

CAL POLY

## Academic Senate

805.756.1258

<http://academicsenate.calpoly.edu/>

### Meeting of the Academic Senate Executive Committee

Tuesday, November 4, 2014

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

- I. **Minutes:** Approval of the October 14, 2014 minutes (pp. 2-3).
- 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. **Business Item(s):**
  - A. **Approval of charges for Academic Senate committees for 2014-2015:** (p. 4).
  - B. **Resolution on Final Examination Office Hour Policy:** Dustin Stegner, chair of Instruction Committee (p. 5).
  - C. **Approval of Instruction Committee's recommendations for 2016-2017 Academic Calendar:** Dustin Stegner, chair of Instruction Committee (pp. 6-14).
  - D. **[4:30 TIME CERTAIN] Approval of Description and Procedures for the Academic Senate Sustainability Committee:** David Braun, chair of Sustainability Committee (pp. 15-22).
  - E. **Appointments to Academic Senate committees for 2014-2016:** (pp. 23-24).
  - F. **Appointment to University committees for 2014-2015:** (p. 25).
  - G. **[4:45 TIME CERTAIN] CONFIDENTIAL: closed meeting, Executive Committee members only:**  
**Honorary Degrees.** Betsy Kinsley, Chief of Staff (Materials sent electronically. Please do not print materials.)
- V. **Discussion Item(s):**
- VI. **Adjournment:**

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

MINUTES OF THE  
ACADEMIC SENATE EXECUTIVE COMMITTEE  
Tuesday, October 14, 2014  
01-409, 3:10 to 5:00pm

- I. Minutes: M/S/P to approve the Executive Committee minutes from September 17 and September 23, 2014.
- II. Communication(s) and Announcement(s): none.
- III. Reports:
  - A. **Academic Senate Chair (Laver):** Laver spoke with the Provost regarding the need for additional WTUs for committee chairs who are only receiving two WTUs. There will be continued discussion regarding this topic.
  - B. **President's Office (Kinsley):** Trustee Kimbell was on campus and enjoyed her time speaking to various members of the Cal Poly community. The search for the new Vice President of Administration and Finance is still underway and the finalists should be on campus January or February. There is some worrisome talk over the Student Success Fee working group in the President's Office. The November 12<sup>th</sup> and 13<sup>th</sup> Board of Trustee meetings are another opportunity to voice opinions on the topic. One idea is to limit the funds so they cannot be used on faculty.
  - C. **Provost:** none.
  - D. **Statewide Senate (Foroohar/LoCascio):** The Statewide Faculty Affairs Committee had a continued conversation over the Student Success Fee. Some campuses are against it due to lack of transparency in the process. The Chancellor is putting together a Financial Sustainability Committee that will look over statewide financial planning. LoCascio added that Statewide Academic Affairs Committee met to discuss if intermediate algebra should be a requirement for admissions.
  - E. **CFA Campus President (Archer):** The CFA is still under bargaining for a new contract.
  - F. **ASI Representative (Billington/Sullivan):** The ASI representatives were able to have a discussion with Trustee Kimbell about the Student Success Fee and the quarter versus semester issue. Sullivan was in attendance at the Humboldt CSSA meeting to discuss the Student Success Fee, but is unsure if anything is going to result from it. The four dollar fee was discussed and more campuses other than Cal Poly are uncomfortable with it moving along to the Board of Trustees. Billington, along with more student representation, will be in Long Beach for the November Board of Trustees meeting to discuss the Student Success Fee.
- IV. Special Reports:
  - A. Matthew Roberts, Director, Administrative Compliance Services, and Harvey Greenwald, Academic Senate Representative on the CAP Ad Hoc Committee, reported on the CAP 260 policy. In 2006, the review of CAP stalled about halfway through, and now has been picked back up to be completed. The IP policy is being pulled into the CAP policy to make it upfront and up to date. Greenwald added that there is no faculty representation on the CAP Committee and that this is a great opportunity to get it right this time and prevent future problems from arising. There is nothing that indicates a problem in the policy, but there is a contingency for periodic review.

V. Consent Agenda: none.

VI. Business Item(s):

- A. **Approval of Academic Senate charges for 2014-2015:** The charges for the Instruction Committee were discussed. M/S/P to adopt the charges for the Instruction Committee with the following deletions:
1. Assess the structure of senior projects, how it works across colleges and its value as a capstone experience, implementing EER/CPR.
  2. Graduation Writing Requirement – can it be modified to assist students in progress to degree?
- B. **Appointments to Master Plan Advisory Committees:** M/S/P to approve the following to the Master Plan Advisory Committees:
- Academic/Instructional Space Master Plan Advisory Committee**  
Stern Neill, Marketing Area & Dylan Retsek, Math Department
- Campus Character and Place-making Master Plan Advisory Committee**  
Jean-Francois Coget, Management Area & Tom Gutierrez, Physics Department
- Campus Life Master Plan Advisory Committee**  
Steve Rein, Statistics Department & Alison Ventura, Kinesiology Department
- Circulation and Transportation Master Plan Advisory Committee**  
David Braun, Electrical Engineering Department & Francis Villablanca, Biological Sciences Department
- Recreation and Athletics Master Plan Advisory Committee**  
Steve Davis, Kinesiology Department & Kathryn McCormick, Art & Design Department
- Sustainability and Natural Resources Master Plan Advisory Committee**  
Sarah Bisbing, NRM & ES Department & Norm Borin, Marketing Area
- C. **Appointments to Academic Senate committees for 2014-2016:** M/S/P to approve the following appointments to the Academic Senate committees:
- |                                    |                                 |
|------------------------------------|---------------------------------|
| <b>Orfalea College of Business</b> |                                 |
| Distinguished Scholarship Award    | Li Dang, Accounting             |
| Sustainability Committee           | Norm Borin, Marketing           |
| <b>University Committees:</b>      |                                 |
| Sustainability Advisory Committee  | Gary Clay, Architecture         |
| CLA Senator (2014-2016)            | Benjamin Timms, Social Sciences |
- D. **Resolution on Final Examination Office Hour Policy:** Due to lack of time this item was not addressed and will return at the next Executive Committee meeting.
- E. **Approval of Description and Procedures for the Academic Senate Sustainability Committee:** Due to lack of time this item was not addressed and will return at the next Executive Committee meeting.

VII. Discussion Item(s): none.

VIII. Adjournment: 5:00 pm

Submitted by,



Alex Ye  
Academic Senate Student Assistant

## 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.**
- Review best practices in strategic plans and associated action plans.
- BLRP involvement in revisitations of campus-wide allocation models.

### Faculty Affairs Committee

- Discuss new RPT policies at college and university level. **Resolution due Fall 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.**
- First full draft of University Faculty Personnel Action by January 1, 2015; Faculty Affairs Committee approval in Winter 2015; to Executive Committee thereafter.
- Review CAP 260.

### GE Governance Board

- Ongoing review of curriculum proposals: catalog cycle proposals and continuous course review proposal.
- GE program review. **Report due in August.**
- “Pathways” discussion.
- Library representative on GE Governance Board?

### Research, Scholarship and Creative Activities Committee

- Fact finding on efficient methods that ensure the concept of Research, Scholarship and Creative Activities become and incentive for faculty.
  - 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.
  - Teacher-Scholar Model, flexibility for junior faculty – continue discussion with Provost.
- Identify examples of positive and negative practices relating to motivating and developing research, scholarly and creative activities as part of professional development.
- Possible discussion of consulting practices across departments - currently no university-wide policy on reporting of consulting activities and guidelines for review committees on how to evaluate such activities in the tenure process.
- Ad Hoc Committee for establishing published by-laws and mechanism of action by faculty members in the Human Subjects and Research Policies. **Spring 2015.**
- Review CAP 260.

### 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.



Adopted:

**ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-\_\_-14**

**RESOLUTION ON FINAL EXAMINATION OFFICE HOUR POLICY**

1 WHEREAS, The Campus Administrative Manual (CAM) 370.2, which was adopted by the Academic  
2 Senate (AS-92-80), states: "In addition to scheduled classes, each full-time faculty  
3 member must schedule and conduct at least five (5) office hours each week (not more  
4 than two hours each day) for consultation with students. The faculty members will post  
5 their office hours outside their office doors. This section does not preclude pre-arranged  
6 appointments with students. Part-time faculty and full-time faculty with reduced teaching  
7 loads will have office hours proportional to their assignments"; and  
8

9 WHEREAS, CAM 370.2 does not specify that it applies to the final examination period; and  
10

11 WHEREAS, Academic Personnel has interpreted CAM 370.2 to apply to the final examination period;  
12 and  
13

14 WHEREAS, Colleges and programs across the university have adopted different policies regarding  
15 office hour requirements during the final examination period; and  
16

17 WHEREAS, Students and faculty may be unclear on whether office hours are to held during the final  
18 examination period; and  
19

20 WHEREAS, Cal Poly is in the process of creating a new set of Campus Administrative Policies (CAP)  
21 and phasing out the current CAM; therefore be it  
22

23 RESOLVED: That the Academic Senate amend CAM 370.2 and include the following changes in the  
24 appropriate section of CAP:  
25

26 "In addition to scheduled classes, each full-time faculty member must schedule and  
27 conduct at least five (5) office hours each week (not more than two hours each day) for  
28 consultation with students. The faculty members will post their office hours outside their  
29 office doors and on their syllabi. This section does not preclude pre-arranged  
30 appointments with students. Part-time faculty and full-time faculty with reduced teaching  
31 loads will have office hours proportional to their assignments. Faculty must schedule and  
32 conduct office hours in person and/or online during the final examination period  
33 proportional to their teaching load. Faculty members are encouraged to announce and  
34 post in advance their office hours for the final examination period."

Proposed by: Academic Senate Instruction Committee  
Date: April 25, 2014,  
Revised: October 1, 2014

Memorandum

To: Gary Laver, Chair, Academic Senate

From: Dustin Stegner, Chair, Instruction Committee

Date: October 30, 2014

Subject: Instruction Committee Recommendations for 2016-17 Academic Calendar

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The Academic Senate Instruction Committee met with Keith Humphrey, Vice President of Student Affairs, and reviewed the university-wide comments about the different options for the 2016-17 academic calendar. It has the following recommendations to the Academic Senate:

Summer 2016: The committee recommends Option 1 (there were no other options available).

Fall 2016: The committee recommends Option Two. The rationale for this recommendation is that starting on a Thursday would not adversely affect instruction, and that the week-long break for Thanksgiving would cut down on the number of student absences because of travel on the Monday and Tuesday before the Thanksgiving holiday.

Winter 2017: The committee has no preference, primarily because either option—rescheduling of President's Day to a Friday or following a Monday schedule on Tuesday, February 21—would equally affect instruction. Although Option 1 might adversely affect childcare for faculty whose children would be off from school on Monday, February 20<sup>th</sup>, Option 2 following a Monday schedule on a Tuesday might complicate students' work schedules and childcare schedules for faculty.

Spring 2017: The committee recommends Option 1 (there were no other options available)


State of California  
M e m o r a n d u m



**Date:** September 23, 2014

**To:** Gary Laver, Academic Senate Chair  
College Deans (Academic Deans' Council)  
Joi Sullivan, ASI President  
Keith Humphrey, Vice President of Student Affairs

**Cc:** President Jeffrey Armstrong, Provost Kathleen Enz Finken, Beth Gallagher, Kimi Ikeda, Betsy Kinsley, Lorie Leetham, Al Liddicoat, James Maraviglia, Mike Miller, Susan Olivas, Mary Pedersen, Deborah Read, Dustin Stegner, Brian Tietje, Karen Webb

**From:** Cem Sunata, University Registrar 

**Subject:** 2016-2017 Academic Calendar Consultation

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In accordance with Campus Administrative Policy 211 (<http://policy.calpoly.edu/cap/200/cap210.htm>), the Provost, or his/her designee, proposes a calendar to the President for approval following consultation with various campus constituencies including the Academic Deans' Council, Academic Senate Executive Committee, Academic Senate Instruction Committee, ASI, Academic Personnel, Human Resources, Cal Poly Corporation, and Student Affairs.

Currently, Cal Poly is operating on an approved Academic Calendar extending through the end of Spring Quarter 2016. Attached are quarter-by-quarter calendar proposals for the period from Summer Quarter 2016 through Spring Quarter 2017. For each quarter's proposal:

- Applicable Campus Administrative Policy (CAP) is cited.
- The various options and corresponding considerations are presented in a table format.
- Calendar displays with relevant months are provided for each option. Key dates are highlighted, such as final examination periods and academic holidays.

Ultimately, the calendar for the entire year will be a combination of the selected proposals for each quarter.

By copy of this letter we are requesting that all recipients, **except for the Academic Senate Chair and Academic Senate Instruction Committee, send any comments and/or recommendations on the proposed options to Susan Olivas, Office of the Registrar (solivas@calpoly.edu) on or before Friday, October 17, 2014.**

We are then requesting that the Academic Senate, after reviewing the proposals and the feedback received from other parties, makes its recommendation on or before **Friday, November 28, 2014.**

If you have any questions regarding the calendar development, please contact Susan Olivas at ext. 6-2533.

Attachments

## Summer Quarter 2016

### Campus Administrative Policy for consideration:

- Per CAP 211.1, "Summer quarter should end prior to Labor Day. Spring quarter should end prior to the second weekend in June."
- Per CAP 211.1, "The need to start the first day of instruction on a Monday shall take higher priority in planning the academic calendar than ending summer quarter prior to Labor Day and ending spring quarter prior to the second week in June."
- Per CAP 211.2, "Whenever possible, quarter breaks should include no less than 5 calendar days between the last day of final examinations and the beginning of the subsequent quarter."

Summer 2015	Break between Spring and Summer terms	First Day of Classes	Academic Holiday	Last Day of Classes	Final Exam Period	Notes
Option 1	1 week	June 20, Monday	July 4, Monday	*10-week session: August 26, Friday	August 29-September 2, M - F	Labor Day occurs on Monday, September 5, in 2015. This option allows a Monday start and conclusion of the term by Labor Day.  Instructional Days = 49

\* For reference, dates have been provided for a 10-week session, the longest session in a term. Actual sessions to be offered during the summer term will be determined at a later date.

JUNE 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

### Legend:

Final Exams	Commencement	Academic Holiday	First Day of Classes
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## Fall Quarter 2016

### Campus Administrative Policy for consideration:

- Per CAP 211.1, "Whenever possible, the first day of instruction each quarter shall be a Monday with a 48-day minimum per quarter (49-day minimum spring quarter) and the last day of instruction each quarter shall be a Friday."
- Per CAP 211.1, "In calendar years in which the first Monday of the quarter falls on a major religious or cultural holiday, it is recommended that instruction shall begin on Tuesday of that week."

Fall 2016	Break between Summer and Fall terms	First Day of Classes	Academic Holiday	Last Day of Classes	Final Exam Period	Notes
Option 1	2 weeks	Fall Conference starts Sept. 19, Monday Classes start Sept. 26, Monday	November 11, Friday  November 23 - 25, Wednesday – Friday	December 9, Friday	December 12-16, M - F	There is no major religious or cultural holiday on the first day of classes.  Instructional Days = 51
Option 2	1.6 weeks	Fall Conference starts Sept. 15, Thursday Classes start Sept. 22, Thursday	November 11, Friday  November 21 - 25, Monday – Friday	December 9, Friday	December 12-16, M - F	There is no major religious or cultural holiday on the first day of classes.  Classes start on a Thursday, allowing residence hall move-in to occur over the weekend, followed by WOW programming prior to the start of classes.  There are no classes during the Thanksgiving week.  Instructional Days = 51

Option 1

SEPTEMBER 2016						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Option 2

SEPTEMBER 2016						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016						
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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
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25	26	27	28	29	30	31

Legend:

Academic Holiday	Fall Conference	First Day of Classes	Final Exams	Commencement
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## Winter Quarter 2017

Campus Administrative Policy for consideration:

- Per CAP 211.1, "Whenever possible, each academic quarter shall consist of a minimum of nine (9) offerings of calendar days' schedules." For example, there should be nine offerings of Monday classes, nine offerings of Tuesday classes, etc.

Winter 2017	Break between Fall and Winter terms	First Day of Classes	Academic Holiday	Last Day of Classes	Final Exam Period	Notes
Option 1	3 weeks	January 9, Monday	January 16, Monday  Moved from February 20, Monday, to February 17, Friday	March 17, Friday	March 20 - 24, M - F	<p>Per CAP 211.3, President's Day, the third Monday in February, is a designated holiday, which can be "rescheduled by the President for observance on another day."</p> <p>Move observance of President's Day to Friday, February 17, and hold classes on Monday, February 20. Considerations:</p> <ul style="list-style-type: none"> <li>Fewer classes displaced on Friday.</li> <li>Can affect faculty and students with childcare arrangements.</li> <li>Can affect lab prep time in College of Science and Math. Lab techs usually use Fridays to set up lab rooms for classes that will occur the following week (Monday – Thursday).</li> </ul> <p>March 27 is designated as an Evaluation Day to meet the minimum of 170 faculty work days in an academic year.</p> <p>Cesar Chavez Day on March 31 occurs during the spring break.</p> <p>Instructional Days = 48</p>
Option 2	3 weeks	January 9, Monday	January 16, Monday  February 20, Monday	March 17, Friday	March 20 - 24, M - F	<p>Option is to follow a Monday schedule on another day of the week, so there are nine offerings of Monday classes during the term.</p> <p>Follow a Monday schedule on Tuesday, February 21, following the President's Day holiday on Monday, February 20. Considerations:</p> <ul style="list-style-type: none"> <li>Can affect part-time faculty with other jobs off-campus (e.g. at Cuesta) and students' jobs off-campus.</li> <li>Occurrence later in term may affect mid-term schedules.</li> </ul> <p>March 27 is designated as an Evaluation Day to meet the minimum of 170 faculty work days in an academic year.</p> <p>Cesar Chavez Day on March 31 occurs during the spring break.</p> <p>Instructional Days = 48</p>



**Option 1**

JANUARY 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
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26	27	28				

MARCH 2017						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Option 2**

JANUARY 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
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26	27	28				

MARCH 2017						
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**Legend:**

Academic Holiday	First Day of Classes	Holiday Moved; Classes Held This Day	Change to a Monday Schedule	Final Exams	Evaluation Day (Faculty Work Day)
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## Spring Quarter 2017

Campus Administrative Policy to consider:

- Per CAP 211.1, "Whenever possible, the first day of instruction each quarter shall be a Monday with a 48-day minimum per quarter (49-day minimum spring quarter) and the last day of instruction each quarter shall be a Friday. In calendar years in which the first Monday of the quarter falls on Cesar Chavez Day, instruction shall begin on Tuesday of that week."
- Per CAP 211.1, "Summer quarter should end prior to Labor Day. Spring quarter should end prior to the second weekend in June."

Spring 2017	Break between Winter and Spring terms	First Day of Classes	Academic Holiday	Last Day of Classes	Final Exam Period	Notes
Option 1	1 week	April 3, Monday	May 29, Monday	June 9, Friday	June 12 - 16, M - F	To avoid having three Monday holidays in the same term, the Winter 2017 term starts the week of January 9 – the week after the January 1 holiday, which would be observed on Monday, January 2. As a result, the Spring term starts later and doesn't end until the third weekend in June.  Instructional Days = 49

April 2017						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

May 2017						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
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11	12	13	14	15	16	17
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25	26	27	28	29	30	

**Legend:**

Academic Holiday	First Day of Classes	Final Exams	Commencement
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# SUMMARY OF CALENDAR DAYS

## Academic Year (F-W Sp)

	Summer 2016	Fall 2016	Winter 2017	Spring 2017
Beginning Year/Term	--	5	--	--
MWF Days	29	30	28 or 29	29
TR Days	20	21	20 or 19	20
Total Qtr Instructional Days	49	51	48	49
Exams	TBD*	5	5	5
Commencement	--	1	--	1
Evaluation Day	--	--	1	--
Total Qtr Academic Work Days	49*	62	54	54

Total Academic Year Instructional Days (F-W-Sp) = 148

Total Academic Year Work Days (F-W-Sp) = 170

Note: Per CAP 211.1, the typical academic year shall consist of 147 instructional days. From year-to-year a variation of plus or minus two days is permissible. There shall be a minimum of 170 academic workdays in the academic year. There shall be a maximum of 180 workdays in the academic year.

\*Final exam period determined by sessions offered during the Summer term.

10.20.14

## **ACADEMIC SENATE SUSTAINABILITY COMMITTEE DESCRIPTION AND PROCEDURES**

**Academic Senate Sustainability Committee (ASSC) Responsibilities:** The Sustainability Committee shall inform and support the activities of other committees whose scope encompasses environmental responsibility. The Sustainability Committee shall make recommendations to the Academic Senate, as appropriate, regarding the provisions of the Talloires Declaration (AS-622-04) and the CSU Sustainability Policy.

**President Baker's Charge:** "I encourage it to be particularly attentive to how the curricula expectations regarding student learning and applied research might reflect the educational aspirations of the Talloires Declaration." (Response to AS-622.04)

### **Governance Principles**

The ASSC committee is a primary campus group that focuses on helping California Polytechnic State University meet the sustainability goals outlined in our mission and learning objectives. Committee members are passionate about the work we do to support the Talloires Declaration ten action points. Because our charge is to make recommendations that may affect the entire campus, these recommendations are the result of a consensus-based, transparent, and inclusive decision-making process.

### **Committee membership**

Shall include voting General Faculty representative from each college and Professional Consultative Services. The Academic Senate Chair is an ex officio, nonvoting member. Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, the Vice President for Administration and Finance or designee, and an ASI representative. Ex officio members shall be the Vice Provost for Strategic Initiatives and Planning or designee, the Vice Provost for Academic Programs and Undergraduate Education or designee, the Director of Facilities Planning or designee, the Associate Director of Engineering and Utilities, one academic dean, and two ASI representatives.

### **General Procedures**

#### **Annually**

- ASSC members discuss possible charges for upcoming year
- ASSC Chair meets with Chair of Academic Senate to reach agreement on charges
- ASSC members agree to this list of charges and assume ownership for various charges

#### **Quarterly**

- ASSC Chair completes quarterly report

#### **Every two weeks during academic year**

- Committee meets to report on progress made on charges and discuss new items.

#### **As needed**

- Committee and subcommittee members meet with other Cal Poly representatives to collaborate on various charges
- Committee members support sustainability-related campus events (For example, committee was very involved with the planning and execution of Focus the Nation, 2008)

**AGENDA**

**JOINT MEETING OF THE  
COMMITTEES ON EDUCATIONAL POLICY  
AND CAMPUS PLANNING, BUILDINGS AND GROUNDS**

**Meeting:** 1:00 p.m., Tuesday, May 20, 2014  
Glenn S. Dumke Auditorium

**Committee on Educational  
Policy**

Roberta Achtenberg, Chair  
Debra S. Farar, Vice Chair  
Rebecca D. Eisen  
Douglas Faigin  
Margaret Fortune  
Lupe C. Garcia  
Steven M. Glazer  
Lillian Kimbell  
Lou Monville  
J. Lawrence Norton  
Steven G. Stepanek  
Cipriano Vargas

**Committee on Capital Planning,  
Buildings and Grounds**

Rebecca D. Eisen, Chair  
J. Lawrence Norton, Vice Chair  
Adam Day  
Douglas Faigin  
Margaret Fortune  
Lillian Kimbell  
Lou Monville  
Cipriano Vargas

**Discussion**

- I. California State University Sustainability Policy Proposal, *Action*

**JOINT MEETING**

**COMMITTEE ON EDUCATIONAL POLICY  
COMMITTEE ON CAMPUS PLANNING, BUILDINGS AND GROUNDS**

**California State University Sustainability Policy Proposal**

**Presentation By**

Ken O'Donnell  
Senior Director, Student Engagement and Academic Initiatives and Partnerships  
Academic Affairs

Elvyra F. San Juan  
Assistant Vice Chancellor  
Capital Planning, Design and Construction

**Summary**

This item brings forward the revised policy on sustainability for approval by the California State University Board of Trustees, having been presented at the March 2014 board meeting as an information item. An updated report highlighting the accomplishments of the CSU in sustainability since 2011, as well as the vision for the future as prescribed by the policy herein, will be available at the meeting.

As stated at the March 2014 board meeting, the Board of Trustees has been a proponent of energy conservation and other sustainability measures and has had established policies since 1978. This proposed revised policy is broader than prior policies and more inclusive of all areas of the university community. The policy aims not only to reduce the university's impact on the environment and educate our students, faculty and staff on sustainable practices, but also to incorporate sustainability principles and climate science in our educational offerings.

**University Sustainability**

1. The CSU will seek to further integrate sustainability into the academic curriculum working within the normal campus consultative process. (14-New)
2. The CSU will develop employee and student workforce skills in the green jobs industry, promote the development of sustainable products and services, and foster economic development. (14-New)

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3. The CSU will pursue sustainable practices in all areas of the university, including:
  - a. business operations such as procurement; information technology; student services; food services; facilities operations; design and construction; and
  - b. self-funded entities such as student housing, student unions, parking, children's centers, and auxiliary operations. (14-New)
4. Each CSU is encouraged to designate a sustainability officer responsible for carrying out and/or coordinating campus sustainability program efforts. (14-New)

#### **Climate Action Plan**

1. The CSU will strive to reduce systemwide facility greenhouse gas (GHG) emissions to 1990 levels, or below, by 2020 consistent with AB 32, California's Global Warming Solutions Act of 2006 (HSC §38550). Emissions will include both state and auxiliary organization purchases of electricity and natural gas; fleet, marine vessel usage; and other emissions the university or self-support entity has direct control over. The Chancellor's Office staff will provide the baseline 1990 facility emission levels (for purchased electricity and natural gas) for the campuses that existed at that time and assist campuses added to the CSU after 1990 to determine their appropriate baseline. (14-New)
2. The CSU will strive to reduce facility GHG emissions to 80 percent below 1990 levels by 2040. Campus tracking and reporting of their GHG inventory will be grounded in the American College and University President's Climate Commitment guidelines or equivalent, with consideration to campus requested improvements. Metrics will include GHG emissions per FTE. (14-New)
3. The CSU will encourage and promote the use of alternative transportation and/or alternative fuels to reduce GHG emissions related to university associated transportation, including commuter and business travel. (14-New)

#### **Energy Independence and Procurement**

1. The CSU shall pursue energy procurement and production to reduce energy capacity requirements from fossil fuels, and promote energy independence using available economically feasible technology for on-site and/or renewable generation. The CSU shall endeavor to increase its self-generated energy capacity from 44 to 80 megawatts (MW) by 2020. (05-New; 14-Revise)
2. The CSU will endeavor to exceed the State of California and California Public Utilities



Commission Renewable Portfolio Standard (RPS) sooner than the established goal of procuring 33 percent of its electricity needs from renewable sources by 2020. (05-New; 14-Revise)

### **Energy Conservation and Utility Management**

1. All CSU buildings and facilities, regardless of the source of funding for their operation, will be operated in the most energy efficient manner without endangering public health and safety and without diminishing the quality of education and the academic program. (78-Adopt; 88-Revise; 01-No Change; 04-No Change; 14-Revise)
2. All CSU campuses will continue to identify energy efficiency improvement measures to the greatest extent possible, undertake steps to seek funding for their implementation and, upon securing available funds, expeditiously implement the measures. (78-Adopt; 88-Revise; 01-No Change; 04-No Change; 14-Revise)
3. The CSU will cooperate with federal, state, and local governments and other appropriate organizations in accomplishing energy conservation and utilities management objectives throughout the state; and inform students, faculty, staff and the general public of the need for and methods of energy conservation and utilities management. (78-Adopt; 88-Revise; 01-No Change; 04-No Change; 14-No Change)
4. Each CSU campus will designate an energy/utilities manager with the responsibility and the authority for carrying out energy conservation and utilities management programs. The Chancellor's Office will have the responsibility to coordinate the individual campus programs into a systemwide program. (78-Adopt; 88-Revise; 01-No Change; 04-No Change; 14-No Change)
5. The CSU will monitor monthly energy and utility usage on all campuses and the Chancellor's Office, and will prepare a systemwide annual report on energy utilization and greenhouse gas emissions. The Chancellor's Office will maintain a systemwide energy database in which monthly campus data will be compiled to produce systemwide energy reporting. Campuses will provide the Chancellor's Office the necessary energy and utility data, such as electricity and natural gas consumption; water and sewer usage; fuel consumed by fleet vehicles, boats, and ships; waste disposal for the systemwide database in a timely manner. (78-; 88- Adopt; 01-Revise; 04-No Change; 14-Revise)
6. Each CSU campus is encouraged to develop and maintain a campuswide integrated strategic energy resource plan, which will include tactical recommendations in the areas of new construction, deferred maintenance, facility renewal, energy projects, water conservation, solid waste management, and an energy management plan. This plan will guide the overall energy program at each campus. (78-Adopt; 88-Revise; 01-Revise; 04-Revise; 14-Revise)

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### **Water Conservation**

1. All CSU campuses will pursue water resource conservation to reduce water consumption by 10 percent by 2016, and 20 percent by 2020 including such steps to develop sustainable landscaping, install controls to optimize irrigation water use, reduce water usage in restrooms and showers, and promote the use of reclaimed/recycled water. In the event of a declaration of drought, the CSU will cooperate with the state, city, and county governments to the greatest extent possible to reduce water use. (78-; 88-Adopt; 01-No Change; 04-No Change; 14-Revise)

### **Waste Management**

1. Campuses shall seek to reduce the solid waste disposal rate by 50 percent (PRC § 42921) by 2016, by 80 percent by 2020, and move to zero waste. (14-New)
2. The CSU will encourage the reduction of hazardous waste to the extent possible while supporting the academic program. (14-New)

### **Sustainable Procurement**

1. Campuses will promote use of suppliers and/or vendors who reduce waste, re-purpose recycled material, or support other environmentally friendly practices in the provision of goods or services to the CSU under contract. This may include additional evaluation points in solicitation evaluations for suppliers integrating sustainable practices. (14-New)
2. To move to zero waste, campus practices should: (1) encourage use of products that minimize the volume of trash sent to landfill or incinerators; (2) participate in the CalRecycle Buy-Recycled program or equivalent; and (3) increase recycled content purchases in all Buy-Recycled program product categories. (14-New)
3. Campuses shall continue to report on all recycled content product categories, consistent with PCC § 12153-12217 and shall implement improved tracking and reporting procedures for their recycled content purchases. (14-New)

### **Sustainable Food Service**

1. All campus food service organizations should track their sustainable food purchases. Such tracking and reporting will be grounded in the Real Food Challenge guidelines, or equivalent, with consideration to campus requested improvements. Campuses shall strive to increase their sustainable food purchases to 20 percent of total food budget by 2020. (14-New)

2. Campuses and food service organizations shall collaborate to provide information and/or training on sustainable food service operations to staff and patrons. (14-New)

### **Sustainable Building Practices**

1. All future CSU new construction, remodeling, renovation, and repair projects will be designed with consideration of optimum energy utilization, low life cycle operating costs, compliance with all applicable energy codes (enhanced Title 24 energy codes) and regulations. In the areas of specialized construction that are not regulated through the current energy codes, such as historical buildings, museums, and auditoriums, the CSU will ensure that these facilities are designed to consider energy efficiency. Energy efficient and sustainable design features in the project plans and specifications will be considered in balance with the academic program needs of the project within the available project budget. (78-Adopt; 88-Revise; 01-Revise; 04-Revise; 14-Revise)
2. Capital Planning, Design and Construction in the Chancellor's Office shall monitor building sustainability/energy performance and maintain information on design best practices to support the energy efficiency goals and guidelines of this policy. The sustainability performance shall be based on Leadership in Energy and Environmental Design (LEED) principles with consideration to the physical diversity and microclimates within the CSU. (05-New; 14-Revise)
3. The CSU shall design and build all new buildings and major renovations to meet or exceed the minimum requirements equivalent to LEED "Silver." Each campus shall strive to achieve a higher standard equivalent to LEED "Gold" or "Platinum" within project budget constraints. Each campus may pursue external certification through the LEED process. (05-New; 14-Revise)

### **Physical Plant Management**

1. Each campus shall operate and maintain a comprehensive energy management system that will provide centralized reporting and control of the campus energy related activities. (78-Adopt; 88-Revise; 01-Revise; 04-No Change; 14-Revise)
2. To the extent possible, academic and non-academic programs will be consolidated in a manner to achieve the highest building utilization. (78-; 88-Adopt; 01-No Change; 04-No Change; 14-Revise)
3. All CSU campuses will implement a utilities chargeback system to recover direct and indirect costs of utilities provided to self-supporting and external organizations pursuant to procedures in the Integrated California State University Administrative Manual (ICSUAM). (78-; 88-Adopt; 01-No Change; 04-No Change; 14-Revise)

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**Recommendation**

The following resolution is presented for approval:

**RESOLVED**, by the Board of Trustees of the California State University, that:

1. The revised Sustainability Policy in Agenda Item 1 of the May 20-21, 2014 joint meeting of the CSU Board of Trustees' Committees on Educational Policy and Campus Planning, Buildings and Grounds is adopted.
2. The progress in achieving the goals stated in this revised Sustainability Policy shall be evaluated at the end of 2016-2017. Interim reports may be requested.
3. The chancellor or his designee is authorized to take all necessary steps to implement the intent of this policy including seeking available state, federal, grant, and private sector funds.

## **2014-2016 Academic Senate Committees Vacancies**

### **College of Agriculture, Food and Environmental Sciences**

Distinguished Teaching Awards Committee

Faculty Affairs Committee (fall quarter only)

Instruction Committee

Sustainability Committee (2014-2015) – replace Neal MacDougall

### **College of Architecture and Environmental Design**

Grants Review Committee (2014-2015)

### **Orfalea College of Business**

Curriculum Committee

#### **Barry Floyd, Management (23 years at Cal Poly) Tenured**

I am very interested in participating in this committee. I am currently on and Chair the OCOB Undergraduate Programs Committee. I have participated in the OCOB UPC before in my time at Cal Poly. I have also been Director of Graduate Programs in the OCOB and a member of the OCOB Graduate Programs Committee (member and Chair). I have been involved in numerous other activities that deal with undergraduate education including acting as the Information Systems Concentration Coordinator for many years and as a member of the International Education Committee, again for many years. I have participated in many international education programs both offered by Cal Poly, through the alliance with USAC, and through personal initiatives.

My goal in participating is fairly straightforward: I wish to participate fully in assuring high quality courses and programs are offered to our students. I believe that I have the experience, insight, and motivation to perform well in my role as OCOB representative.

Faculty Affairs Committee – replace John Dobson

#### **Eduardo Zambrano, Economics (7 years at Cal Poly) Tenured**

The Senate Faculty Affairs Committee is tasked this year with doing some deep thinking about whether and how to revise the UFPA document in light of recent Senate actions concerning the Teacher-Scholar Model. Being a part of this effort is of great interest to me because I recently led an initiative at the Economics Area level to develop ‘policies and procedures’ for the area, having taken a similar initiative in 2009 when I chaired my College’s GPC. I believe my experience drafting those documents will be valuable as I interact with my colleagues at the Senate FAC. I also hope to use what I learn while being at the Senate FACE to be able to better think about how my own College’s RPT document might be affected by the consideration of the Teacher-Scholar Model, and eventually be able to contribute in my own College towards an eventual reform of its RPT document.

Grants Review Committee – replace Ken Griggs

#### **Javier de la Fuente, Industrial Technology (1 year at Cal Poly) Tenure Track**

My interest in participating in the Grants Review Committee is two folded:

- 1) As a new faculty at Cal Poly, I would like to learn more about the review process for internal grants and state faculty support grants.
- 2) I have been recipient of an internal grant (EFI award) last year and I would like to contribute to the system by offering my services at the university level.

**College of Liberal Arts**

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 (2014-2015)

Faculty Affairs Committee

Instruction Committee (2014-2015)

**Kaila Bussert, Library (3 months at Cal Poly) Tenure Track**

In July 2014 I joined Cal Poly as the Foundational Experiences Librarian, a new tenure-track faculty position. I have eleven years of experience as an academic librarian, seven years at Cornell University and four years at the American University in Cairo. In this position I am leading the development of instructional programming to support foundational research and information literacy competencies critical for a successful polytechnic education. As part of my responsibilities I coordinate Kennedy Library's instruction program for GE A1 - A3 courses, which reached over 3,500 students last academic year.

I would like to serve on the Instruction Committee in order to understand the policies and issues concerning instruction at Cal Poly as a new library faculty member and to contribute a library perspective in discussions and committee work. I have experience serving on numerous committees and ad hoc groups at previous institutions. At Cornell, for example, I served as co-chair on an Instruction Team Steering Group charged with developing a campus-wide information literacy program and collaborating with faculty across campus to support Cornell's information literacy learning goals.

Research, Scholarship and Creative Activities Committee

10.29.14

## **2014-2015 University Committee Vacancies**

Academic Assessment Council (3 vacancies) – CAED (2014-2016), CAFES (2014-2015), and CENG (2014-2016)

**Gregory Starzyk, Construction Management, CAED (5 years at Cal Poly) Tenure Track**

My qualifications to serve on the AAC arise from my role as Chair of the Outcomes Assessment Committee for the Construction Management Department of the CAED. Among other tasks, I have authored a framework for Outcomes Assessment and Quality Improvement Plan for the department. This framework is currently being implemented. In the 2013-2014 academic year I authored the section of the accreditation self-study on outcomes assessment and quality improvement. The department was successful in its accreditation, receiving the maximum 6-year cycle. The effort to transition our department from topical requirements to outcomes assessment, to conform with changing ACCE requirements will be a continuing effort over the coming years. The primary motivation for my interest in serving on the AAC is to assure that our departmental efforts align with both the CAED and the University requirements, as stipulated by the ACCE.

My initial appointment to the AAC was in 2012. My participation since that time has been spotty, I must acknowledge. With the submittal of my tenure package within the next week, I have more time available to participate in the AAC meetings. With this request I commit my self to actively participating on the AAC and its subcommittees.

Accommodation Review Board (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)

Institutional Animal Care and Use Committee (2014-2016)

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

Substance Use and Abuse Advisory Committee (2014-2015)

University Union Advisory Board (2014-2015)

**Kathryn McCormick, Art and Design (11 years at Cal Poly) Tenured**

I am currently a tenured full professor in the Department of Art and Design beginning my 12<sup>th</sup> year at Cal Poly.

During my time here I have served as the faculty advisory for both clubs in our department—the student chapter of the professional design association, ALGA, and the department-wide Club 34. As faculty advisor to these clubs for over 10 years, I have gained extensive experience working with the students and ASI to organize events, in addition to guiding them with all budget issues. I have also worked with our department's College Based Fee Committee to plan and prioritize how that money can best serve the students. For these reasons, I feel I am very qualified to assist the University President and ASI/UU Executive Director in maintaining the integrity of the Student Body Center Fee.