

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

**Academic Senate Executive Committee Agenda**  
**Tuesday, February 17, 1987**  
**UU 220, 3:00-5:00 p.m.**

<b>MEMBER:</b>	<b>DEPT:</b>	<b>MEMBER:</b>	<b>DEPT:</b>
Botwin, Michael	ArchEngr	Kersten, Timothy	Economics
Cooper, Alan	BioSci	Lamouria, Lloyd H.	AgEngr
Crabb, Charles	CropSci	Riener, Kenneth	BusAdm
Currier, Susan	English	Terry, Raymond	Math
Forgeng, William	MetEngr	Weatherby, Joseph	PoliSci
Gambio, Lynne	Library	Wheeler, Marylinda	P.E./RecAdm
Gooden, Reg	PoliSci	Wilson, Malcolm	Interim VPAA
Nancy Jorgensen	Cslg/Tstg	Copies: Baker, Warren J.	
		Irvin, Glenn W.	

- I. Minutes:  
Approval of the February 3, 1987 Executive Committee Minutes (attached pp. 2-5)
- II. Communications:
- III. Reports:
  - A. President
  - B. Academic Affairs Office
  - C. Statewide Senators
  - D. Academic Senate Chair, CSU Sacramento - Timing of Senate Meetings
- IV. Consent Agenda:
- V. Business Items:
  - A. [Substitute] Resolution on Campus Smoking Policy-Andrews, Chair of the Personnel Policies Committee (attached pp. 6-9).
  - B. Resolution on the Budgetary Process (in four parts)-Conway, Chair of the Budget Committee (attached pp. 10-16).
  - C. Program Change Proposals (PCP's)-Conway, Chair of the Budget Committee (to be distributed as pp. 17-19).
  - D. Resolution on Cheating and Plagiarism-Beardsley, Chair of the Fairness Board Committee/Stebbins, Chair of the Student Affairs Committee (to be distributed as pp. 20-22).
  - E. Resolution on Retention of Exams and Student Access to Same-Beardsley, Chair of the Fairness Board Committee/Stebbins, Chair of the Student Affairs Committee (to be distributed as pp. 23-24).
- VI. Discussion Items:
- VII. Adjournment:

*2.3.87  
minutes  
removed*

RECEIVED

TO: Lloyd Lamouria, Chair  
Academic Senate

FEB 9 1987 February 3, 1987

FROM: Personnel Policies Committee ~~Academic Senate~~ Richard Brug

Subject: Campus Smoking Policy

On Wednesday, February 4, 1987, the Personnel Policies Committee met and discussed the changes proposed by the Public Safety Advisory Committee. The Personnel Policies Committee unanimously concurred with the document the Public Safety Advisory Committee had prepared.

The final document (attached) combines the elements of AS-226-86/PPC with existing campus policy. The final result is a clear indication that Cal Poly is a no-smoking campus except where explicitly permitted.

We recommend the presentation of this document to the Executive Committee, and then to the Senate, if necessary, for their approval, as a substitute for AS-226-86/PPC.

RESOLUTION  
CAMPUS SMOKING POLICY  
[SUBSTITUTE RESOLUTION FOR AS226-86/PPC]

WHEREAS, The Academic Senate previously approved a resolution regarding a new campus smoking policy; and

WHEREAS, The Senate approved policy was submitted by President Baker to the Public Safety Advisory Committee for review and comment; and

WHEREAS, That Committee proposed language changes which would strengthen the Senate document; and

WHEREAS, The Personnel Policies Committee concurs with these changes; therefore be it

RESOLVED: That the attached document be approved as the Cal Poly policy on smoking on campus, superseding any other policy on the subject.



### UNIVERSITY SMOKING POLICY

1. In accordance with Section 19262 of the California Government Code, the following policy and procedures regarding smoking on campus are established in recognition of the rights of nonsmokers to a smoke-free environment.
2. "Smoke" or "smoking" as defined in this policy includes the use of a pipe, cigar, or cigarette of any kind in which a substance is burning.
3. Smoking shall be permitted only in designated areas campus-wide at all times.
4. Smoking is not permitted during formal meetings, which includes office hours. A formal meeting is defined as an assembly of two (2) or more persons by prior announcement for the purpose of conducting business. Individuals responsible for conducting formal meetings will, if possible, arrange for breaks at least every two (2) hours to accommodate those who smoke.
5. Supervisors/managers/administrators will pursue various options in an effort to accommodate everyone's needs in their respective work areas. However, if such accommodation is not achievable, the rights of the nonsmoker shall prevail.
6. These policies are applicable to all facilities on campus, including the University Union and Foundation facilities, with exception being made for the student rooms in the resident halls and other private residences.
7. These policies are applicable to enclosed areas only, including state automotive vehicles containing more than one passenger.
8. Complaints arising out of alleged violations of this policy shall be directed to the Personnel Office. The Personnel Office shall interpret the policy and cause it to be enforced.
9. When conflict occurs in the implementation of this policy, the Director of Personnel, or designee, will determine the course of action in consultation with the concerned supervisor and the section staff, if they desire to be included.
10. The Director of Personnel, or designee, is responsible for implementation of this policy and will establish periodic review procedures to ensure conformity. The Facilities Planning staff is available to assist with physical rearrangements to the extent funds are available.
11. This policy shall supersede any existing smoking policies at California Polytechnic State University where conflict in policy exists.

Adopted: August 5, 1986

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

AS-226-86/PPC

RESOLUTION ON  
CAMPUS SMOKING POLICY

- WHEREAS, There is an increasing awareness of the health hazards of smoking; and
- WHEREAS, There is an increasing awareness by individuals to avoid the potential hazards of being in the presence of smoking materials at any time; therefore, be it
- RESOLVED: That California Polytechnic State University adopt the following policies in regard to when and where smoking may occur without the smoke being offensive to others:
1. "Smoke" or "smoking", as defined in this policy, means and includes the carrying of a pipe, cigar, or cigarette of any kind in which a substance is burning.
  2. Smoking is not permitted in department, school, or other administrative offices, classrooms, laboratories, theatres, restrooms, elevators, gymnasiums or enclosed stairways. Lobbies adjacent to these areas may be designated smoking areas. All hallways adjacent to faculty offices are nonsmoking areas.
  3. Smoking will be permitted in enclosed areas other than those listed above only if posted 'SMOKING PERMITTED'. An exception is made for private offices.
  4. Smoking is not permitted in the library, except where specifically permitted by posted signs.
  5. In eating/drinking areas seating thirty (30) or more people, no more than fifty percent (50%) of the area may be set aside and posted as a 'SMOKING PERMITTED' area. The area shall be separated and well-ventilated.
  6. Smoking is not permitted during formal meetings, which includes office hours. A formal meeting is defined as an assembly of two (2) or more persons by prior announcement for the purpose of conducting business. Individuals responsible for conducting formal meetings will, if possible, arrange for breaks



**AS-226-86/PPC**  
**Resolution on Campus Smoking Policy**

Page Two

at least every two (2) hours to accommodate those who smoke. If the meeting is small, with no more than four (4) persons involved, then by mutual agreement an exception may be made. No exceptions are permitted during interviews.

7. Smoking may be permitted during information meetings of two (2) or more persons in the course of daily work provided there is no objection by anyone present. Casual meetings or discussion does not constitute a basis for nonsmoking if within a private office of a person who smokes.
8. Each employee is encouraged to identify his/her individual work space as either a nonsmoking or a smoking area.
9. Supervisors/managers/administrators will pursue various options in an effort to accommodate everyone's needs in their respective work areas. However, if such accommodation is not achievable, the rights of the nonsmoker shall prevail.
10. These policies are applicable to all facilities on campus, including the University Union, with exception being made for the student rooms in the resident halls.
11. For those events which are organizationally self-operated and held in the University Union or in Foundation facilities, the individual organization may present a plan to ensure compliance with the intent of these policies to the responsible managers of these facilities. In the case where no plan is presented, these policies shall be assumed as being applicable.
12. These policies are applicable to enclosed areas only, including state automotive vehicles containing more than one passenger. An exception may be made with total concurrence of all occupants of the vehicle.
13. Complaints arising out of alleged violations of this policy shall be directed to the Public Safety Advisory Committee (PSAC). The PSAC shall interpret the policy and cause it to be enforced.
14. This policy shall supersede any existing smoking policies at California Polytechnic State University where conflict in policy exists.

Proposed By:  
Personnel Policies Committee  
July 8, 1986  
Revised August 5, 1986

# Memorandum

To : Lloyd Lamouria, Chair  
Academic Senate

Date : February 6, 1987

File No.:

Copies : A.S.B.C. Members  
Malcolm Wilson

From : Jim Conway, Chair Academic Senate Budget Committee *JCC*

Subject : Proposed Budgetary Process Model for Cal Poly

The Budget Committee at its meeting on Thursday, February 5, 1987, unanimously M/S/P that the attached resolutions, prepared by the Budgetary Process Subcommittee be forwarded to the Chair of the Academic Senate as a final report for action by the Executive Committee and the full Academic Senate.

Attachment(1)



## RESOLUTIONS CONCERNING THE BUDGETARY PROCESS

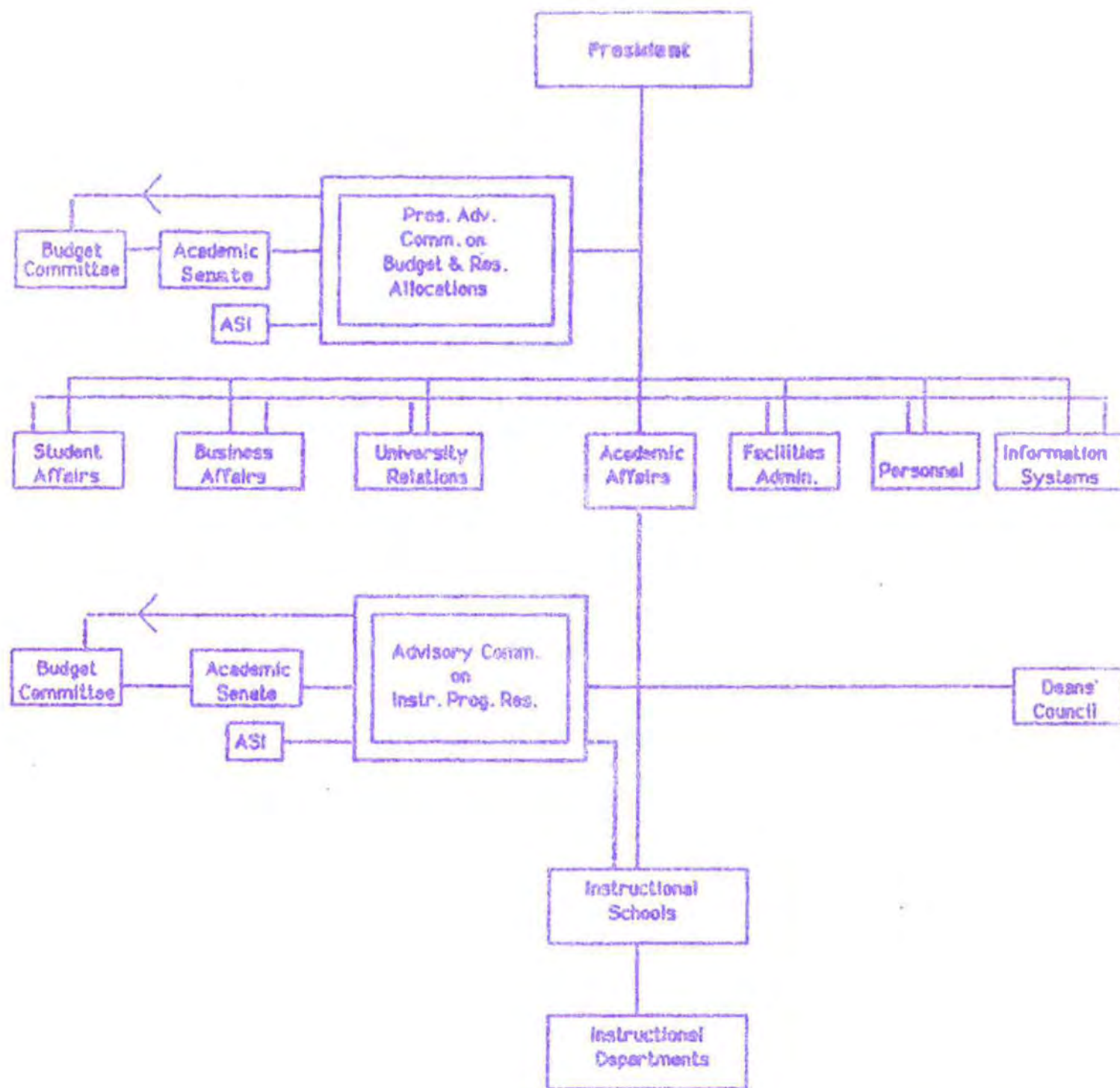
### BACKGROUND STATEMENT

In a memorandum dated December 13, 1984, the Chancellor transmitted the Board of Trustees' policy that committees which include faculty and students should exist to advise the President on budget policy, planning, and resource allocation. The memorandum stated the policy in the following way. "Insure that committees which include students, faculty, and any other appropriate constituency exist at each of the campuses and at the system level to advise the Presidents and Chancellor, respectively, on budget policy, planning and resource allocation." This policy involved the total budget of the campus as well as the resource allocations of all programs.

For several years the Budget Committee of the Academic Senate has tried to develop a formal procedure by which faculty input into the budgeting process at Cal Poly could be achieved. The resolutions on the budgetary process, that comprise this package, are the outgrowth of over a year and a half of meetings of a Budgetary Process Subcommittee of the Academic Senate Budget Committee, which included a representative from the Academic Affairs Office. The resolutions concerning the Budget Process and Instructional Program Resources are presented for approval by the Academic Senate. This approval would constitute an endorsement of two committees, The President's Advisory Committee on Budgets and Resource Allocation, and the Advisory Committee on Instructional Resources, that have already been created, are functioning, and have Academic Senate representation.

Attached to this resolution package is a flowchart showing how the various campus entities and newly proposed committees would fit into the University's organizational structure. The role of the Academic Senate Budget Committee, as presented in the bylaws, would remain essentially unchanged. It would still be primarily a policy body involved in providing input where there are proposed changes in allocation models, and in making sure that budget information concerning allocations and expenditures made by schools and departmentally is made available to the faculty.

It is the belief of the Academic Senate Budget Committee that integrally related to the issue of resource allocation are the twin concepts of Long Range Planning and Program Evaluation. Because of this belief, two additional resolutions dealing with Long Range Planning and Program Evaluation, directed to the Long Range Planning Committee for action, are submitted as part of this package.



— Indicates Information Flow  
- - - Indicates Line/Staff Reporting Relationship



Resolution on the Budget Process

Whereas, The resource allocation process should be an open and formal process,  
and

Whereas, The faculty, staff, and students of the University should be permitted  
input into the budgetary process prior to the approval of the allocation  
of the University budget, therefore be it

Resolved: That the President's Advisory Committee on Budgets and Resource  
Allocation shall be charged with recommending to the President  
allocation of resources to University program areas, and further be it

Resolved: That the President's Advisory Committee on Budgets and Resource  
Allocation shall be charged with recommending to the President  
policies and procedures to implement this allocation process, and  
further be it

Resolved: That no allocation requests shall be submitted to the President  
without previously having been submitted to the President's Advisory  
Committee on Budgets and Resource Allocation, and further be it

Resolved: That the allocation process shall strive to allow sufficient time for  
consultation with the Deans' Council, the Academic Senate and the ASI,  
and further be it

Resolved: That periodic reports of the President's Advisory Committee on Budgets  
and Resource Allocation shall be made available to the President's  
Council, the Deans' Council, the Academic Senate, and the ASI, and  
further be it

Resolved: That agendas, minutes, and copies of full recommendations of the  
President's Advisory Committee on Budgets and Resource Allocation be  
provided to the Chair of the Academic Senate and to the members of the  
Academic Senate Budget Committee concurrently with the members of the  
President's Advisory Committee on Budgets and Resource Allocation, and  
further be it

Resolved: That the membership of the President's Advisory Committee on Budgets  
and Resource Allocation shall consist of:

Vice President, Business Affairs (Chair)  
Vice President, Academic Affairs  
Chair, Academic Senate or designee  
ASI President or designee  
Dean of Student Affairs  
Vice President for Information Systems  
Executive Dean, Facilities Administration

Staff support will be provided by the Associate Vice  
President for Academic Resources, the Budget Office, the  
Associate Dean of Student Affairs and other personnel as  
might be required.

Resolution on Instructional Program Resources

Whereas, The instructional program resource allocation process should be an open and formal process, and

Whereas, The faculty, staff, and students of the University should be permitted input into this process prior to the approval of the allocation of the University budget, therefore be it

Resolved: That the Advisory Committee on Instructional Program Resources shall be charged with recommending to the Vice President for Academic Affairs allocation of resources to instructional programs, and further be it

Resolved: That the Advisory Committee on Instructional Program Resources shall be charged with recommending to the Vice President for Academic Affairs policies and procedures to implement this process, and further be it

Resolved: That all requests for use of resources allocated by the President to instruction shall be submitted to the Advisory Committee on Instructional Program Resources, and further be it

Resolved: That this allocation process shall strive to allow sufficient time for consultation with the Deans' Council, the Academic Senate, and the ASI, and further be it

Resolved: That agendas, minutes, and copies of full recommendations of the Advisory Committee on Instructional Program Resources be provided to the Chair of the Academic Senate and to the members of the Academic Senate Budget Committee concurrently with the members of the Advisory Committee on Instructional Program Resources, and further be it

Resolved: That the membership in the Advisory Committee on Instructional Program Resources shall consist of:

Associate Vice President for Academic Affairs (Chair)  
Chair, Academic Senate (or designee)  
President, Associated Students Incorporated (or designee)  
Vice President for Business Affairs (or designee)  
Associate Vice President for Academic Resources



Resolution on Long Range Planning

Whereas, Long range planning is an integral part of University planning and resource allocation, and

Whereas, There is a need to develop a more formal unified campus long range planning process, therefore be it

Resolved: That the Academic Senate Long Range Planning Committee be charged to recommend policies and procedures for the implementation of a long range planning process which links planning and resource allocation within the University, and further be it

Resolved: That these recommended policies and procedures be subject to approval by the Academic Senate, and further be it

Resolved: That these recommended policies and procedures be subject to approval by the President, and further be it

Resolved: That any reports concerning long range planning shall be made available to the President's Advisory Committee on Budgets and Resource Allocation, the Advisory Committee on Instructional Program Resources and other committees as necessary.

Resolution on Program Evaluation

Whereas, Program evaluations should be an integral part of University planning and resource allocation, and

Whereas, The current process is not an integral part of University planning and resource allocation, therefore be it

Resolved: That the Academic Senate Long Range Planning Committee be charged to recommend policies and procedures for the implementation of an evaluation process which links program evaluation with planning, and further be it

Resolved: That these recommended policies and procedures be subject to approval by the Academic Senate, and further be it

Resolved: That these recommended policies and procedures be subject to approval by the President, and further be it

Resolved: That these program evaluations be made available to the President's Advisory Committee on Budgets and Resource Allocation, the Advisory Committee on Instructional Program Resources, and other committees as necessary.



students of legal age, while attending an off-campus university-approved activity in the vicinity of a public bar, may not have their rights denied except by representatives of the licensee or by civil law enforcement authorities for cause.

- 673.3 Faculty advisers of student organizations are responsible for seeing that all sub-sections of this section (CAM 673) are understood by the officers and general membership. They are also expected to identify themselves and to cooperate with representatives of the licensee and the civil law enforcement authorities whenever a problem involving student behavior and/or safety arises.
- 673.4 Faculty advisers are enjoined to be continuously sensitive to the public conduct of students involved in student activities in the interest of the university's relations with all publics--individuals, businessmen, institutions, and agencies.
- 674 Cheating
- 674.1 First offense for cheating is an "F" course grade, and further attendance in that class is prohibited. A report in writing including evidence must be made by the instructor to the department head. The department head will notify the Dean of Students of the action taken.
- 674.2 Second reported offense is considered sufficient cause for the initiation of disciplinary action in accordance with the current Student Disciplinary Procedures of The California State University and Colleges.
- 674.3 : A student wishing to challenge the course instructor's decision that a cheating offense has been committed may appeal to the head of the department in which the course is offered, the dean of the school, and ultimately to the Fairness Board for a hearing in accordance with procedural due process. This is a committee of the Academic Senate; see Appendix XI for details of procedures.
- 3/17/87  
C. W. C.

PROPOSED RESOLUTION FROM THE FAIRNESS BOARD, WITH INPUT/REVISIONS FROM  
THE STUDENT AFFAIRS COMMITTEE, FEBRUARY 12, 1987.

ACADEMIC SENATE  
OF  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
SAN LUIS OBISPO

BACKGROUND: During the 1985/86 academic year, the Fairness Board was asked to draft policies on retention of exams by faculty, and student access to exams and other evaluation instruments. At present, there are no provisions within CAM regarding these topics.

AS-\_\_\_\_-86/\_\_\_\_

RESOLUTION ON RETENTION OF EXAMS AND  
STUDENT ACCESS TO SAME

WHEREAS, Students have occasionally experienced problems in the past gaining access to exams and other evaluation instruments; and

WHEREAS, Faculty currently have no formal obligations as far as retention of evaluation materials; and

WHEREAS, it would be desirable to have a uniform policy on the campus, for the sake of fairness and resolution of any student/faculty disagreements; therefore be it

RESOLVED: that the policy listed below be added to CAM ~~618~~ provisions on Academic Records, Grade Processing (617.11).

618? Retention of Faculty Responsibilities regarding  
617.2 Retention of Exams and Other Evaluation Instruments

618-1 Exams, papers, projects, or other tangible items used in the evaluation of students need not be retained by the instructor beyond the end of the term of evaluation, if there was an announced opportunity for students to retrieve same during the term.

For final exams or other evaluation instruments where no announced opportunity for student review existed before the end of the term, instructors should retain the materials for one full quarter. While special situations may arise requiring deviation from this goal, instructors will be responsible to defend any deviation in the event of a subsequent review of a student's evaluation.



*Student*

ACCESS TO EVALUATION INSTRUMENTS

*618.2*  
Upon request, instructors should offer students access to all exams, papers, projects, or other items used in evaluation which have been retained by the instructor. (See policy on retention). At the discretion of the instructor, access may be restricted, such as permitting access only in the instructor's presence during office hours.

In the event of a student grade grievance, the Fairness Board shall be given access to available evaluation instruments.

PROPOSED RESOLUTION FROM THE FAIRNESS BOARD, WITH INPUT/REVISIONS FROM  
THE STUDENT AFFAIRS COMMITTEE, FEBRUARY 12, 1987.

ACADEMIC SENATE  
OF  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
SAN LUIS OBISPO

BACKGROUND: On January 22, 1986, the Senate Chair asked the Fairness Board and Student Affairs Committees to review campus policies on cheating and plagiarism. The committees have finally completed proposals for senate review.

AS-\_\_\_\_-86/\_\_\_\_

RESOLUTION ON CHEATING AND PLAGIARISM

- WHEREAS, The present CAM policy on cheating is extremely short and lacks definition; and
- WHEREAS, There are differences department to department regarding the definition and handling of cheating offenses; and
- WHEREAS, It would be desirable to add further language regarding plagiarism to the CAM policy; therefore be it
- RESOLVED: That the present guidelines on cheating (CAM 674) be modified as outlined below.

DEFINITIONS AND POLICY ON CHEATING AND  
PLAGIARISM

674 Cheating

674-1

Definition of Cheating. Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating may include: lying; copying from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

674.2 Definition of Plagiarism. Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming without credit or originality.

~~674.2~~  
674.3

Policy on Cheating. Cheating requires an F course grade and further attendance in the course is prohibited. The instructor is obligated to place evidence of the cheating in writing before the Dean of Students with copies to the department head of the course involved, to the student, and to the department head of the student's major. Physical evidence, circumstantial evidence, and testimony of observation may be included. Said memorandum should notify the student that an appeal is possible through the Fairness Board.

Instructors should be diligent in reducing potential opportunities for cheating to occur.

In the event that the Dean of Students identifies a student to be guilty of more than one cheating offense, this shall be considered sufficient cause for the initiation of disciplinary action.

as 674.3  
674.4 Policy on Plagiarism. Plagiarism may be considered a form of cheating and subject to the same policy. However, as there may be a fine line between plagiarism and editorship with poor attention to format, some instructor discretion is appropriate. In the event of plagiarism, an instructor may choose to counsel the student and offer a remedy which is less severe than that required for cheating, providing there was no obvious intent to deceive. However, an instructor may not penalize a student for plagiarism in any way without advising the student that a penalty has been imposed. An appeal is possible through the Fairness Board.



students of legal age, while attending an off-campus university-approved activity in the vicinity of a public bar, may not have their rights denied except by representatives of the licensee or by civil law enforcement authorities for cause.

- 673.3 Faculty advisers of student organizations are responsible for seeing that all sub-sections of this section (CAM 673) are understood by the officers and general membership. They are also expected to identify themselves and to cooperate with representatives of the licensee and the civil law enforcement authorities whenever a problem involving student behavior and/or safety arises.
- 673.4 Faculty advisers are enjoined to be continuously sensitive to the public conduct of students involved in student activities in the interest of the university's relations with all publics--individuals, businessmen, institutions, and agencies.
- 674 Cheating
- 674.1 First offense for cheating is an "F" course grade, and further attendance in that class is prohibited. A report in writing including evidence must be made by the instructor to the department head. The department head will notify the Dean of Students of the action taken.
- 674.2 Second reported offense is considered sufficient cause for the initiation of disciplinary action in accordance with the current Student Disciplinary Procedures of The California State University and Colleges.
- 674.3 A student wishing to challenge the course instructor's decision that a cheating offense has been committed may appeal to the head of the department in which the course is offered, the dean of the school, and ultimately to the Fairness Board for a hearing in accordance with procedural due process. This is a committee of the Academic Senate; see Appendix XI for details of procedures.