

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

Academic Senate Executive Committee
Tuesday, October 31, 1995
UU 220, 3:00-5:00pm

*10.10.95
minutes were
removed*

- I. Minutes: Minutes of the Academic Senate Executive Committee meetings of October 10, 1995 (pp. 2-3).
- II. Communication(s) and Announcement(s):
Campus-wide election on the Revision of the Constitution of the Academic Senate CSU (pp. 4-8).
- III. Reports:
 - A. Academic Senate Chair:
 - B. President's Office:
 - C. Vice President for Academic Affairs:
 - D. Statewide Senators:
 - E. CFA Campus President:
 - F. Staff Council representative:
 - G. ASI representatives:
 - H. Other:
- IV. Consent Agenda:
- V. Business Item(s):
 - A. **Committee vacancies:** (p. 9).
 - B. **Appointment of part-time representative to the Academic Senate:** (pp. 10-13).
 - C. **Appointment of representative to the Mass Transit Service Task Force:**
[PLEASE BRING NAMES OF INTERESTED FACULTY TO THE MEETING]
(p. 14).
 - D. **GE&B:** continue the deliberations regarding the formation of an ad hoc committee to address general education and breadth.
 - E. **Resolution to Approval the Proposal to Establish an Urban Forest Ecosystems Institute:** (pp. 15-31).
- VI. Discussion Item(s):
 - A. **Timetables:** for discussing the Cal Poly Plan and Performance Salary/Step Increases.
 - B. **The Cal Poly Plan:** Ongoing discussion.
 - C. **Affirmative Action Plan for Cal Poly:** (pp. 32-45).
- VII. Adjournment:

RECEIVED

OCT 23 1995



ACADEMIC SENATE
OF
THE CALIFORNIA STATE UNIVERSITY

Academic Senate

400 Golden Shore, Suite 132 Long Beach, California 90802-4275
310-985-2613 FAX 310-985-2618

James M. Highsmith, Chair

MEMORANDUM

To: Campus Senate Chairs Date: October 19, 1995
From: James M. Highsmith, Chair
Academic Senate CSU
Subject: Revision of the Constitution of the Academic Senate CSU

Attached is a line in/line out master copy of the revisions to the Constitution of the Academic Senate CSU adopted by the Senate at its May 1995 plenary and recommended to the faculty of the CSU system.. These amendments will become effective upon ratification by the faculties on the CSU campuses and approval by the Board of Trustees. By action of the Senate at its September 1995 plenary these proposed revisions are to be voted on by the faculty as a single question.

The Executive Committee of the ASCSU is requesting the following actions of you and your staff:

1. Announce the election. Duplicate copies of the constitutional revisions and the ballot (attached) together with the arguments (attached) and distribute them to faculty as you would for any all-campus election. Fix a time period for the casting of ballots that matches your campus norms.
2. Collect the ballots and tabulate the results.
3. Inform the office of the ASCSU of your campus results by Friday, December 1, 1995.
4. Keep your campus ballots until at least June 1996.

If the amendments receive the appropriate majorities they will be submitted to the Trustees, as called for in the present Constitution, for approval.

JMH:mp

Attachments

Faculty Referendum Ballot
Amendments to the Constitution of the Academic Senate of the
California State University

Dear Colleagues:

Amendments to the Constitution of the statewide Academic Senate require the ratification of the campus faculties. Please consider the pro and con arguments for the significant changes proposed in the amendments and then vote using the ballot provided. Minor and editorial changes are not discussed. A "yes" vote registers approval of all the amendments. A "no" registers disapproval of all the amendments. The text of the proposed Constitutional amendments is attached. Thank you for participating in the shared governance of the CSU. Executive Committee ASCSU

Pro and Con Arguments

Preamble: States more explicitly the role of the Senate in a collegial shared governance system.

PRO: A clearer statement than before of the Senate's responsibilities.

CON: The prior lack of an explicit statement did not inhibit the Senate in its actions.

Article I, Section 1(a), Purposes: Spells them out more fully and includes explicit reference to the joint responsibilities of the Senate and the Trustees under the collective bargaining law.

PRO: Clearer and more explicit statement.

CON: The prior lack of an explicit statement did not inhibit the Senate in its actions.

Article I, Section 1(b): Defines what a representative of the faculty is for appointment to systemwide and intersegmental groups.

PRO: Provides clear guidance to administrators about appointments of representatives of the faculty.

CON: The Senate has no authority to prevent administrators appointing any faculty member they choose to systemwide and intersegmental groups.

(more on reverse side)

tear off

Ballot

I approve the revisions to the Constitution of the Academic Senate CSU as endorsed by the ASCSU in May 1995:

☐ Yes

☐ No

Article II, Section 1, Membership: Limits the total number of elected campus representatives to 51.

PRO: The Senate is already large with 53 elected members. With new campuses being added, Monterey Bay and the Maritime Academy this year, and a prediction of substantial enrollment growth in the late 90's, the Senate will become unwieldy and very expensive. This amendment limits growth but maintains the Senate at an effective size.

CON: A smaller Senate is a less representative Senate. Large campuses are underrepresented in the proposal, while the smallest campuses, with only one Senator, will become much less effective. At a time when the CSU is undergoing major changes it is crucial to maintain a diverse, representative, and effective Senate.

Article II, Section 5: Makes explicit the responsibility of Senators to the campus faculty as a whole, and not the campus Senate. Brings forward election dates.

PRO: Senators are elected in campus-wide elections, and represent all the faculty and not just one segment. The earlier dates ensure that the Senate's organizational meeting can be attended by newly elected Senators.

CON: Campus Senates should have the power to instruct campus representatives about positions on issues.

Article V, Section 1, Referendum: Strikes the provision that 40% of the Senate membership can call for a statewide referendum on any issue.

PRO: This provision has never been used. Even so, it is not reasonable that a 40% minority should be able to delay a resolution endorsed by 60% of the Senate.

CON: This provision remains a useful check on majority excess.

Article VII, Section 3, Adoption of Amendments: Removes the Trustees from the process.

PRO: This is the Constitution of the faculty of the CSU, and the Trustees should have no role in its modification.

CON: Ratification of amendments to the faculty constitution by the Trustees gives them added force, and would be regarded as binding on the Chancellor.

ACADEMIC SENATE
of
THE CALIFORNIA STATE UNIVERSITY

AS-2276-95/TCR
March 9-10, 1995

Amendments to the Constitution

RESOLVED: That the Academic Senate of the California State University recommend to the faculty of the CSU the following amendments to:

The Constitution
of the
Academic Senate of the
California State University

In order to provide for participation by the faculties of The California State University in the formulation of systemwide policy relating to the several universities and colleges, there is hereby created the Academic Senate of The California State University.

Preamble

The faculty of the California State University adopts this constitution in order to exercise its rights and fulfill its responsibilities in the shared governance of the University. As the official voice of the faculty in matters of systemwide concern, the Academic Senate of the California State University provides the means for the faculty to participate in the collegial form of governance which is based on historic academic traditions as recognized by California law.

Article 1

Section 1. Purposes

- (a) It shall be the purpose of the Academic Senate of The California State University to promote academic excellence in The California State University; to serve as the official voice of the faculties of The California State University in matters of systemwide concern; to be the formal policy-recommending body on systemwide academic, professional and academic personnel matters; to ensure the joint responsibility of the Academic Senate and the Trustees in criteria and standards to be used for the appointment, promotion, evaluation, and tenure of academic employees; to be the primary consultative body on the academic implications of systemwide fiscal decisions; to consider matters concerning systemwide policies and to make recommendations thereon; to endeavor to strengthen the senates and councils of the several universities and colleges; and to assume such other authority and other responsibilities and to perform such functions as may be delegated to it by the Chancellor or the Trustees of The California State University.
- (b) The Academic Senate of The California State University shall have no authority over those matters delegated to the individual institutions by the Chancellor or the Trustees; and nothing in this Constitution shall be construed to impair the right of senates and councils of the several universities and colleges to communicate through appropriate channels with the Chancellor and the Trustees;
- (c) All recommendations of the Academic Senate of The California State University shall be addressed to or through the Chancellor.
- (b) The Academic Senate shall be consulted on the creation of systemwide and intersegmental committees, conferences, or task forces designed to deal with educational, professional, or academically related fiscal matters, including the charge and composition of such bodies. The Academic Senate shall be responsible for the selection of representatives of the faculty to serve on or participate in such bodies.

Section 2. Relation to Campus Senates

- (a) The term campus senate shall mean the elected representative body established at each campus by its faculty.
- (b) The Academic Senate of the California State University shall have no authority over those matters delegated to the individual campuses by the Chancellor or the Trustees; and nothing in this Constitution shall be construed to impair the right of campus senates to communicate with the Chancellor and the Trustees.

- (c) The campus senates may suggest items for consideration by the Academic Senate and may make recommendations on matters before the Academic Senate, either through the campus representatives or directly to the Academic Senate.
- (d) To provide adequate communications with the faculties of the several campuses, the Academic Senate shall circulate to the senate and the president of each campus such materials as agendas for and minutes of its meetings, committee reports, and information on pending matters.

Article II

Section 1. Eligibility to Vote for Representatives

All members of the faculty at each university and college shall be eligible to vote for representatives to serve in the Academic Senate. The term faculty shall mean all personnel at the university or college with full-time assignments in teaching, research, administration, and other activities closely related to the educational program, or a combination of these. The senate or council of each institution shall determine, in a manner consistent with policies adopted by the Trustees, which administrative and other positions are closely related to the educational program at the institution. The term senate or council of each university or college shall mean the elected representative body established at each institution by its faculty.

Section 1. Membership

The Academic Senate shall consist of 51 elected campus representatives as follows:

- (a) one senator from each campus with an FTEF of 100 or less
- two from each campus with an FTEF of over 100
- one extra senator for as many campuses as possible apportioned on the basis of the highest FTEF;
- (b) the immediate past chair of the Academic Senate if not an elected member;
- (c) the Chancellor or representative as an ex-officio non-voting member.

The immediate past chair of the Academic Senate if not an elected member shall not be counted as a campus representative.

Section 2. Eligibility to Serve as a Representative

Only those persons eligible to vote for representative shall be eligible to serve as representatives, provided that the faculty of a university or college may, in its discretion, establish additional requirements for eligibility to serve as representative of that institution.

Section 2. Representation of New Campuses

The faculty of each new campus shall elect its first voting representatives in the spring of the first year of instruction. At any time after the establishment of the campus and prior to the time voting representatives take office, the faculty of the campus may send a non-voting representative.

Section 3. Membership

Members of the Academic Senate shall consist of

- (a) two members elected from each institution with less than ten thousand full-time equivalent enrollment;
 - (b) three members elected from each institution with more than ten thousand full-time equivalent enrollment but less than twenty thousand full-time equivalent enrollment;
 - (c) four members elected from each institution with more than twenty thousand full-time equivalent enrollment;
 - (d) the immediate past chairman of the Academic Senate if he is not an elected member;
 - (e) the Chancellor or representative as an ex-officio member.
- For purposes of this section, full-time equivalent enrollment shall mean the average total full-time equivalent enrollment reported for the September-June academic year in which an election is held.

Section 3. Eligibility to Serve as a Campus Representative

Only those persons eligible to vote for campus representatives shall be able to serve as campus representatives, provided that the faculty of the campus may, at its discretion, establish additional requirements for service as a campus representative.

Section 4. Representation for New Universities and Colleges

The faculty of each newly established university or college shall elect its first voting representatives in the spring of the first year of instruction. At any time after establishment of the institution and prior to the time voting representatives take office, the faculty of the institution may send a non-voting representative.

Section 4. Eligibility to Vote for Campus Representatives

All members of the faculty at each campus shall be eligible to vote for campus representatives to serve in the Academic Senate. Each campus shall determine which members of the campus community are considered to be faculty.

Section 5. Elections

Representatives shall be elected at each university and college in a manner to be determined by the faculty of the institution. In any year in which such an election is held, the election results shall be certified to a designated officer of the Academic Senate by the principal elected officer of the faculty of that university or college on or before May 15; representatives so elected shall take office on or before June 15.

Section 5. Elections of Campus Representatives

Campus representatives represent the entire faculty of a campus, and not the campus academic senate and shall be elected at each campus in a campus-wide election. In any year in which such an election is held, the election results shall be certified to a designated officer of the Academic Senate by the principal elected officer of the faculty of that campus on or before May 1; representatives so elected shall take office on or before June 15.

Section 6. Terms of Office

Representatives shall serve a term of three years, except as otherwise provided in this section. The Academic Senate at its first meeting shall establish by appropriate procedures the length of terms of its members in such fashion that one-third of the members shall be elected each year. It shall also establish the length of the initial term of each additional voting representative at or prior to the time such a representative takes office.

Section 6. Terms of Office

Campus representatives shall serve a term of three years. The immediate past chair of the Academic Senate shall serve for one year.

Section 7. Substitute Members

In the event that an elected member will be absent for one or more semesters or quarters, the faculty of the affected institution shall replace this member in the same manner as that in which other representatives from that university or college are initially elected or in such other manner as may be determined by the faculty of that institution. In the event that an elected representative is unable to attend a meeting of the Academic Senate, the senate or council of that institution shall name a substitute who shall have the right to attend and vote at that meeting.

Section 7. Substitute Members

In the event that an elected member will be absent for one or more semesters or quarters, the faculty of the affected campus shall replace this member in such manner as may be determined by the faculty of that campus. In the event that an elected representative is unable to attend a meeting of the Academic Senate, the senate of that campus may name a substitute who shall have the right to attend and vote at that meeting.

Section 8. Recall of Representatives

A representative of a university or college may be recalled by majority vote of those voting within the constituency which elected this representative under procedures established by the faculty of that institution.

Section 8. Recall of Representatives

A representative may be recalled by majority vote of those voting within the constituency which elected this

representative under procedures established by the constituency.

Article III

Section 1. Names and Duties of Officers

There shall be a chair of the Academic Senate, and such other officers as shall be specified in the Bylaws; and

Section 2. Duties of Officers

The time and manner of election, the length of terms and the duties and responsibilities of officers shall be specified in the Bylaws.

Article IV

Section 1. Meetings

There shall be at least two meetings. The Academic Senate shall meet at least twice during each academic year. Within budgetary limitations, additional meetings as needed shall be convened by the Chancellor or by procedures which shall be specified in the Bylaws.

Section 2. Voting

A quorum shall consist of a majority of the membership. Action shall require the approval of a majority of those present and voting. Voting by proxy shall not be permitted.

Article V

Section 1. Referendum

Any recommendation adopted by the Academic Senate shall be referred to the faculties of The California State University when resolutions requesting such a referendum are adopted by the senates or councils of at least one-third of the universities, campuses, and colleges, or when forty percent of the membership of the Academic Senate supports a motion for such a referendum. Approval of recommendations so referred shall require a majority of the votes cast at a balloting held for the purpose.

Article VI

Section 1. Communication with the Universities and Colleges

In order to provide adequate communications with the faculties of the several universities and colleges, the Academic Senate shall circulate to the senate or council and to the president of each institution such materials as agendas for and minutes of its meetings, committee reports and information on pending matters.

Article VII VI

Section 1. Bylaws

The Academic Senate may adopt Bylaws not inconsistent with this Constitution, provide for committees, and establish its own rules of procedure.

Section 2. Rules of Order

Unless otherwise provided in this Constitution or in the Bylaws, the rules contained in Robert's Rules of Order Revised, as copyrighted in 1951 by Isabel H. Robert, shall govern the proceedings at and the conduct of the meetings of the Academic Senate and its committees. In the absence of any provision to the contrary in this Constitution, all meetings of the Academic Senate, its standing committees and their subcommittees, and other subsidiary bodies shall be governed by the parliamentary rules and usages contained in the current edition of Robert's Rules of Order (Newly Revised).

Article VIII VII

Section 1. Amendments

Amendments to this Constitution compatible with the responsibilities assigned by the Trustees may be proposed by a resolution adopted by majority vote of one-third of the campus senates or councils of the several universities and colleges, or by a majority of those present and voting at a meeting of the Academic Senate.

Section 2. Ratification of Amendment

Ratification shall require a majority of the total vote cast in a systemwide referendum and a majority of the votes cast at each of a majority of the universities and colleges campuses.

Section 3. Adoption of Amendments

Amendments shall become effective upon ratification by the faculties of the campuses, several universities and colleges and approval by the Trustees.

APPROVED UNANIMOUSLY - May 4-5, 1995

,10/25/95

ACADEMIC SENATE/COMMITTEE VACANCIES for 1995-1996

ACADEMIC SENATE COMMITTEE VACANCIES

CAED	Budget Committee	
	Constitution & Bylaws Committee	
	Fairness Board	
	Instruction Committee	MARY WHITE (ConstMgt)
	Personnel Policies Committee	
	Research Committee	
	Status of Women Committee	
CENG	Fairness Board	
	Status of Women Committee	
	University Professional Leave Committee	
CLA	Budget Committee	
CSM	Constitution and Bylaws Committee	
	Instruction Committee	

UNIVERSITY-WIDE COMMITTEE VACANCIES

Campus Dining Advisory Committee	one vacancy (any college/PCS)
Graduate Studies Committee	one vacancy (CAED)
Student Affairs Council	one vacancy (any college)

NOTE TO THE EXECUTIVE COMMITTEE: THIS MEMO WAS SENT TO ALL PART-TIME FACULTY ON OCTOBER 2. THE ONLY FORM TO BE RETURNED IS ATTACHED HEREWITH.

State of California

California Polytechnic State University
San Luis Obispo, California 93407

M E M O R A N D U M

Date: October 2, 1995

Copies:

To: All Temporary Academic Employees

From: Margaret Camuso
Academic Senate

Subject: Academic Senate Membership

The Academic Senate is seeking a part-time academic employee to represent the temporary faculty of Cal Poly. This is a nonvoting position, appointed quarterly/annually (according to one's appointment) during the academic year.

If you are interested in serving on the Academic Senate, please fill in the information below and return it to the Academic Senate office (38-143) with a copy of your vita and/or a short statement expressing your interest in serving. If you have any questions regarding this position, please contact the Academic Senate office at extension 1258 (or DU067@oasis). Thank you.

I am interested in serving as the temporary faculty representative to the Academic Senate.

NAME: _____

DEPT: _____

OFFICE NO: _____ DEPARTMENT NO. _____

EMAIL ADDRESS: _____

SIGNATURE

MUST BE RECEIVED BY OCTOBER 16, 1995

I am interested in serving as the temporary faculty representative to the Academic Senate.

RECEIVED

NAME: Gail G. Wilson

OCT 16 1995

DEPT: Chemistry

OFFICE NO: 0285

DEPARTMENT NO. 2693 ^{Academic Senate}

EMAIL ADDRESS: ggwilson@oboe Home: 544-1029

Gail G. Wilson
SIGNATURE

MUST BE RECEIVED BY OCTOBER 16, 1995

October 13, 1995

To: Academic Senate
From: Gail G. Wilson, Temporary part-time lecturer, Chemistry Department, 544-1029
Gail G. Wilson
Subject: Temporary Faculty Representative

Please consider me for the temporary faculty representative position. I have been a temporary faculty member at Cal Poly for 20 years. I have three years of experience as a lecturer's representative for UPC and four years of experience as a "member at large" representative for all CFA faculty. I hope that you will agree that I am well qualified to represent temporary faculty for the Academic Senate. My resume is attached.

GAIL G. WILSON

680 Pasatiempo Dr.
San Luis Obispo, CA 93405
805/544-1029

EDUCATION:

University of California, Berkeley:

Bachelor of Science, physical, inorganic, and nuclear chemistry
Master of Science, physical, inorganic, and nuclear chemistry
Teaching Certificate through the 14th grade for chemistry, physics, math

California Polytechnic State University at San Luis Obispo (1976-1993):

Math 248: Methods of Proof	A
Computer Science 101: Fortran Programming	A
Physics 400: a computer assisted instruction program	A
Computer Science 219: Linear Programming	B
Computer Science 118: Pascal Programming	A
Political Science 322, Fall 92	A
Political Science 321, Winter 93	A
Political Science 200, Spring 93	A
English 215, Writing: Argumentation, Winter 94	Credit
English 310, Corporate Communications, Spring 94	Credit
Physics 400: Astrophotography Fall 1994	A
Geology, Winter 1995	Credit
Physics 400: Astrophotography Spring 1995	A
Chemistry 400: Cooperative Learning Summer 1995	Credit
Chemistry 400: Cooperative Learning Fall 1995	

University of California, Los Angeles (July 1991)

Astronomy x425.84: 1991 Solar Eclipse	B+
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EMPLOYMENT:

Chemistry lecturer at California Polytechnic State University:

Spring Fall 1980 to present: one to three Chemistry 121, 122, 124, or 125 laboratories/qr.
Winter qtrs. 1976 to 1980: one or two Chemistry 121, 122, 124, or 125 labs/qr.
Fall 1974 and Spring 1975: one Chemistry 121 laboratory/qr.

Chemistry student teacher (one hour class five days/week for one semester)
Oakland City College

Chemist, Literature Searcher, until went back to UC for masters' degree
Shell Development Company, Emeryville, CA

Chemistry aide (summer position)
Western Regional Research Labs, Agricultural Research Service
U.S. Dept. of Agriculture, Albany, CA

PROFESSIONAL ORGANIZATIONS:

California Association of Chemistry Teachers

American Chemical Society

California Faculty Association,

Member at Large on CFA Board

(Elected for two 2-year terms, 1991-93 and 1993-5)

Recording Secretary currently

Central Coast Astronomical Association, Vice President 1991-92

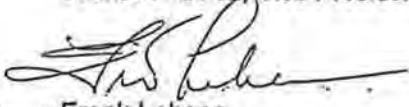
State of California

Memorandum

CAL POLY
SAN LUIS OBISPO
CA 93407

To : Rosemary Bowker, Chair, Staff Council
George Lewis, Labor Council
Harvey Greenwald, Chair, Academic Senate
Cristen Brady, President, ASI
Antonio Torres, Jr., Chairman of the Board, ASI
Al Amaral, Executive Director, Foundation
Polly Harrigan, Executive Director, ASI
Juan Gonzalez, Vice President for Student Affairs

Date : October 9, 1995


From : Frank Lebens
Vice President for Administration & Finance

Copies : V. Stover
H. Watson
C. Campbell
J. Paulsen
J. Borland

Reply Requested by October 20

Subject: Mass Transit Service Task Force

During the past years, the campus community has enjoyed the benefits of a "Free Bus" program. This service has been contracted with the City of San Luis Obispo on a yearly basis and was funded by parking fines. Unfortunately, the cost of the contract has increased substantially in the past few years and the parking fines budget is no longer able to solely sustain the cost. Therefore, we are seeking your assistance in identifying individuals to serve on a Mass Transit Service Task Force.

The participants will gain insight into the current mass transportation services provided to the University. Funding, constraints, limitations, and issues of compliance will also be reviewed. The committee's goal will be to determine the direction for the bus program, in particular, and mass transportation, in general. The committee will review the service requirements of the campus and be asked to develop a strategy for funding of mass transportation services for the campus.

The composition of the committee is as follows:

Nominating Authority (or office held)

Staff Council
Labor Council
Academic Senate
ASI Officers (2)
Foundation Staff
ASI Staff
Vice President for Student Affairs
(Transit Manager, City of San Luis Obispo)
(Chair, Parking and Commuter Services Subcommittee)
(Director, Parking and Commuter Services)
(Commuter Services Coordinator)
(Associate Vice President for Administration & Finance)

The committee will be asked to submit a proposal to me by the end of February to allow for adequate review and implementation prior to July 1, 1996. The committee's proposal should identify future service requirements, corresponding strategies for funding, and a timeline for implementation. Please forward your nominations for membership to Vicki Stover, Associate Vice President for Administration & Finance, by October 20.

Adopted:

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

**AS- -95/
RESOLUTION ON
PROPOSAL TO ESTABLISH AN URBAN FOREST ECOSYSTEMS INSTITUTE**

RESOLVED: That an Urban Forest Ecosystems Institute be established at Cal Poly as proposed in the attached *Proposal for the Formation of an Urban Forest Ecosystems Institute*.

Proposed by the College of Agriculture
May 11, 1995

RECEIVED

OCT 19 1995

Academic Senate


CAL POLY

SAN LUIS OBISPO
CA 93407

State of California
Memorandum

To: Harvey Greenwald, Chair
Academic Senate

Date: October 16, 1995

From: Paul J. Zingg 
Interim Vice President for Academic Affairs

Copies: Joseph Jen
Wally Mark
Susan Opava

Subject: **Academic Senate Review of the Proposal to Establish an
Urban Forest Ecosystems Institute**

Enclosed is a request from Dean Joseph Jen, College of Agriculture, to establish an Urban Forest Ecosystems Institute at Cal Poly. The proposed Institute received conceptual approval by the Academic Deans' Council last spring and was also subject to an administrative review process conducted by Susan Opava, Dean of Research and Graduate Programs.

I would appreciate the Academic Senate's review and recommendation of this proposal. A response would be appreciated by the close of Fall Quarter. If you have any questions, please do not hesitate to either contact me or Dean Jen.

Enclosure

RECEIVED

SEP 25 1995

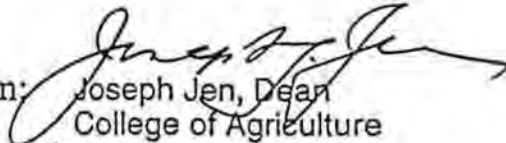
State of California
MEMORANDUM

VICE PRESIDENT
ACADEMIC AFFAIRS

California Polytechnic State University
San Luis Obispo, California 93407

To: Robert Koob
Vice President for Academic Affairs

Date: May 11, 1995

From: 
Joseph Jen, Dean
College of Agriculture

Copies: S. Opava
W. Mark

Subject: Revised Proposal for the Formation of an Urban Forest Ecosystems
Institute

Attached is the revised proposal for the establishment of the Urban Forest Ecosystems Institute at Cal Poly. Also attached are revised bylaws for the operation and structure of the institute and a budget plan for the first four years of operation. This institute appears to be a very viable institute, based on the past level of support received and the number of projects funded for the upcoming year.

The institute clearly reflects an area of excellence at Cal Poly, urban forestry. While many of the projects to date have not involved faculty from multiple disciplines on the campus, the nature of the field of urban forestry should provide such opportunities in the future.

The list of grants received and funding indicates that several faculty in the Natural Resources Management Department have been active doing projects in urban forestry in the past two years. These include Norm Pillsbury, Rich Thompson, Tim O'Keefe, Doug Piirto, and Wally Mark. These grants are an important source of professional development opportunities for the faculty, funding for extra compensation and assigned time, funding for graduate students, office support, and equipment. As such I have agreed to continue to support the effort by releasing my Associate Dean, Wally Mark, 10 % of his time to direct the institute and to place a Macintosh computer in the UFEI Office.

X of: Linda Dalton

UFEI Proposal
Page Two

The Academic Dean's Council reviewed the original proposal and passed that along for administrative review. My understanding is that this has been completed and that the revisions reflect the input from the administrative reviewers. I understand that the university is willing to provide startup funding for the institute, but that Academic Senate review and approval is required before the institute becomes official.

The establishment of the Urban Forest Ecosystem Institute will provide recognition of the area of excellence that exists at Cal Poly. I hope that you will support the College in this effort by expediting the required approvals.

Attachments

URBAN FOREST ECOSYSTEMS INSTITUTE
California Polytechnic State University

Background & Purpose

Throughout the State and across the nation, there is a growing demand for improved management of urban forest ecosystems. The definition of an urban forest is changing rapidly as population pressures increase the urbanization of historically rural/wildland areas -- the urban interface forest. This is especially true in California where the value of forests from the High Sierras to the coast is being generated increasingly by recreational and vacation homesite uses and less by traditional commodity uses.

The Society of American Foresters has developed the following definition of urban forestry: "Urban forestry is a specialized branch of forestry that has as its objective the cultivation and management of trees for their present and potential contribution to the physiological, sociological, and economic well-being of urban society. Inherent in this function is a comprehensive program designed to educate the urban populace on the role of trees and related plants in the urban environment. In its broadest sense, urban forestry embraces a multi-managerial system that includes municipal watersheds, wildlife habitats, outdoor recreation opportunities, landscape design, recycling of municipal wastes, tree care in general, and the future production of wood fiber as raw material."

As California, and the nation, place greater demands on urban forests, improved management and awareness of these resources is needed. The Natural Resources Management Department, along with other disciplinary areas such as Biological Sciences, City and Regional Planning, Landscape Architecture, Ornamental Horticulture, Political Science, Recreation Administration, and Soil Science at Cal Poly - San Luis Obispo, is ideally suited to address these needs given the philosophy of an ecosystems approach to resource management, expanding interest in interdisciplinary efforts, and location within the highly urbanized areas of Central and Southern California. Cal Poly has curriculum, applied research and faculty competencies in urban forestry and wildland management.

In response to these needs the Urban Forest Ecosystems Institute (UFEI) is proposed for establishment at Cal Poly. The purpose of the proposed UFEI at Cal Poly is to provide a center for (1) applied research on urban forest topics, (2) extension and technology transfer for urban forest areas, (3) community service and outreach programs that will assist landowners and public agencies in improving the management of urban forests and (4) student involvement in research and education activities in urban forestry. The scope of UFEI will range across the full spectrum of forest settings -- from the inner-city forests to semi-developed forests, using the broad definition of urban forestry.

Mission Statement

The Urban Forest Ecosystems Institute will conduct applied research on urban forest resources including planning, management, and utilization strategies for those resources. The UFEI will also develop and conduct technology transfer programs related to urban forestry. This will be done by members, associate members, and community liaisons.

Urban Forest Ecosystems Institute
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Goals

- provide opportunities for faculty, staff and student cooperation and integration by participating in an interdisciplinary effort to develop programs to manage urban forest resources
- provide opportunities for professional, intellectual, and personal growth through applied research and development activities
- analyze, plan and implement activities in urban environments that benefit both human and natural systems
- review literature and state-of-the-art technologies that may be applied to urban forest ecosystems
- provide the opportunity for faculty to apply current research and learning to teaching and instructional programs
- invite the local, regional and national community to participate and promote the transfer of information and technologies through applied research
- conduct cross-disciplinary applied research that will inform the public and decision makers about mitigation, management, and implementation strategies that impact urban forest resources
- develop a computerized data base (including literature) and techniques for resources information distribution
- develop educational programs that will inform the public at large as well as decision makers about the major issues, concerns, and opportunities available to management in the urban forest
- allow interdisciplinary teams the opportunity to work toward a single goal that unifies their research energies
- create an institute of excellence which is widely recognized, self-sustaining, and is complementary to and enriches other programs, activities, and institutes at Cal Poly
- provide a vehicle (workshops, conferences and symposiums) for the exchange of ideas and skills from the physical, biological, social, and economic sciences, as well as engineering and technology, and the arts and humanities.

Objectives

In order to respond to the major urban forest resource management issues, UFEI will draw upon many disciplines present at Cal Poly. Project work will be accomplished through an interdisciplinary initiative of the Natural Resources Management Department at Cal Poly representing the core group of disciplines with others from programs such as Soil Science, Agricultural Engineering, Recreation Administration, Environmental Horticultural Science, City and Regional Planning, Landscape Architecture, Political Science, and Biological Sciences.

Urban Forest Ecosystems Institute
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Applied research and educational efforts will be based on a philosophy of integrated ecosystems management of the urban environments and resources without adverse impact to the natural systems. Technology transfer will be accomplished through various types of education programs including: conferences, workshops, seminars, publications, and public service announcements.

Examples of more specific objectives for applied research and extension projects will focus on the following urban forest issues:

- Wildfire hazard prediction and fuel management
- Greenbelt/open space management
- Shade tree vigor analysis, selection, and stability prediction (including possible application of the "Specimen Tree Concept")
- Description of best management practices (BMP's) and sustainability of urban forests through improved modeling of urban forest and wildland ecosystems
- Economic analysis of benefits and costs associated with urban forests, wildlands and their management
- Inventory of urban forest resources
- Analysis and recommendation of policies and public opinions designed to achieve community forest goals.
- Riparian corridor inventory and best management practices
- Urban wildlife habitat management
- Utilization of urban trees requiring wood/biomass volume estimation and product market research
- Achievement of urban air and water quality goals through urban forest management
- Urban waste management

The technology transfer and community outreach function will include the following means:

- Special seminars and demonstrations
- Hosting and participating in conferences and workshops at all levels; local, state, and national
- Publication of a UFEI public information series
- Video and slide/tape programs
- On-site training programs
- News articles and public service announcements for mass media
- Development of an information database for access by urban forestry professionals
- Implementation and utilization of new technologies in urban forest inventory, planning, and management

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The support of teaching and learning opportunities for Cal Poly faculty and students would be enhanced by:

- Increased availability of information from the UFEI information database
- Interaction with professionals through research and extension activities
- Direct involvement of faculty and students in a variety of research and extension activities which add to the learning experience and professional development
- Employment opportunities for students as student assistants and interns while attending college

Direction and priorities for applied research, extension, technology transfer and outreach activities will be provided by an advisory committee that will be comprised of representatives from various public and private sector organizations such as California Urban Forests Council, California Department of Forestry and Fire Protection, United States Forest Service, National Park Service, Soil Conservation Service, University of California Cooperative Extension, California Urban Forestry Advisory Council, International Society of Arboriculture, Society of American Foresters, East Bay Regional Park, California Oak Foundation, and other conservation organizations.

Organization

MEMBERSHIP: Membership will consist of faculty, staff, and graduate students of Cal Poly with an interest in studying, teaching, working, and researching in urban forest resource issues. In addition consultants, research associates, and others interested in UFEI projects may join as associate members of the UFEI. Cal Poly undergraduate and graduate students may be hired to work on projects.

ORGANIZATION: The Director of the UFEI reports to the Dean of the College of Agriculture. The Director is the overall administrator of the institute, providing support to the various projects undertaken by members. The Director would be responsible for implementation of the recommendations of the Executive Committee. The Director must be a regular Cal Poly faculty member or administrator.

The Associate Director reports to the Director and manages the UFEI Office and is responsible for personnel actions for the UFEI staff. The Associate Director also pursues leads for grants and contracts, organizes conferences, workshops, seminars, and short courses. The Associate Director could be a Cal Poly faculty member or administrator or an individual contracted with by the Institute. The Associate Director would only be hired if sufficient funds were available through the institute.

Each project would have a project director, who would be directly responsible for its implementation, completion, and required reporting and project accounting. Funds would be managed by the Cal Poly Foundation, which would also serve as the funding recipient on behalf of the UFEI. (See attached organization chart)

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LOCATION: For the initiation of the UFEI, office space will be provided by the University. The institute will require office space for the Executive Director and administrative assistant/clerical support. Telephones and a computer and printer for the administrative assistant/clerical support will also be provided by the University.

FUNDING: Initial startup funds are requested from the Vice President for Academic Affairs. During the 1993-94 Fiscal Year funds for a one-half time clerical position were obtained from grant moneys. The Associate Vice President for Academic Resources agreed to match this funding during the 1994-95 Fiscal Year to provide for a one-half time support staff for the UFEI office. The institute requests similar funding from the University for the 1995-96 and 1996-97 FY's. It is anticipated that grant funds will provide support to match the one-half time support from the university. In addition, startup funding of 18 WTU's per year for 1994-95, 1995-96, and 1996-97 are requested for faculty assigned time for a director to work on the startup and direction of the UFEI. During this time other required equipment and operating expenses associated with the UFEI office will be provided from grant moneys. After the 1996-97 FY it is anticipated that funding for the clerical and director positions will be generated from grants.

Additional faculty assigned time will be funded on individual grants as they are received. Some faculty may also receive additional compensation from grants administered in the UFEI.

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ACTIVITY: There has been considerable activity related to the types of projects that will be supported by the institute in 1993-94. The following is a list of the grants that have been received:

<u>Activity 1993-94:</u>	<u>Project Dollars:</u>
Urban Forestry Recycling	\$18,000
Evaluation of Urban Tree Species for Volume and Biomass Potential	\$35,000
Urban Forest Profiles for Sustainability	\$50,000
Strategic Planning for Urban Forestry in California Communities	\$80,000
Project Total:	\$183,000

<u>Activity 1994-95:</u>	<u>Project Dollars:</u>
Tahoe Tree Values	\$75,000
Strategic Planning for Urban Forestry in California Communities	\$120,000
Urban Forest Tree Utilization	\$10,000
Application of Volume Tables to Existing Street Tree Inventory Data	\$30,000
Project Total:	\$245,000

Projected Activity 1995-96:

Cohost Oak Woodland/Urban Forestry Conference	\$25,000
Strategic Planning for Urban Forestry in California Communities	\$10,000
Application of Volume Tables to Existing Street Tree Inventory Data	\$30,000
Information Networking for Urban Forestry	\$10,000
Pacific Coast Tree Finder Application	\$50,000
Project Total:	\$125,000

BUDGET:

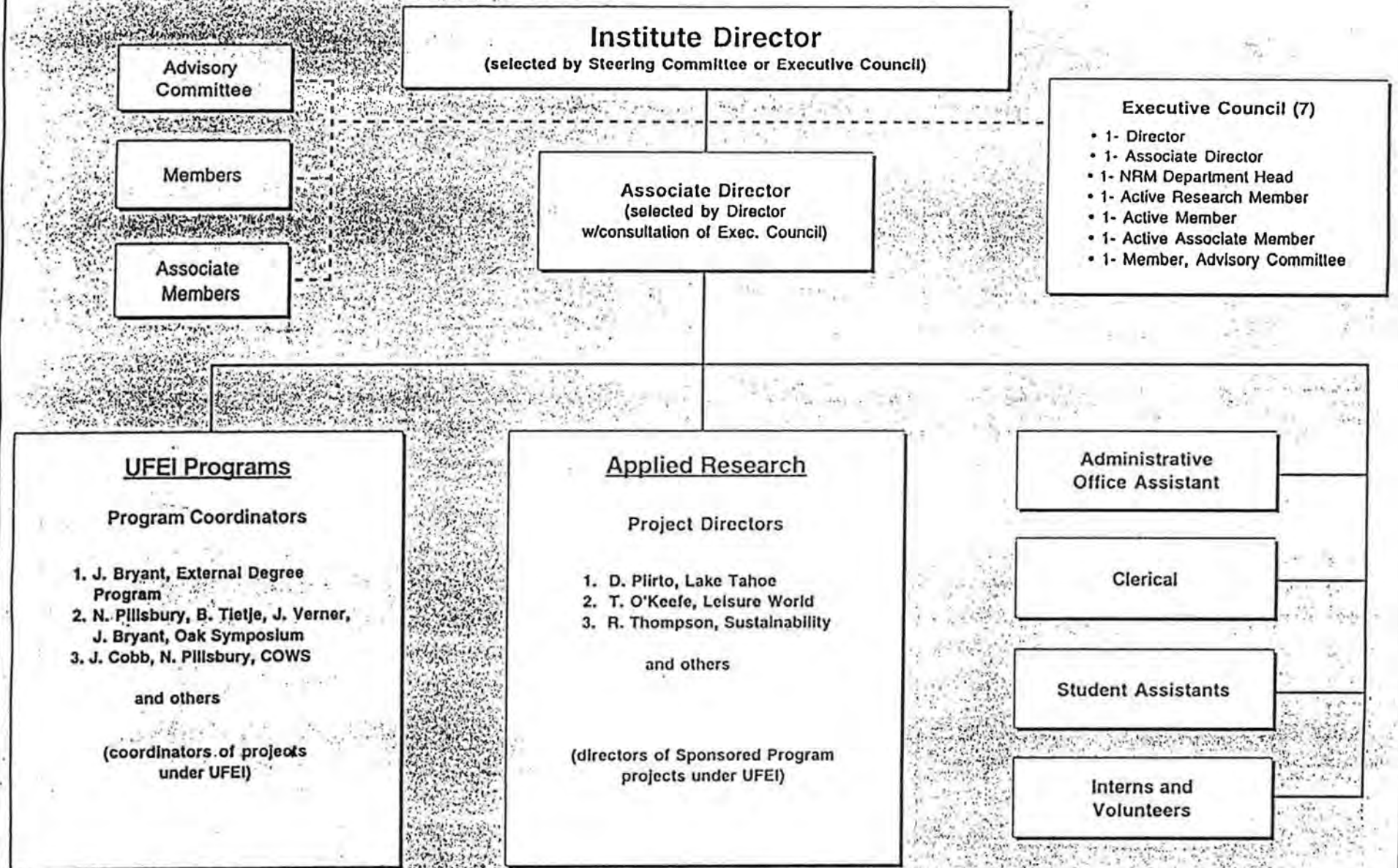
See attached budget proposal.

WRM:5/11/95

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Figure 1. Organizational Chart for the Urban Forest Ecosystems Institute



BYLAWS

URBAN FOREST ECOSYSTEMS INSTITUTE

California Polytechnic State University
San Luis Obispo, California

These bylaws are applicable within the authorization established by the Board of Trustees of the California State University (CSU) and the California Polytechnic State University (Cal Poly).

ARTICLE I - NAME

The name of this organization shall be the Urban Forest Ecosystems Institute, referred to in these Bylaws as the UFEI.

ARTICLE II - PURPOSE

Section 1 - Direction: The UFEI is a non-profit, non-partisan organization established for educational, research, and service purposes. The UFEI will promote the study and management of urban forest ecosystems and participate in education and the decision making processes through a combination of interrelated programs of an applied nature involving students, faculty, and community collaboration.

Section 2 - Policies: The policies of UFEI shall be in harmony with the policies of the California State University and the California Polytechnic State University.

Section 3 - Dissolution: In the event UFEI is dissolved, its assets remaining after payment of, or provision for payment of, all debts and liabilities shall be distributed to the Natural Resources Management Department of the College of Agriculture of the California Polytechnic State University, San Luis Obispo.

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ARTICLE III - MEMBERSHIP

Section 1 - Class of Membership: Members may be faculty, staff, and graduate students of the California Polytechnic State University, San Luis Obispo, and Associate Members may be consultants, research associates, and others interested in the institute.

Section 2 - Admission to Membership:

- a. Eligibility: All interested faculty, staff, and graduate students of California Polytechnic State University, San Luis Obispo, can be Members of UFEI, if so requested by the individual. All Associate Members are required to have written agreements to serve UFEI and its programs.
- b. Request for Membership: Any qualifying individual interested in an UFEI program may request membership (see class of membership for criteria for membership).
- c. Acknowledgment of Membership: The Director/Executive Director of UFEI shall acknowledge members.

Section 3 - Terms: Terms of members shall be determined by the Executive Committee.

Section 4 - Fees and Dues: Fees or dues may be established upon recommendation of the Executive Committee.

ARTICLE IV - UFEI ADMINISTRATION

Section 1 - Administrators: Administrators shall consist of the Director and Associate Director.

Section 2 - Staff: Staff members are those persons serving the University in an instructional or non-instructional program of UFEI. Staff members shall work under the direction of personnel listed in IV.1.

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ARTICLE V - EXECUTIVE COMMITTEE

Section 1 - Composition: There shall be an Executive Council composed of the Director and Associate Director of UFEI, the NRM Department Head, one Member actively involved in research during the past 12 months, one Member in good standing, one Associate Member in good standing, and one member of the Advisory Committee.

Section 2 - Membership: Membership is determined as follows:

- a) The Director, Associate Director and the NRM Department Head shall be members of the Executive Council.
- b) The Director shall call for nominations for the Active Research Member position on the Executive Council from those who are actively involved in Sponsored Programs, Cal Poly Foundation, research projects or have been involved during the past 12 months. The Executive Council makes the final selection.
- c) The Director shall call for nominations for the Member position on the Executive Council from those who are Institute Members in good standing. The Executive Council makes the final selection.
- d) The Director shall call for nominations for the Associate Member position on the Executive Council from those who are Institute Associate Members in good standing. The Executive Council makes the final selection.
- e) The Advisory Committee shall recommend one Advisory Committee Member for appointment to the Executive Council by the Director.

Section 3 - Meetings: The Executive Council shall, at a minimum, meet once per year. Minutes of the Executive Council shall be submitted to UFEI Members, Associate Members and the Advisory Committee.

Section 4 - Duties: The Executive Council shall provide the general guidance related to the business activities and affairs of UFEI. The Director shall implement those decisions.

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Section 5 - Conduct of Meeting: Meetings shall be governed by *Robert's Rules of Order*, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with policies of the CSU and/or Cal Poly.

ARTICLE VI - ADVISORY COMMITTEE

Section 1 - Composition: The Advisory Committee to UFEI shall consist of no more than 10 persons recommended by the UFEI Executive Council and approved by the Dean of Agriculture. Members shall not be regular employees of Cal Poly State University.

Section 2 - Purpose: The Advisory Committee shall provide advice and comment on UFEI programs and shall engage in public relations and fund raising for UFEI programs.

Section 3 - Meetings: The Advisory Committee shall meet at least once a year to review UFEI programs and to provide general direction to UFEI. The Committee may elect to meet for special purposes at any other time, upon agreement of a majority of Committee Members.

Section 4 - Number Constituting a Quorum: A majority of Committee members shall constitute a quorum.

ARTICLE VII - FISCAL POLICIES

Section 1 - Fiscal Year: The fiscal year shall be in accordance with the University.

Section 2 - Accounts and Audit: The books and accounts of the UFEI shall be kept by the Cal Poly Foundation in accordance with sound accounting practices, and shall be audited annually in accordance with University policies.

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ARTICLE VIII - OPERATING GUIDELINES

The Executive Committee may develop operating guidelines to implement these Bylaws.

ARTICLE IX - AMENDMENTS

The Bylaws may be amended by a 2/3 vote of the members of the Executive Committee voting at any meeting of UFEI. Each member shall have two (2) weeks advance written notification of the proposed amendments.

WRM:5/11/95

AFFIRMATIVE ACTION PLAN
FOR
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO, CALIFORNIA

(DRAFT)

Affirmative Action Office

Revised 1994

Preface

This document represents a reaffirmation of Cal Poly's commitment to the legislative guidelines and principles regarding equal employment opportunity and affirmative action. More important, stated herein is Cal Poly's pledge to create a learning and working environment in which diversity is viewed as a desirable and valuable asset to the university community. The concept of diversity transcends the legal mandates which require equal opportunity and affirmative action by addressing the true spirit of that legislation. And that spirit challenges us to extend the boundaries of numerical goals to provide role models for our students and to enrich our educational environment with broader perspectives and new experiences.

As Cal Poly approaches the twenty-first century, we aspire to achieve the goals set forth in our strategic planning document. Included among these goals is the creation of an environment that reflects the diversity of the State of California. The revised Affirmative Action Plan moves us closer to that goal.

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1 AFFIRMATIVE ACTION PLAN

A Policy Statement

In accordance with established federal, state, and The California State University (herein referred to as CSU) guidelines, California Polytechnic State University, San Luis Obispo, California (herein referred to as Cal Poly), reaffirms the commitment of the University to ensure equal opportunity in employment and to adhere to the practice of affirmative action to recruit, employ, retain, and promote women and minorities* protected under Title VII of the Civil Rights Act of 1964.

The distinction between equal employment opportunity and affirmative action must be clear. Equal employment opportunity refers to the right of all persons to apply and be evaluated for employment opportunities without regard to race, color, religion, national origin, age, marital status, gender, sexual orientation, pregnancy, disability, or veteran status. Affirmative Action refers to assertive, proactive strategies initiated by an employer to increase the employment, retention, and advancement of women and minorities.

The authority for implementing this policy shall rest with the president, vice presidents, managers, directors and others with delegated appointing authority and/or responsibility for employment decisions. However, affirmative action and equal employment opportunity are the responsibility of all members of the Cal Poly community.

The Affirmative Action Plan applies to all employees and applicants for employment. Cal Poly auxiliary organizations are required to comply with the policies of the Board of Trustees and are obliged to adopt employment procedures consistent with this policy and with CSU operational guidelines. The ultimate objective of this Policy is to seek out, employ, retain, and advance members of underrepresented groups consistent with the spirit and intent of the Civil Rights legislation. A vitally important Cal Poly and CSU objective is to provide role models for our student body which reflect the cultural diversity of California. Achieving these objectives requires that the university create a discrimination-free atmosphere and an educational and working environment in which the rights and privileges of all individuals are protected and where diversity of culture and perspectives are valued.

All employment decisions shall be based on a fair and equitable assessment of qualifications, which takes into consideration an individual's talents, skills, knowledge, ability to do the work, and capability of contributing to the cultural enrichment of the University community. Cal Poly will offer employment to applicants who are most qualified to enhance the quality of education and life for the university's students and employees.

While recruitment and initial appointment constitute a critical component of an effective affirmative action policy, retention of underrepresented group employees is a critical measure of the overall effectiveness of the Affirmative Action Plan. Therefore, it is incumbent upon managers and supervisors to provide a fair assessment of performance, free of bias and disparate consideration or treatment. Once employed, all employees shall be treated equitably and fairly.

To demonstrate commitment and full compliance to the concept of affirmative action, managers and supervisors are encouraged to provide opportunities for job enhancement by assigning to members of underrepresented groups those duties and responsibilities which potentially broaden the scope and level of their job responsibilities. This extension of affirmative action reduces the potential for adverse impact of the reclassification/salary administration program on underrepresented group employees and provides to protected group employees a vehicle for upward mobility.

* See Appendix I

B Purpose

The Affirmative Action Plan sets forth a local framework for all university units to comply with federal, state, and CSU Board of Trustee policies prohibiting discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, or veteran's status against any applicant for employment with California Polytechnic State University, San Luis Obispo. Within this framework, the university commits itself to an affirmative action program designed to recruit, employ, retain, and promote minorities, women, the disabled, disabled veterans, and veterans of the Vietnam Era at all levels within the university workforce.

C Objective

The objective of the Affirmative Action Plan is to provide structure to an effective, positive, continuing, and dynamic Affirmative Action Program. California Polytechnic State University, San Luis Obispo, is committed to the advancement of knowledge and to the provision of quality higher education to all eligible students and to the laws of California and the United States in guaranteeing to all persons the right of equal employment opportunity. Such commitment obligates the university to make positive efforts to ensure the appropriate representation of all groups protected under federal and state civil rights legislation in the university work force. To this end, the university is required to strive toward achieving a faculty and staff that reflects the society it serves by correcting any underutilization of these groups found in departments of the university and to provide role models for the current and prospective student population.

To correct any underutilization, the short-term goals of the plan shall include good faith efforts to:

1. Increase the number of minorities and women in faculty and staff positions.
2. Sustain the existing utilization of underrepresented groups through continuous institutional support and advancement opportunities.
3. Establish and maintain an upward mobility program.

To this end, California Polytechnic State University, San Luis Obispo, adopts a policy statement on nondiscrimination and affirmative action in employment.

2 RESPONSIBILITY FOR IMPLEMENTATION OF THE POLICY

The president of Cal Poly has full responsibility for implementing the equal employment opportunity and affirmative action requirements, including the development and implementation of the Affirmative Action Plan. It is the responsibility of the president to inform all supervisors that will also be evaluated on their equal employment opportunity efforts and results.

While affirmative action efforts and monitoring for compliance are carried out in every department and unit of the university, the president has delegated to the director of Affirmative Action responsibility for the development of the Affirmative Action Plan and for overall reviewing of the university's compliance. Under the supervision of the president and in consultation with the university community, the director of Affirmative Action is responsible for the following listed functions. Also listed are responsibilities delegated to the vice presidents, deans, directors, and other university officials having hiring authority as well as those responsibilities delegated to the Human Resources Office

A Director of Affirmative Action

Developing policy statements on equal employment opportunity and the affirmative action program.

Disseminating information about the affirmative action program within and outside the university.

Consulting with department chairs, deans, administrators, and supervisors about the implementation of the program.

Preparing a detailed workforce analysis.

Determining underutilization of women and minorities.

Overseeing the collection of data for affirmative action purposes, analyzing the data, determining availability, and developing realistic affirmative action hiring goals.

Designing and implementing audit and reporting systems.

Reviewing for overall compliance employment decisions affecting affirmative action including recruitment, hiring, reappointment, promotion, tenure, compensation, termination, demotion, and disciplinary actions.

Serving as liaison between the campus and enforcement agencies.

Assisting college administrators and supervisors to handle problems that arise in carrying out affirmative action obligations.

Informing the university administration of the latest developments in equal employment opportunity and affirmative action laws, regulations, and court decisions.

Serving as liaison between the university and minority and women's organizations concerned with employment opportunities for women and minorities.

B Responsibilities of Deans, Directors, and Other University Officials Having Hiring Authority

Determining that the job announcement has appropriate nondiscriminatory language as required in the university Affirmative Action Plan.

Verifying that all job announcements are advertised in an appropriate manner.

Determining through interaction with the director of Affirmative Action that an adequate pool of candidates has been developed.

Ensuring that the appropriate search committee is appointed and instructed to carry out the search process in a nondiscriminatory manner.

Completing the appropriate Affirmative Action compliance documents prior to making the offer of appointment.

Appointing an Affirmative Action Facilitator with the authority of monitoring the recruitment and selection procedures within the college or program area.

C Responsibilities of the Faculty Affairs Office

Assisting in disseminating information about affirmative action programs within the academic areas of the university and outside the university.

Providing a technical review of all faculty vacancy announcements, form FA100, to ensure conformity with university and affirmative action guidelines.

Ensuring that faculty vacancies are published as appropriate, including campus newspaper and professional journal advertisements.

Receiving, reviewing and processing all recommendations for hiring new faculty, form FA101.

Serves as liaison with the Affirmative Action Office and enforcement agencies resolving faculty related issues.

D Responsibilities of the Human Resources Office

Assisting in disseminating information about the affirmative action program within the university and in the community.

Ensuring that copies of all job announcements are published as appropriate, including newspaper advertisements.

Receiving applications and referring applicants and applications to hiring units.

E Equal Opportunity Advisory Council

1 Functions

The council serves as the advisory body to the president for the general implementation of the Campus Affirmative Action Program and other equal opportunity policies and practices as they affect employees and students.

The primary charge of this council is to review these programs and inform the president of the progress of implementation and degree of compliance with governing directives. The council submits reports at least annually to the president and provides recommendations as to policy development, improvements and revisions in [existing] policy and practice needed to ensure equal opportunity in Cal Poly employment practices. The council also works to ensure the success of affirmative action efforts within the scope of approved campus programs. It is not within the authority of the council to consider individual complaints of discrimination.

The council shall establish a three-year review panel to evaluate the degree to which colleges, departments, and other program areas are either achieving or not achieving set affirmative action goals. This review should take into account the vacancies that have occurred, the hires that have been made, the recruitment, attrition, and all factors which have an impact on affirmative action goals.

2 Membership

The council appointments are made annually by the university president from nominations as indicated below. The council elects its own chairperson. The chairperson, or designee, is a member of the President's Council. Council membership is as follows:

- One faculty representative from each instructional college nominated by the college deans after consultation with the respective Academic Senate college caucus.
- Two representatives from the Academic Affairs area nominated by the vice president for Academic Affairs.
- Two representatives from the Administration area, appointed by the president.
- Two representatives from the Student Affairs area, appointed by the vice president for Student Affairs.
- Two representatives from the Associated Students, Inc., selected from nominations by the ASI president.

The following are designated as ex officio nonvoting members:

- Director of Affirmative Action
- Director of Student Academic Services
- Director of Human Resources
- Director of Faculty Affairs
- Director of Ethnic Studies
- Title IX Coordinator

The director of Affirmative Action shall serve as Executive Secretary.

In order to ensure strong representation of ethnic minority groups and women on the council, appointments should include at least three representatives from among women and minority groups. The term of service shall be three years, except for students who shall serve a two year term. To ensure continuity of service, initial appointments will be for either one-, two- or three-year periods. Subsequent appointments shall be for two years in the case of students, and for other council members a three year term.

3 Meetings

Meetings will be held monthly during the academic year, or more frequently as scheduled by the council chairperson. It is expected that the council will meet at least once a year with the university president.

3 MONITORING AND SELF ASSESSMENT PROCEDURES

The director of Human Resources, the director of Faculty Affairs and/or the director of Affirmative Action will maintain records for a period of three years that document personnel actions. These records will be used to evaluate the effectiveness of the Equal Employment Opportunity and Affirmative Action programs of the University. These records show: (1) The selection, promotion, reclassification, and separation rates of faculty and/or staff within specific job groups and salary levels indicating ethnicity, gender and disability status; (2) A list of applicants referred for positions vacancies indicating ethnicity, gender and disability status; (3) An annual analysis (to be made by the director of Affirmative Action of promotion, separation, and tenure rates of faculty within each appropriate college by ethnicity, gender and disability status, (including an analysis of those eligible for promotion and tenure, and the selection/rejection rate and an assessment will be made of the average length of time required for each group to attain promotion and tenure; (4) The initial salary placement of faculty and staff by rank or class within departments by race, gender, ethnicity, and disability.

A Qualifications, Testing and Evaluation

- 1 **Qualifications:** All qualification requirements for positions at the University are established by the Chancellor's Office and published as classification standards.
- 2 **Testing:** It is the university's policy not to use written tests as a partial means to determine the "best qualified" when filling vacant support staff positions on campus, unless those written tests are fully validated by appropriate entities.
- 3 **Evaluations:** All employees will be evaluated to determine that they are able to perform the job for which they were hired. A probationary period of one to two years for staff positions and up to six years for faculty positions allows for a satisfactory period for evaluating an individual's ability to satisfactorily perform the duties of the position. These employees may be awarded permanency if all evaluations are satisfactory. Management employees are evaluated annually.

B Working Conditions

- 1 **Training:** Cal Poly is committed to encouraging faculty and staff to participate in training opportunities for self improvement.
- 2 **Benefits:** All employment benefits for faculty and staff are made without regard to race, color, religion, national origin, gender, sexual orientation, marital status, pregnancy, age, veteran status, or disability.
- 3 **Employment Environment:** All employees shall be free of intimidation, harassment or other discriminatory treatment or condition in their employment with the university.
- 4 **Promotion:** Promotion actions will be analyzed by the director of Affirmative Action as they relate to job groups, salary levels, ethnicity, gender, and disability. Data on faculty will be maintained by the Faculty Affairs Office and must include an analysis of those eligible for promotion by department.
- 5 **Tenure:** An analysis of tenure rates for faculty by department, ethnicity, gender, and disability is to be made periodically by the director of Affirmative Action.
- 6 **Classification:** An analysis of classification actions for staff by department, ethnicity, gender, and disability is to be made periodically by the director of Affirmative Action.
- 7 **Complaints:** Procedures outlined in Section VI, Complaints or Grievances

C Recruitment and Selection -- Uniform Guidelines on Employee Selection

- 1 All vacant full-time staff positions and new staff positions will be announced for a minimum of two weeks for local recruitments and a minimum of four weeks for all other recruitments.

Faculty recruitment proposals will be requested on the FA100 form. Vacant tenure-track faculty positions will be announced on a broad regional or nationwide basis for a minimum of 30 days. Vacant full-time lecturer or coaching positions will be announced on a broad regional or nationwide basis for a minimum of two weeks. Part-time faculty positions will be announced for a minimum of two weeks in a local/regional newspaper.

- 2 All job announcement flyers will identify the essential functions of the position being recruited and will use language which encourages applications from women, people of color, individuals with disabilities and veterans.
- 3 All recruitments undertaken will be seen as an opportunity to address existing underutilization of underrepresented groups and to enhance the diversity of the campus.
- 4 All applicants will be treated equitably and fairly throughout the recruitment process.
- 5 Where several applicants appear to be equally qualified for a particular position, the affirmative action needs of the particular department and the diversity goals of the department, college, and university will be given highest priority in the selection decision.
- 6 Pre-selection strategies which include tailoring job announcements to fit the qualifications of specific individuals are prohibited by this policy.
- 7 Upon the recommendation of the director of Affirmative Action, the president may appoint an employee from an underrepresented EEO category to a management position (MPP) without a recruitment. Such an appointment shall not violate Memoranda of Understanding between the Trustees of The California State University and a HEERA designated employee organization.
- 8 Emergency faculty appointments will be considered without a recruitment only when the justification for the emergency is documented and approved on the FA101 form by the dean, director of Faculty Affairs and the director of Affirmative Action.
- 9 With due consideration of the specific needs of programs within the University, Cal Poly will give special attention to the hiring of spouses of appointees to administrative, professional, and tenure-track faculty positions. *
10. The university will strive to achieve goals which may exceed those defined by the workforce utilization analysis. The university has a commitment to strive to approximate proportionately, in its workforce, the ethnic mix of the diversity of the state.
11. All documents regarding finalists for tenure track and full time lecturer (AY) faculty searches must be reviewed and endorsed in writing by the appropriate dean and the Affirmative Action Director before candidates are invited to the campus for interviews. The final recommendation for hire also must be reviewed by the appropriate administrator, the affirmative action facilitator, and the affirmative action director.

*Networking with other local agencies (state/county); informing candidates of other campus vacancies; keeping spouses aware of temporary and/or part-time openings, etc.

4 POLICY STATEMENTS

A Diversity

Cal Poly shall strive to achieve cultural diversity, thereby improving the quality of life and education for all members of the Cal Poly community. The concept of cultural diversity assumes recognition and respect for differences in age, country of origin, creed, economic background, ethnicity, gender, mental or physical disability, race, and sexual orientation.

B Nepotism/Conflict of Interest -- CAM 311.5

No university employee shall vote, make recommendations, or in any way participate in personnel decisions if such participation constitutes a conflict of interest. This prohibition includes, but is not limited to, personnel decisions that directly affect the employment status, work assignment, or financial interest of any relative.

C Pregnancy and Childbirth -- CAM 388

Maternity Leave Policy

- 1 Sick Leave: It is the policy of the CSU that women shall not be penalized in their positions of employment because they require time away from work for childbearing. Pregnancy, or any disability caused by or contributed to by pregnancy, must be considered justification for use of sick leave if a woman's condition prior to delivery is such that her doctor believes she should take leave. Other incapacities during the course of a pregnancy such as miscarriage, etc., are valid reasons for the use of sick leave and will be treated in the same way as any other illness or disability. Repeated absences associated with pregnancy may suggest a need for medical attention and a physician's certification may be required to substantiate the need for sick leave. Following childbirth, beginning with the date of delivery, up to ten days of sick leave will be routinely approved without certification by a physician. If incapacitation should exceed ten days, submission of a physician's statement is required.
- 2 Nonindustrial Disability Benefits -- CAM 380.1 Nonindustrial disability benefits for pregnancy are available under the same terms and conditions as any other non-work related illness or injury. Upon doctor's certification that the employee is unable to work because of pregnancy, benefits may be provided for up to a maximum of 26 weeks.

An application for nonindustrial disability benefits may be obtained from Human Resources.

D Family Care and Medical Leave

Eligible CSU employees are entitled to Family and Medical Leave in accordance with revised state and federal family and medical care leave acts (FMLA) effective February 5, 1994. FMLA regulations require that employees must have worked at least one year in the CSU or the State of California, and worked at least 1,250 hours in the 12 months preceding the leave.

Eligible employees are entitled to take up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. Family and medical leave is available to care for a child after birth or placement for adoption or foster care, or to care for the employee's spouse, child or parent who has a serious health condition. It is also available if the employee is unable to perform the essential functions of his or her own job because of the employee's own serious health condition. At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

- E Sex Discrimination Discrimination on the basis of sex is prohibited at Cal Poly. All applicants and employees shall be given fair and equal treatment and shall not be excluded from initial employment, promotional opportunities or other personnel actions on the basis of sex.

- F Sexual Harassment Policy -- Administrative Bulletin 93-1 (See Appendix G)

- G Racial Harassment Statement (See Appendix H)

- H Practices Affecting Contractors, Vendors and Suppliers

Cal Poly conducts business with firms that observe equal employment opportunity practices and that do not discriminate with respect to race, color, religion, national origin, age, marital status, sex, sexual orientation, pregnancy, disability, or veteran status.

To accomplish this, Cal Poly has established participation goals for each of its projects and purchases: 15% Minority Business Enterprises, 5% Women Business Enterprises and 3% Disabled Veterans Business Enterprises.

Contractors/vendors are required to either meet or demonstrate a good faith effort to meet these goals in order that their bid may be considered.

This language was established by Minority and Women-Owned Business Enterprise (M/WBE) Legislation and implemented by the Cal Poly Purchasing Office.

- I Nondiscrimination Because of Religion or National Origin

Cal Poly prohibits discrimination on the basis of religion or national origin for any employee or applicant for employment.

It is prohibited by university procedures and practices to ask questions about religion or national origin in interviews or discussions concerning employment matters. Furthermore, no applicant or employee is requested or required to provide any information about his or her religious affiliation or inclinations.

Cal Poly accommodates the religious observances and practices of employees or applicants for employment except where such accommodation causes hardships to the university.

The extent of Cal Poly's obligation is determined by considering business necessity, financial costs and expenses, and resulting personnel problems.

- J Nondiscrimination Because of Physical or Mental Disability

Cal Poly does not discriminate against any qualified individuals with a disability. Cal Poly adheres to the guidelines of the Americans With Disabilities Act of 1990, Sections 503 and 504 of the Rehabilitation Act of 1973. Cal Poly will make reasonable accommodations to allow a qualified disabled applicant or employee to perform the duties and responsibilities of the position.

A qualified individual with a disability is defined as any individual who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position. A disability refers to a physical or mental impairment that substantially limits one or more major life activities, having a record of such an impairment, or being regarded as having such an impairment.

The university will continue to review its personnel processes to assure careful, thorough, and systematic consideration of the job qualifications of known disabled applicants and employees for job vacancies filled either by initial employment or promotion, and for all available training opportunities.

The university will continue to review all physical and mental job qualification requirements in the selection of applicants or employees for initial employment or other change in employment status such as promotion, demotion, or training to ensure that qualification requirements do not screen out qualified disabled individuals.

The university encourages applications from qualified disabled applicants for all staff and faculty positions and invites all disabled applicants and employees to identify themselves. This invitation includes the provision that such information is voluntarily provided, that it will be kept confidential, and that refusal to provide such information will not subject the applicant or employee to any adverse treatment.

Discrimination of disabled persons is prohibited by law and by CSU and Cal Poly policy. Persons who feel that they have been discriminated against should follow the avenues of redress as follows:

EMPLOYEE - Avenues of Redress:

Informal: (1) Report the situation to the appropriate supervisor for resolution; (2) If not resolved at previous level, report the situation to the next level supervisor; (3) Report the situation or incident to the director of Affirmative Action or the Office of Human Resources.

Internal formal: The employee may file a formal grievance utilizing the process outlined in Executive Order 419. If the employee is covered by a collective bargaining agreement, the employee should use the grievance process outlined in the applicable memorandum of understanding (contract).

External formal: The employee may file a complaint with the California State Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunities Commission (EEOC).

APPLICANT - Avenues of Redress:

Informal: Incidents may be reported to the director of Affirmative Action.

External formal: The California Department of Fair Employment and Housing (DFEH) and the Equal Employment Opportunity Commission (EEOC)

Student - Avenues of Redress:

Informal: Report the incident to the department chair, dean or the Office of Student Judicial Affairs.

Internal formal: Disabled Students Services or the Office of Student Judicial Affairs (Cal Poly Student Affairs Division)

External formal: The California State Department of Fair Employment and Housing or the Office of Civil Rights (OCR - Regional Office is located in San Francisco)

K Disabled Veterans or Vietnam-Era Veterans

Cal Poly does not discriminate against any otherwise qualified employee or applicant for employment because of disabled veteran or Vietnam Era veteran status. The university takes affirmative measures to employ, advance in employment, and otherwise treat qualified veterans without discrimination, in accordance with the Vietnam Era Veterans Readjustment Assistance Act of 1974.

"Veterans of the Vietnam Era" means a person (1) who served on active duty for a period of more than 180 days, any part which occurred between August 5, 1964, and May 7, 1975, and was discharged or (2) was discharged or released from active duty for service connected disability if any part of such duty was performed between August 5, 1964, and May 7, 1975. "Disabled veteran" means a person entitled to disability compensation under laws administered by the Veterans Administration for disability rates at 30

percent or more, or a person whose discharge or release from duty was for a disability incurred or aggravated in the line of duty.

The university invites all disabled veterans and veterans of Vietnam Era to identify themselves to the director of Affirmative Action. This invitation stipulates that such information is provided voluntarily, that it will be kept confidential, and that refusal to provide it will not subject the applicant or employee to adverse treatment. Although specific hiring goals are not required for disabled and Vietnam Era veterans, they are also covered by the equal opportunity and affirmative action policy as set forth in this Plan. Furthermore, the university will make reasonable accommodations for the disability of otherwise qualified employees or applicants for employment who are disabled veterans. Cal Poly will review physical and mental job requirements to ensure that qualified disabled veterans are not eliminated from consideration, that the requirements are job related, consistent with business necessity and consistent with safe performance on the job.

Any covered disabled veteran or Vietnam Era veteran applicant or employee that believes that he or she has been discriminated against because of the disability or because of his/her status as a Vietnam Era veteran, or that Cal Poly has otherwise failed to comply with the Vietnam Era Assistance Act of 1974, may initiate a complaint under procedures set forth by the Act.

Where appropriate, Cal Poly will advise the complainant that he or she has the right to file a complaint with the United States Department of Labor under the provisions of the Code of Federal Regulations, Section 60-250.26, if the matter cannot be resolved through internal review procedures. The university will maintain a file of the records on internal grievances and actions for a minimum of three years, and it will cooperate with the United States Department of Labor in its investigation of any complaint brought against the institution under the Act.

Proposal for an AdHoc Committee on GEB

10/30/95

Whereas:

- a general education program is the center of any premier university
- the GE program at Cal Poly, although a strong program, has not been revised in over ten years, and that there could be improvements regarding program governance, structure, content, coherence, access, and unit load
- the emerging CP Plan offers a unique opportunity to rethink educational goals and programs at Cal Poly, with a new degree of latitude
- that Visionary Pragmatism calls for revision in GE program
- that the Blue Ribbon Comm on GE (1991) called for modest revisions in GE program
- that the Senate GE Comm has also made recommendations concerning revisions in GE

Be it Resolved that:

- the senate put together an AdHoc Comm to examine GEB
- that this comm be made up of four faculty and two administrators
- that the exec comm suggest possible names, and that the officers of the senate select the members of the committee subject to the approval of the exec comm
- that the AdHoc Comm examine the current GE program, the CSU executive orders, the Visionary Pragmatism document, The Blue Ribbon Comm report, last year's GE Comm proposal, as well as GE programs at comparable universities
- that the comm report to the senate Exec Comm no later than the end of February 1996 on the following:
 1. a new governance structure for GEB
 2. a consistent philosophy for GEB
 3. a template which would offer a general outline for the content of GE

8 June Exec 10/31/95

Options for Curriculum Review & Catalog

October 31, 1995 / Mary Whiteford

OPTION 1

Proceed with 95-96 mini-Curriculum Cycle &

Print a Supplement to the 94-97 Catalog

Extend 1994-97 catalog to 1998-2000

10-9-95	Departments submit proposals to College & Dean
11-13-95	Colleges & Deans submit proposals to Academic Senate
2-15-96	Senate Committees forward recommendations to Exec Committee
3-15-96	Senate review completed
6-1-96	Catalog Supplement available
6-1-96	1998 Curriculum/Catalog Instructions to Departments/Colleges
1-15-97	Departments submit proposals to College & Dean
3-1-97	Colleges & Deans submit proposals to Academic Senate
5-1-97	Senate Committees forward recommendations to Exec Committee
10-1-97	Senate review completed
6-1-98	1998-2000 Catalog available

OPTION 2:

Extend 95-96 mini cycle to a Regular Curriculum Cycle.

Print 1997 Catalog. No supplement.

Now	memo to deans & depts explaining revised cycle
2-1-96	Departments submit proposals to College & Dean
3-15-96	Colleges & Deans submit proposals to Academic Senate
5-1-96	Senate Committees forward recommendations to Exec Committee
12-1-96	Senate review completed
6-1-97	1997-8 Catalog available

8

OPTION 3

Extend 95-96 mini cycle to a Regular Curriculum Cycle & Print 1997 Catalog.

No supplement.

More time for thorough College review.

Less detailed review by Senate Curriculum Committee & Academic Programs.

Senate places curriculum changes on Consent Agenda, except for new programs.

Now	memo to deans & depts explaining revised cycle
4-1-96	Departments submit proposals to College & Dean
5-1-96	Colleges & Deans submit proposals to Academic Senate
11-1-96	Senate Committees forward recommendations to Exec Committee
12-1-96	Senate review completed (consent agenda)
6-1-97	1997-99 Catalog available

Fin - Exec Com 10/3/95

RESOLUTION ON THE CAL POLY PLAN
ACADEMIC SENATE BUDGET COMMITTEE
FALL, 1995

BACKGROUND: Beginning last Spring, and continuing with increased activity, the Cal Poly campus has been discussing and developing the Cal Poly Plan. Since the beginning of the Fall quarter, the Budget Committee has spent several hours reviewing the Cal Poly budget, educating ourselves into the budget process, and studying the financial implications to Cal Poly of recent legislative actions. In particular, pending federal action seriously threatens the current levels of financial aid for our students. Similar action has been introduced at the state level. These actions come at a time when higher education's portion of the State Budget is shrinking due to increased costs of prisons and constitutionally mandated programs. There is no reversal of this trend projected for the foreseeable future.

The budget implications of these problems are all too clear. Add to this the Governor and Legislature commitment to increasing enrollment in the CSU system and things only get worse financially (and in other ways). It is the unanimous view of the Budget Committee that Cal Poly must do something to prepare for this coming financial crisis. The Budget Committee most strongly supports the type of actions that are being developed in the Cal Poly Plan. We further urge the Academic Senate to endorse the following resolution, and we hope that all faculty will support and promote the concepts of that Plan.

Note that when we talk about levels of funding, we are speaking of levels of funding per full time equivalent student as adjusted for inflation. These levels are not increasing. The actual dollar amounts are increasing — at least for now.

- WHEREAS, Funding for higher education in the State of California is an unprotected category in the state budget; and
- WHEREAS, Federal and State funding levels of financial aid for students are seriously threatened, and such action will make it increasingly difficult for many qualified students to attend Cal Poly; and
- WHEREAS, The current Cal Poly budget does not provide sufficient funds to maintain, replace or upgrade the equipment needed for instructional programs; and
- WHEREAS, Reduced or even constant levels of funding threaten to diminish the quality of education at Cal Poly, and such funding levels would greatly inhibit Cal Poly's ability to meet the educational demands of the future; and
- WHEREAS, Enrollment growth at Cal Poly is an expectation of the Governor and the State Legislature; and
- WHEREAS, Increased enrollment at Cal Poly will cause significant stress on the infrastructure of the University, and
- WHEREAS, The Cal Poly Plan is an effort to address the above concerns, and it offers the flexibility for Cal Poly to respond to additional challenges; therefore, be it
- RESOLVED: That the Academic Senate strongly endorses the concept of the Cal Poly Plan; and further be it,
- RESOLVED: The Academic Senate encourages the Cal Poly community to work together to make the Cal Poly Plan viable and successful.