

# CAL POLY Report

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June 9, 2004

## Campus Administrative Policies Update

Cal Poly is undertaking a comprehensive review of its administrative policies that will result in a new collection of "Campus Administrative Policies" (CAP), published on the Web and in hard copy format. CAP will take the place of the pre-existing Campus Administrative Manual (CAM).

The CAP Ad Hoc Editorial Coordination and Review Committee ("CAP Committee") reports the following:

### Draft Policies Reviewed and Posted for Campus Comment

The following *revised* Campus Administrative Policy has been considered by the CAP Committee and has been posted as a draft policy on the CAP Web site (<http://policy.calpoly.edu/capdraft/draftTOC.htm>).

CAP 850                      Julian A. McPhee University Union

In addition, several CAP policies previously posted on the CAP website are undergoing final review this Summer with approval as interim policies anticipated in the Fall.

CAP 220-228	Cal Poly Continuing Education
CAP 232	Admissions and Recruitment Office
CAP 233	Student Financial Aid Office
CAP 700	Administrative Organization of University Advancement
CAP 710-717	Advancement - Development

Questions or comments about these draft policies are invited. They will *not* have official status as a university policy until final legal and administrative review has been completed.

### Interim Policies Approved for Implementation

The following new or revised Campus Administrative Policies have gone through legal and administrative review and received presidential approval. They are now posted as "interim" policies on the "Interim/Final CAP Policies Web Page" (<http://policy.calpoly.edu/cap/finalTOC.htm>):

CAP 231	Office of Academic Records
CAP 301	Organizational Structure

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CAP 302.1-302.1.3	Fiscal Oversight by the University of the Auxiliary Organizations
CAP 302.2	Institutional Business Activity
CAP 302.4-302.4.7	Distribution Services
CAP 370	Contract and Procurement Services
CAP 374	Property Survey Board
CAP 660	Housing and Residential Life
CAP 690.2.4	Accommodated Testing
CAP 691	Disability Resource Center (DRC) Accommodated Testing Services
CAP 718	Naming Facilities, Properties, Academic Entities and Related Areas and Establishing Memorials
CAP 800-805	Administrative Organization of the Associated Students, Inc.
CAP 810-816	Associated Students, Inc.
CAP 820	Orfalea Family and ASI Children's Center
CAP 830	Cal Poly Recreation Center
CAP 840	Cal Poly Sports Center

A list of Campus Administrative Manual policies that are now retired is also posted on the web site (<http://policy.calpoly.edu/capdraft/CAM%20Retired/CAM%20retired.htm>).

A hard copy version of all Interim/Final CAP policies and list of retired CAM policies may be viewed in the Reserve Room of the Robert E. Kennedy Library.

Questions or comments about any CAP policies may be directed to: Daniel Howard-Greene, Executive Assistant to the President, Cal Poly, One Grand Avenue San Luis Obispo, CA 93407. Phone: (805) 756-6000. Fax: (805) 756-1129. E-mail: [dhgreene@calpoly.edu](mailto:dhgreene@calpoly.edu).

## **Administration Building Second Floor Offices Move for the Summer**

The second floor of the Administration building will undergo a major abatement and re-roofing project beginning in June. The following offices will be temporarily relocated to Sequoia Residence Hall: Financial Aid, Student Accounts, Admissions, Records and Student Affairs. Judicial Affairs will relocate permanently to the Health Center, Room 188. The offices are scheduled to move back to Administration building before the start of fall quarter. All offices will remain fully functional.