

CAL POLY

Academic Senate

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academicsenate.calpoly.edu

Meeting of the Academic Senate Executive Committee

Tuesday, September 23, 2014

01-409, 3:10 to 5:00 pm

- I. **Minutes:** none.
- II. **Communication(s) and Announcement(s):**
- III. **Reports:**
 - A. Academic Senate Chair:
 - B. President's Office:
 - C. Provost:
 - D. Statewide Senate:
 - E. CFA:
 - F. ASI:
- IV. **Special Reports:**
 - A. [TIME CERTAIN 3:30 pm] Status update on the process for drafting a new CAP policy on alcohol use by Matthew Roberts, Director, Administrative Compliance Services. (p. 2).
 - B. [TIME CERTAIN 3:40 pm] Update on Campus Climate Survey process and timeline by Rachel Fernflores and Annie Holmes, Co-Chairs, Campus Climate Survey Task Force.
- V. **Business Item(s):**
 - A. **Appointment of CAED Senators:**
Graham Archer, Architectural Engineering 2014-2016
Bruno Giberti, Architecture 2014-2016
Gregory Starzyk, Construction Management 2014-2015
 - B. **Approval of 2014-2015 CAED senator:** (please bring name to meeting).
 - C. **Appointment of Rafael Jimenez-Flores (Dairy Science) as chair of the Research, Scholarship and Creative Activities Committee for 2014-2015.**
 - D. **Appointments to Academic Senate committees for 2014-2016:** (pp. 3-4).
 - E. **Appointment to university committee for 2014-2015:** (pp. 5-6).
 - F. **Approval of Academic Senate committee charges for 2014-2015:** (pp. 7-8).
 - G. **Approval of assigned time for Academic Senate committee chairs:** (p. 9).
- VI. **Discussion Item(s):**
- VII. **Adjournment:**

Academic Senate Exec. Committee Meeting
9/23/14 at 3:30 pm
CAP 180 Co-Chair, Matthew Roberts

CAP 180 – Alcohol Use

Status and Timeline

Objectives:

- 1) Provide a status of accomplishments to date
- 2) Outline next steps and timeline
- 3) Opportunity for Q&A on CAP 180 et seq.

Project Major Milestones and Timeline:

Accomplishments

- | | |
|---|----------|
| ✓ CODVPs Kick off memo to Ad Hoc Committee | 3/2014 |
| ✓ Team of 18, met 5 times between March 18 & June 5 | 3-6/2014 |
| ✓ Team developed, reviewed and edited 7 drafts | 3-6/2014 |
| ✓ Draft #7 accepted by CODVPs on July 31 | 7/2014 |
| ✓ PLC status and next steps on August 4 | 8/2014 |
| ✓ DC status and next steps on August 18 | 8/2014 |
| ✓ UA status and next steps on Sept 3 | 9/2014 |
| ✓ AS Exec. Com. status and next steps on Sept 23 | 9/2014 |

Next Steps

- | | |
|--|-----------|
| ➤ CAP 180 – Internal and external vetting process | 8-10/2014 |
| ○ IDHC, ASI, AS, & Open Forum | |
| ○ CPAA, CPF, CPC, & City Leadership | |
| ➤ CAP 180 – Process and procedure LEAN team work | 9-12/2014 |
| ➤ CAP 180 – Forward to CAP Committee by Nov 1 | 11/2014 |
| ➤ Post for 30 day public comment (CPR), Target Dec 1 | 12/2014 |
| ➤ Submit for Presidential approval early January | 1/2015 |
| ➤ CAP 180 becomes Campus Policy in February | 2/2015 |

Summary of CAP 180 – Alcohol Use

- ❖ CAM 270 prohibiting Alcohol goes to CAP 180 allowing responsible use
- ❖ Objective – Draft policy that reflects today's reality and is flexible for future
- ❖ CAP 180 drafting committee = 18 members (student, faculty, & admin. members)
- ❖ CAP 181 = Academic/Course related uses
- ❖ CAP 182 = Administrative/special event related uses
- ❖ CAP 183 = Sales (versus service) of Alcohol related to ABC and EO 966
- ❖ CAP 184 = Leased & Licenses facilities and alcohol use and sale
- ❖ CAP 185 = Housing and residences and alcohol
- ❖ CAP 186 = Advertising Restrictions – under EO 966

2014-2016 Academic Senate Committees Vacancies

College of Agriculture, Food and Environmental Sciences

Curriculum Committee

Michael Costello, Wine & Viticulture (15 years at Cal Poly) Tenured

I have served on the ASCC for the past two years, and have served as department curriculum representative to the CAFES curriculum committee in prior years. I have worked on course proposals, course modifications and the reorganization of the Wine and Viticulture program since its transition to a department two years ago. I would be happy to continue serving on the ASCC as we enter into the review year for the 2015-16 catalog.

Distinguished Teaching Awards Committee

GE Governance Board

Neal MacDougall, Agribusiness (17 years at Cal Poly) Tenured

I have served a number of years on the Sustainability Committee (including as Chair) and, on this committee, we have addressed many GE-related curriculum issues including assessing the success of using GE courses to satisfy a theoretical sustainability requirement. I have also served time on university and college assessment committees. I have led the program review and self-study for my department as well as serving on the department curriculum and assessment committees. Finally, I served on the GE Committee Area A committee many years ago under Doug Keesey. I believe the breadth of background and a deep department-level experience with course- and curriculum-related issues provides me with an opportunity to make helpful contributions to the GE Committee and its work in the future – especially as it heads into its program review and determination of where GE is heading in the future.

Instruction Committee

College of Architecture and Environmental Design

Grants Review Committee (2014-2015)

Orfalea College of Business

Curriculum Committee

Distinguished Scholarship Awards Committee

Sustainability Committee

College of Liberal Arts

Curriculum Committee

Greg Bohr, Social Sciences (11 years at Cal Poly) Tenured - Incumbent

I have represented the CLA on the ASCC for the past three years (since Oct. 2011) and have also chaired the CLA Curriculum Committee for that time. Over the past year we have carefully developed in reviewed the 2015-17 Catalog proposals from the college, and I look forward to representing and discussing those at the Senate committee level.

Distinguished Scholarship Awards Committee

College of Science and Math

Distinguished Scholarship Awards Committee

Professional Consultative Services

Budget & Long Range Planning Committee (2014-2015) – replace Benjamin Meoz

Distinguished Teaching Awards Committee

Faculty Affairs Committee

Fairness Board

Bradley Kyker, Advising- CAFES (10+ years at Cal Poly) Incumbent

My main motivation for serving is to contribute to important proceedings for the campus community. My expertise is in student development, and I believe the efforts of the Fairness Board should be developmental for students first and foremost.

I take a very holistic approach to my work in counseling students, equipping and informing them of their rights, responsibilities, and available resources. My hope is to always challenge and advocate, but never to enable their helplessness or abdication of their responsibilities.

I value the work of the Fairness Board, as it is the mechanism for due process of academically related concerns for students and instructors. It is a vital piece of ensuring a healthy and equitable learning environment for our students. I frequently refer students to utilize the Board as a means of resolving their concerns of unfair grading practices of their instructors. In my capacity as an academic counselor, I am often privy to student misconduct and work with other campus resources to create a developmental response that promotes better academic integrity of our students. I believe that sensibility and experience will do well for me as I contribute to Fairness Board matters.

Jamey Stamets, Advising – CENG (4 years at Cal Poly)

I have been wanting to join a Senate Committee for a while and the Fairness Board peaked my interest and would be a good use of my strengths. One main strength of mine is consistency; making sure matters are fair and consistent across the board. I think this strength would be well suited for a position on the Fairness Board. I have also read through some of the quarter reports and the Fairness Board Description and Procedures and believe I have a good idea of the committee's roles and responsibilities.

In my position as an Academic Advisor, I often hear complaints of fairness issues from students, but am never able to hear the other side of the story or do much about it. I believe in due process and for all parties to get a chance to voice their concerns and for a fair decision in all matters. I think this is a great opportunity for me to see the whole picture and help those who feel they are wronged.

Instruction Committee (2014-2015)

Research, Scholarship and Creative Activities Committee

2014-2015 University Committee Vacancies

Academic Assessment Council (2 vacancies) – CAED (2014-2016) and CENG (2014-2016)

Athletics Advisory Board (2014-2017)

Campus Dining Advisory Committee (2014-2106)

Campus Safety and Risk Management Committee (2014-2015)

Coordinating Committee on AIDS and HIV Infection (2014-2106)

Disability Access and Compliance Committee (2 vacancies) - (2014-2016)

Thomas Korman, Construction Management (10 years at Cal Poly) Tenure Track

As a civil engineer and professional land surveyor, I have also felt that I have the responsibility to ensure that the design and construction of pedestrian facilities are accessible, so that they are inclusive for all. Prior to accepting a faculty position at Cal Poly, I worked on a City-wide ADA Enhancement Program for the City of Arroyo Grande, and the design of ADA Upgrade Project for Strother Park in the City of Arroyo Grande. In addition, most recently during my professional leave, I worked with the ADA Compliance Officer and City Attorney's Office updating the City of Santa Maria's ADA Compliance Program. It was during this time that I began to realize that accessibility issues extend beyond the built environment. I had the opportunity to hear concerns from residents who were challenged with visual impairments, learning disabilities, and hearing problems. This experience broadened my awareness of accessibility issues, all of which I intend to consider, when reexamining my teaching style. More importantly, I plan to integrate the knowledge I have gained regarding ADA issues into the courses I teach in the Construction Management Department.

I would like to continue my service on the Disability Access and Compliance Committee so that I may continue to further my understanding of the types of challenges students, staff, and faculty face due to disabilities. I feel that membership on the committee would enable me to work towards creating an equitable environment where students, staff, and faculty who have a disability are not denied access to learning and participation due to physical or environmental barriers. In addition, in working on the committee, I would welcome the opportunity to become involved in policy change that affects our educational delivery methods.

Prior committee experience at Cal Poly has included membership on the CAED Building Technology Committee and CAED Scholarship Committee as well as membership on the Outcomes Assessment Committee and Technology Committee for the Construction Management Department.

Faculty Advisory Committee on Technology (fall quarter only)

Ken Brown, Philosophy - Tenured

I write to express interest for filling in for Francisco Fernflores on FACT for Fall 2014 while Francisco is on sabbatical. I am and next year shall be chair of the CLA Tech Committee, of which I have been a member since 2007. I have also participated in several technology-related ad hoc meetings concerning implementation of Active Directory, improving wireless access to projection systems in the classroom, and implementation of on-line instructor evaluation. My interests in technology issues are mainly in instructional hardware support, especially in the classroom.

Institutional Animal Care and Use Committee (2014-2017)

Intellectual Property Review Committee (3 vacancies) – CAFES, CENG, and PCS (2014-2017)

Sustainability Advisory Committee (2014-2016)

University Union Advisory Board

Charges for 2014-2015 Academic Senate Committees

Budget and Long Range Planning Committee

- Better understanding of the budget allocation – meet with Provost/VP AFD.
- Look at strategic plan and suggest criteria for evaluating targeted growth options. Need Executive Committee clarification. **Winter 2015.**

Curriculum Committee

- Curriculum refresh proposal.
- Distinction between units/departments. Maybe wait until not a catalog year.
- Ongoing review of curriculum proposals.
- Continue working towards a paperless curriculum review process.
- Continue discussion of course proposal forms and consider changes (could include statement of alignment between course objectives and program objectives, or ULOs)
- Resolution on Graduate Blended Programs. **Fall 2014**

Faculty Affairs Committee

- Discuss new RPT policies at college and university level. **Resolution due Spring 2014.**
- Consideration of TSM aspects in the RPT guidelines. Consider whether and how to revise the document in light of recent Senate action concerning the “Teacher-Scholar Model” **Resolution due Winter/Spring 2015.**

Fairness Board

- Discuss how long a professor must keep exams and other documents.

GE Governance Board

- Ongoing review of curriculum proposals: catalog cycle proposals and continuous course review proposal.

Grants Review Committee

- Review Bylaws to reflect revisions/changes to campus policies re: distribution of RSCA funds.

Instruction Committee

- Review office hour policies and make recommendations. **Spring 2014.**
- Assess the structure of senior projects, how it works across colleges and its value as a capstone experience, implementing EER/CPR
- Resolution on explanation of student absences for official University business. **Spring 2015.**
- Discuss ways to raise faculty and students awareness about academic dishonesty/plagiarism.
- Policy on Class Conflicts – discuss exceptions
- Internship Policy – to address Executive Order 1064
- Graduation Writing Requirement – can it be modified to assist students in progress to degree.
- Possible charge: grading and returning exam/homework to students, progress report on grades, and/or standing before finals.

Research, Scholarship and Creative Activities Committee

- Teacher-Scholar Model, flexibility for junior faculty – continue discussion with Provost.
- The potential involvement and role for our committee in developing a process for competitive faculty research grants.
- The exploration of a simplified SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis concerning the status of RSCA/TSM at Cal Poly - Kayzen analysis may be an alternative.
- Continuation of the discussion of support mechanisms for the Teacher-Scholar Model, including a review of relevant documents from the past.
- Work towards a regular status report on scholarship at Cal Poly (similar to the one Susan Opava's office did in 2004)
- Informal yearly survey similar to the one on instructional technology done by the IACC.
- Systematic collection of relevant information - at the moment, this is done only on grants information by the Grants Development office.
- Identify examples of enabling and inhibiting practices relating to research and professional development.
- Possible discussion of consulting practices across departments - currently no university-wide policy on reporting of consulting activities.

Sustainability Committee

- Respond to AS-787-14
 - Develop a process to identify courses meeting at least two SLOs
 - Produce a list of courses meeting at least two SLOs.
- Respond to 2014 CSU Sustainability Policy directives.
- Continue assessing SLOs. Prepare and deliver report. **Fall 2014**
- Tag GE courses using process approved in response to AS-787-14.
- Work with students to better integrate approaches to sustainability inside and outside the classroom/curriculum.
- Promote/extend the Green Campus/Star Certification.
- Determine the role of sustainability in the University's strategic plan/action plan.
- Develop procedures and guidelines.

ASSIGNED TIME FOR 2014-2015

Position/Committee	Chair 2014-2015	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-09	2007-08	2006-07	2005-06
Academic Senate Chair	Gary Laver	22.5	22.5	22.5	22.5	22.5	22.5	22.5	22.5	22.5	22.5
Academic Senate Vice Chair	Dylan Retsek	2	2	2	4	4	4	4	4	4	4
Budget and Long-Range Planning Committee	Sean Hurley	2	2	4	4	4	2	0	4	0	4
Curriculum Committee	Andrew Schaffner	16	12	16	12	12	12	12	12	12	12
	CAED - P. Barlow	10									
	CAFES -	10									
	CLA -	10									
	CENG - B. Self	10									
	CSM - J. Walker	10									
	OCOB -	10									
	PCS - K. Weddige	0									
Distinguished Scholarship Awards Committee	Don Kuhn -Choi	4	4	4	2	4	4	4	4	4	0
Distinguished Teaching Awards Committee	Nanine Van Draanen	4	4	4	4	4	4	4	4	4	4
Faculty Affairs Committee	Ken Brown	2	4	2	2	4	4	4	4	4	4
Fairness Board	Jonathan Shapiro	2	2	2	2	2	2	3	3	4	4
GE Governance Board	Brenda Helmbrecht	12	14	12	16						
Grants Review Committee	Jeanine Scaramozzino	4	4	2	2	4	4	4	4	4	0
Instruction Committee	Dustin Stegner	2	4	4	4	4	4	4	4	4	4
Research, Scholarship, and Creative Activities Comm		2	2	2	2	4	4	4	4	4	4
Sustainability Committee	David Braun	2	0	0	0	0	0	4	0	0	0
		76.5	76.5	76.5	76.5	74.5	74.5	69.5	77.5	74.5	62.5

2 WTUs to
senate staff

4 WTUs to
senate staff

4 WTUs to
incentive pay

4 WTUs
unassigned

Curriculum Committee Members

Catalog years=60 WTUs(10 each) Non-catalog years=36 WTUs (6 each)

Provided by Provost Enz Finken

Approved by Provost on 06.10.14

Approved by Executive Committee on 05.13.14

To be approved at 09.23.14 Executive Committee Meeting