

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO  
ACADEMIC SENATE

EXECUTIVE COMMITTEE - AGENDA

November 27, 1984

FOB 24-B

3:00 PM

Chair, Reg Gooden  
Vice Chair, Barbara Weber  
Secretary, Sam Lutrin

I. Minutes

II. Announcements

III. Business Items

- A. Resolution on Department Heads vs. Department Chairs  
(Ryan/Instruction Committee)
- B. Sabbatical Leave Distribution (Andrews/Personnel Policies  
Committee)
- C. Curriculum Substitution Resolution (Sparling/Curriculum  
Committee)

IV. Discussion Items

# Memorandum

To : Academic Senate Office, Reg Gooden, Chair,  
and Constitution and Bylaws Committee

Date : November 7, 1984

File No.:

Copies :

From : Personnel Policies Committee Meeting

Subject: Passed Motion - October 30, 1984.

That the following guidelines be added to Section C, Functions,  
Page 2 of the Leave with Pay Guidelines for the University Committee.

- Shall establish quotas, by School, based on number of applications received.
- Shall not disrupt priorities established by each School unless it can be shown that the School involved violated its own criteria and/or procedures.

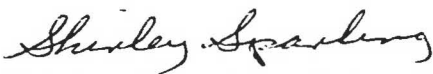
## Memorandum

To : Dr. Reg Gooden, Chair  
Academic Senate

Date : Nov. 12, 1984

File No.:

Copies :

From :   
Shirley Sparling, Chair  
Academic Senate Curriculum Committee

Subject : Curriculum Substitutions

The following was passed by the Academic Senate Curriculum Committee in its meeting on Nov. 2, 1984.

WHEREAS the present procedure for obtaining curriculum substitutions appears to be adequate and allows some flexibility for the student, and

WHEREAS existing procedures provide for several levels of review of the request for the curriculum substitution, and

WHEREAS a large number of the substitutions requested result from the lack of articulation agreement with four year universities, and

WHEREAS procedures for blanket substitutions (e.g. in cases of course changes) decrease the number of individual petitions required, and

WHEREAS no additional paperwork seems to be necessary,

BE IT RESOLVED that the Academic Senate Curriculum Committee does not recommend any change in the procedure for obtaining curriculum substitutions.

Sparling  
11/2/84

## Some Information on Curriculum Substitutions at Cal Poly

I have talked to representatives (listed below) of each of the schools who sign for curriculum deviations and to Paula from Evaluations.

Agriculture and Natural Resources - John West 2161  
Architecture & Environmental Design - Richard Zweifel 1131  
Business - Bev Hensel 2601  
Communicative Arts and Humanities - Tom Johnston 2359  
Engineering and Technology - Gustav Wassel 2131  
Human Development and Education- Harry Busselen 2338  
Science and Mathematics - Harry Fierstine 2226

EVALUATIONS has the first signature on the petition for a substitution.

This office checks mainly to see (1) if the substitution meets our catalog requirements & (2) if it meets the State Administrative Code.

If the substitution involves GE&B then the petition goes to the department head of the course involved. That head makes a recommendation but it can be overruled by the dean of the student concerned.

Evaluations checks to see which catalog is being followed and whether the substitution involves a lower division course for an upper division course since a certain number of UD units are required.

NO TALLY is made in Evaluations of the total number of deviations per student and such a total would probably not surface until the student is evaluated for graduation.

### RESPONSES FROM "DEANS"

Only one dean kept a tally of the number of substitutions per student. Several deans keep a tally of total substitutions or/and the number of similar substitutions. They use this information in suggesting curriculum changes. For example, if a department head is recommending the same substitution several times, perhaps the curriculum or the articulation agreements should be changed to reflect the substitution as an alternate for the student.

Many substitutions are because of students transferring from community colleges. Even more result from students who transfer from 4-year colleges. (Articulation agreements do not cover 4-year colleges but CAN is being developed in relation to this need.) Changes of major may also involve a number of substitutions.

Some substitutions are necessary because of changes in the curriculum, e.g. deletion of courses. This problem becomes more common with 2-year catalogs. In cases like this the deans may give a blanket deviation.

One dean was bothered that other deans often failed to follow the recommendation of department heads. One problem area he mentioned was of substitution for humanities of courses not in this area as perceived by the department heads.

Deans said the number of petitions varied at different times of the year and although large numbers are being processed most seemed to feel it was a necessary "problem" to accommodate the needs of the students.

DATE: \_\_\_\_\_

PETITION FOR CURRICULUM SUBSTITUTION

NAME: \_\_\_\_\_ SOCIAL SECURITY NO.: \_\_\_\_\_  
Last First Middle

Local address: \_\_\_\_\_ MAJOR: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Concentration Option: \_\_\_\_\_

I REQUEST PERMISSION TO MAKE THE CURRICULUM SUBSTITUTION STATED BELOW:  
TO SUBSTITUTE (Course used as a replacement for curriculum requirement)

PREFIX & NO.: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_ UNITS: \_\_\_\_\_  
(Engl 104) (Freshman Comp)

TAKEN AT (OR TO BE TAKEN) AT: \_\_\_\_\_  
(Name of College/University)

IN PLACE OF CURRICULUM REQUIREMENT (As shown on your Curriculum Sheet)

PREFIX & NO.: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_ UNITS: \_\_\_\_\_

REASON FOR SUBSTITUTION: \_\_\_\_\_

HAS REPLACEMENT COURSE ALREADY BEEN COMPLETED? Yes ☐ No ☐

I ACKNOWLEDGE THAT APPROVAL WILL NOT RESULT IN A LACK OF PREREQUISITE REQUIREMENTS FOR FUTURE COURSES IN MY MAJOR NOR DOES APPROVAL CHANGE THE NUMBER OF UNITS REQUIRED FOR MY GRADUATION OR RESIDENCE.

\_\_\_\_\_  
Student's Signature

OBTAIN THE FOLLOWING SIGNATURES IN THE ORDER LISTED:

1. EVALUATIONS OFFICE - Administration Building, Room 218

Does request meet requirements listed in the University Catalog? YES ☐ NO ☐ N/A ☐

Does request meet requirements listed in the State Administrative Code? YES ☐ NO ☐ N/A ☐

\*Does this substitution involve courses used to satisfy General Education-Breadth Requirements?

YES ☐ NO ☐

\*If yes, student obtains signature of head of department offering course being replaced.

\_\_\_\_\_  
Evaluation's Office Signature

Comments: \_\_\_\_\_

\*2. I DO ☐ DO NOT ☐ recommend approval

\_\_\_\_\_  
Head of Department Offering Course Date

3. I DO ☐ DO NOT ☐ recommend approval

\_\_\_\_\_  
Student's Advisor Date

4. I DO ☐ DO NOT ☐ recommend approval

\_\_\_\_\_  
Student's Department Head Date

5. I DO ☐ DO NOT ☐ approve

\_\_\_\_\_  
Student's School Dean Date

DEAN: Whether action is positive or negative, distribute copies as follows:

ORIGINAL: Records, Adm 219, COPY TO: Major Dept., COPY TO: Student.