and the CSU State University Fee are deposited in the General Fund and are used to support the annual University operating budget. All of the other fees shown in *Exhibit A* are deposited in other funds that are designated for specific purposes such as the Associated Students, the University Union/Recreation Center, etc.

<i>Exhibit A</i> <i>Mandatory Registration Fees</i> <i>1996-97 Fall, Winter, and Spring Totals</i>		
	<i>6 Units or less</i>	<i>More than 6 Units</i>
CSU State University Fee	\$918	\$1,584
Academic Fee (Cal Poly Plan)	135	135
Health Services Fee	84	84
subtotal, General Fund	1,137	1,803
University Union (includes Recreation Center)	189	189
Associated Students, Inc. (ASI)	65	65
Health Facility Fee	6	6
Instructionally Related Activities (IRA) Fee	162	162
Campus Services Card	6	6
subtotal, non-Gen Fund	428	428
Totals	\$1,565	\$2,231

For fiscal year 1996/97, the Campus Academic Fee is \$45 per quarter, per student. The fee, which went into effect Fall Quarter 1996, will generate approximately \$2.17 million in FY 1996/97 revenues. This revenue estimate is based on an enrollment forecast of 16,457 students for the Fall, Winter and Spring quarters, less an estimate of individuals who qualify for fee waivers.

Approximately \$363,463 of the fee revenue has been designated for student financial aid grants. These financial aid funds have been supplemented with University General Fund resources in order to award additional student financial aid grants.

The Proposed Increase in the Academic Fee

Exhibit B summarizes the increases in the Campus Academic Fee that have been proposed. The exhibit shows the currently approved Campus Academic Fee, the increases in the fee that have been proposed, the estimated total revenues for each fiscal year, the budget set-aside for student financial aid grants, and the remaining funds available for the Cal Poly Plan. The paragraphs that follow explain the assumptions underlying the data in *Exhibit B*.

Effective with the 1997 Fall Quarter, it has been proposed that the \$45 Campus Academic Fee be increased to \$93 per quarter, per student. During fiscal year 1997/98, this would generate revenues of approximately \$4.5 million, inclusive of a \$45 Campus Academic Fee in Summer Quarter 1997 and followed by the increased quarterly fee of \$93 in the Fall 1997, Winter 1998, and Spring 1998 quarters. The \$4.5 million FY 1997/98 revenue estimate is based on a Cal Poly enrollment target of 17,174 students (annualized headcount for all four academic quarters). Two-thirds of the revenues (approximately \$3.0 million) would be allocated to meet Cal Poly Plan goals and objectives while the remaining one-third (approximately \$1.5 million) would be set aside for student financial aid grants.

Effective with the 1998 Fall Quarter and thereafter, it has been proposed that the \$93 Campus Academic Fee be increased to \$120 per quarter, per student. During fiscal year 1998/99, this would generate revenues of approximately \$5.87 million based on a Cal Poly enrollment target of 17,029 students (annualized headcount for all four academic quarters). This revenue estimate is inclusive of a \$93 Campus Academic Fee in Summer Quarter 1998, followed by the increased quarterly fee of \$120 in the Fall 1998, Winter 1999, and Spring 1999 quarters. Two-thirds of the revenues (approximately \$3.91 million) would be allocated to meet Cal Poly Plan goals and objectives while the remaining one-third (approximately \$1.96 million) would be set aside for student financial aid grants.

<i>Exhibit B</i>					
	<i>Estimates</i>				
	Academic Fee (per quarter, effective Fall)	Academic Fee (per year: Fall, Winter, Spring)	Academic Fee Revenues	Less: Student Financial Aid Grants	Net: Revenues for the Cal Poly Plan
approved 1996-97	\$45	\$135	\$2.17 million	\$0.36 million*	\$1.81 million
proposed 1997-98	\$93	\$279	\$4.50 million	\$1.50 million	\$3.00 million
proposed 1998-99	\$120	\$360	\$5.87 million	\$1.96 million	\$3.91 million

*These financial aid funds have been supplemented with University General Fund resources in order to award additional student financial aid grants.

Financial Aid

In accordance with CSU delegations of authority to campus presidents, one-third of the revenues from the Campus Academic Fee are set aside annually for financial aid and are administered by the University's Student Financial Aid Office. These funds are awarded in the form of a Cal Poly Grant to Cal Poly students who file a Free Application for Federal Student Aid (FAFSA) and who demonstrate financial need as determined by the Federal Methodology for the calculation of Expected Family Contribution (EFC). All eligible students demonstrating full financial need receive the maximum grant. Those demonstrating less than full financial need are awarded in financial need order, high to low, until available Cal Poly Grant funds have been exhausted.

In 1997/98, the proposed fee increase would generate approximately \$1.50 million in Cal Poly financial aid funds. Based on an academic year award of \$279, approximately 5,380 students would be awarded the maximum Cal Poly grant. In 1998/99, the proposed fee increase would generate approximately \$1.96 million in Cal Poly financial aid funds. Based on an academic year award of \$360, approximately 70 additional students would be awarded the maximum Cal Poly grant.

Cal Poly Plan - Pro Statement

Right now, the students of Cal Poly are getting less for more. Despite the continuing increase in fees, we seldom see any improvements in class availability, library hours, or technology. Why? Because California's budget no longer funds higher education at a level that meet our needs. As a result, our degrees and future are being threatened.


The Cal Poly Plan will help. How? First, the money generated will stay on campus and fund projects based on needs that *we've* determined. The money cannot, and will not, go towards increased administration, or projects that are designed to increase enrollment. They *will* fund projects that increase class availability, technology, library hours, and advising. Take a look at last year's contributions. The first step of the Cal Poly Plan (the forty-five dollar increase) gave us more library hours than any other CSU, innovative studio classrooms, high-tech computer labs, and supplemental instructional classes (i.e. one-unit study group workshops).


Second, the Plan gives us the opportunity to sit alongside President Baker, administrators, faculty, and staff as equal partners in the decision making process. We direct the course of the Plan and decide where the money goes on an annual basis. Because decisions are based on consensus, students hold veto power. Therefore, we can hold the administration **directly accountable**.

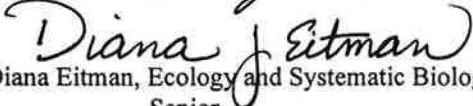
Another important benefit of the Cal Poly Plan is the leverage that it carries when Poly seeks outside support. The revenue generated from last year's fee has already been matched by alumni and major supporters. This additional 1.9 million dollars will also go towards projects that meet our needs.

A "yes" vote today will continue to pave our road to success. Support the Cal Poly Plan-our future depends on it.


Michael Rocca, Political Science Senior

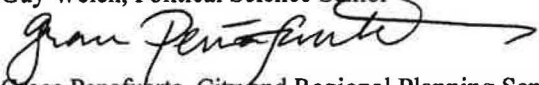

Justin Penza, Biochemistry Junior



Tom Spengler, Industrial Technology Senior


Diana Eitman, Ecology and Systematic Biology Senior


Neel J. Murarka, Computer Science Freshman


Guy Welch, Political Science Senior


Grace Penafuerte, City and Regional Planning Senior


Samuel Aborne, Civil Engineering Freshman

Cal Poly Plan Con Statement

The Cal Poly Plan wants \$360 per year from YOU--\$120/quarter. If new fees are enacted and retained, the Poly Plan will cost each student \$1,800 during a typical five years! Of this sum, \$600 will be given away free to other students for financial aid; don't we already pay income tax? AND, part-time students pay just as much as full-timers!

A survey distributed to many students solicits support "With the guarantee that students will clearly see the benefits of a direct fee increase..." Already, a \$45 per quarter fee has been imposed generating over \$2 million for 1996-1997. How much of this \$2 million went to add new classes? NONE. Where are the "guaranteed" benefits?

In fact, much of the \$2 million paid to develop interactive technology such as on-line courses for the World Wide Web--technology that replaces humans with computers. Money also purchased equipment and added workshop/lab hours; certainly worthwhile, but will this help you get the classes you need next quarter? What about the parking problem? Or continuing the free bus service providing 600,000 rides per year?

So now, more fee increases are being called for! Where will these fees be used? Well, we don't really know for sure. You see, Cal Poly requested that faculty submit proposals on how to spend the money raised. From these proposals--which include many pet projects designed to catch some limelight for their authors--those best meeting goals of "The Plan" will be selected. Shouldn't they know why they want our money before they ask for it?

Of course, we students already know where money is needed: more classes and faculty/student contact. Or, maybe you'd rather spend \$1,800 on a new computer. Now that's a clear benefit.

Please do not support the Cal Poly Plan until its goals are changed to meet our real needs.



Kevin P. Rice,
Computer Science Senior

Cal Poly Plan Referendum

VOTING LOCATIONS

College of:

Location:

Agriculture

Ag Bridge

Architecture &
Environmental Design

Dexter Lawn - near Architecture
Building

Business

Dexter Lawn — South End

Engineering

Dexter Lawn — North End

Liberal Arts and UCTE

Ag Bridge

Science and Math

University Union Plaza

**In the event of rain, all voting locations will be in
University Union, Room 207, Chumash.**

**Wednesday, April 30 &
Thursday, May 1
9:00 am - 7:30 pm**

**THIS IS YOUR OPPORTUNITY TO EXPRESS YOUR OPINION
ON THE CAL POLY PLAN**

In May 1996, the student body was consulted through surveys regarding their support for the Cal Poly Plan and the introduction of a \$45 quarterly Campus Academic Fee to partially fund the Cal Poly Plan. This Referendum asks students about their support for the Cal Poly Plan again, and for fee increases for 1997-1998 and 1998-1999. No further increases will be sought for either 1999-2000 or 2000-2001. On the reverse side of this form students can identify their views on University funding priorities.

This referendum is one of several forms of consultation to advise the President and the Cal Poly Plan Steering Committee regarding the future of the Cal Poly Plan.

**CAL POLY PLAN
REFERENDUM****SUMMARY STATEMENT ABOUT THE CAL POLY PLAN**

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- The Cal Poly Plan is a response to such factors as limited public resources and rising public expectations for accountability.
- Using suggestions from students, faculty, staff, and administrators, the following four goals have emerged:
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 - provide accountability, especially regarding student learning.
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INSTRUCTIONS: Please respond to the following three questions:



1. Do you support the goals and purposes of the Cal Poly Plan?

☐ YES ☐ NO

As a means to fund partially the Cal Poly Plan, do you support:

2. An additional fee increase of \$48/quarter in 1997-1998 (for a total of \$93/quarter)?

☐ YES ☐ NO

3. And a final increase of an additional \$27/quarter in 1998-1999 (for a total of \$120/quarter)?







☐ YES ☐ NO

OPTIONAL QUESTIONNAIRE ON FUNDING PRIORITIES

This is an *optional questionnaire* to provide your opinion to the Steering Committee regarding funding priorities for the University. This will be useful information as the University plans for the future.

INSTRUCTIONS: Please indicate the level of priority that you would assign to the following areas:

PLEASE USE NO. 2 PENCIL

RIGHT	WRONG
  	  

	High Priority 5	4	Moderate Priority 3	2	Low Priority 1	Undecided U
1. Increasing the availability of classes in majors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Improving teaching effectiveness.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Expanding Career Services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Obtaining state-of-the-art equipment for laboratories and classrooms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Improving academic advising.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Expanding student access to advanced computer laboratories.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Increasing availability of general education classes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Obtaining advanced computer technology (hardware and software) to support instruction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Improving electronic access by students and advisers to student records.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Improving and expanding course scheduling.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Providing efficient on-line access to data bases, instructional services and student information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Expanding academic assistance programs, (e.g., study groups, tutorials).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Reforming curriculum to improve educational quality.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Accelerating student progress towards degree completion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

OPTIONAL DEMOGRAPHIC INFORMATION

COLLEGE:

- ☐ Agriculture
- ☐ Architecture & Environmental Design
- ☐ Business
- ☐ Engineering
- ☐ Liberal Arts
- ☐ Science & Mathematics
- ☐ University Center for Teacher Education

GENDER:

- ☐ Female
- ☐ Male

ENTERED CAL POLY AS:

- ☐ Freshman
- ☐ Transfer Student
- ☐ Graduate Student

NUMBER OF YEARS AT CAL POLY:

- ☐ One
- ☐ Two
- ☐ Three
- ☐ Four
- ☐ Five or more

PROJECTED NUMBER OF YEARS AT CAL POLY:

- ☐ One
- ☐ Two
- ☐ Three
- ☐ Four
- ☐ Five or more

This publication was prepared by the Cal Poly Campus Fee Advisory Committee, with representation from students, faculty, staff and administration. For additional information on the Cal Poly Plan Referendum, please contact the ASI Executive Office at 756-1291 or Student Life and Activities at 756-2476.