

**Academic Senate**

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

**Meeting of the Academic Senate**

**Tuesday, November 18, 2014**

**UU 220, 3:10 to 5:00pm**

I. **Minutes:** Approval of October 28 Senate minutes. (pp. 2-3).

II. **Communication(s) and Announcement(s):**

III. **Reports:**

- A. Academic Senate Chair:
- B. President's Office:
- C. Provost:
- D. Vice President for Student Affairs:
- E. Statewide Senate:
- F. CFA:
- G. ASI:

IV. **Special Reports:**

- A. Update on WASC Interim Report by Bruno Giberti, Architecture Department.
- B. [TIME CERTAIN 3:35pm] Report on revised Guidelines for Recruiting Tenure-Track Faculty by Al Liddicoat, Associate Vice Provost for Academic Personnel.
- C. Report on the Optimizing IT Steering Committee by Sean Hurley, Agribusiness Department.

V. **Consent Agenda:**

ITEMS TO BE CONSIDERED BY ACADEMIC SENATE				
Program Name or Course Number, Title	ASCC recommendation/ Other	Academic Senate	Provost	Term Effective
CM 510, Principles of Integrated Facility Management (4), 4 lectures (existing course proposed to be offered online)	Reviewed 5/29/14; additional information requested from department. Reviewed 11/4/14; recommended for approval.	Placed on consent agenda for 11/18/14 meeting.		

VI. **Business Item(s):**

[TIME CERTAIN 4:30pm] **Resolution on Final Examination Office Hour Policy:** Dustin Stegner, Chair of Instruction Committee, first reading (p. 4).

VII. **Discussion Item(s):**

VIII. **Adjournment:**

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

**Minutes of the**  
**Academic Senate Meeting**  
**Tuesday, October 28, 2014**  
**UU 220, 3:10 to 5:00pm**

- I. Minutes: M/S/P to approve the Academic Senate minutes from September 19 and October 7, 2014.
- II. Communication(s) and Announcement(s): Kinsley reported that the charge to the task force on "A Sustainable Financial Model for the California State University" is to propose to the Chancellor in April, 2015 a sustainable plan for the future with respect to budget allocation, revenue generation, enrollment management, and institutional financial aid policies.
- III. Reports:
  - A. **Academic Senate Chair (Laver):** The systemwide senate chair sent a memo regarding the 180/210 unit exception requests. The memo stated that campus presidents should not prevent any submission requests and to forward them for approval. Chancellor White will be reviewing the requests with the Executive Committee before taking any action.
  - B. **President's Office (Kinsley):** CSU Board of Trustees, November 12 and 13
    - **Student Success Fees.** At the request of Chancellor White and as part of the legislation that resulted in a moratorium on new student success fees, President serves on a work group tasked with eliciting input from all CSU campuses and examining how student success fees are proposed, vetted and implemented. The Board of Trustees will consider the working group's findings and recommendations. Student Success Fees are critical to Cal Poly and have the support of our faculty and our students. We want to continue to have the ability to determine category II fees at the campus level. A one-size-fits-all approach to address category II fee concerns would be extremely detrimental to Cal Poly.
    - **Housing South.** The Board will act on the financing plan and the design of our proposed new residence halls for first-year students. The board has previously approved the environmental impact statement for the project. This is a critical step in making this project a reality. 1500 units on the corner of Grand and Slack parking. Currently in settlement negotiations.
    - Action on ratification of CFA Contract.
  - C. **Provost (Liddicoat):** The CFA and CSU have reached a tentative contract agreement that will cover the next three years. The process is still in the ratification stage and will possibly be implemented by winter. Funding allocation has been negotiated for the first year, but negotiations for the second and third year will begin in May.
  - D. **Vice President for Student Affairs (Humphrey):** The booklet on the Strategic Plan for Student Affairs was given out. Humphrey pointed out the highlights and plans that

were described within the booklet. He requested that faculty help share the information to the campus.

- E. **Statewide Senate (Foroohar/LoCascio):** Foroohar expressed her concern about not seeing any Cal Poly representation on the Commission for Extended Education. LoCascio reported on his attendance of meetings regarding mental and general health.
- F. **CFA Campus President (Archer):** The CFA does have a tentative agreement with the CSU. Currently, those who are at or above their SSI max are eligible for 1.6 percent increase and those below their SSI max will receive up to an added 3 percent to their max.
- G. **ASI Representative:** none.

IV. Special Reports:

- A. Charles Chadwell, the Academic Council on International Programs Senate representative, provided an update on the CSU International Programs. The Academic Council on International Programs are seeking faculty applicants who want to help with the selection process or study abroad. They are looking to appoint four faculty resident directors for Spain, China, France, and Italy. The deadline to apply is December 1st.
- B. Mike Miller, Vice Provost for Information Services/CIO and Michael Green, IS-ITS Analyst, reported on the Office 365 Project. Microsoft Office 365 is in the process of replacing Zimba. The new service provides users with increased storage space, web applications, and more. Miller and Green assured the faculty of the security measures taken during the migration to the new service. Presentation available at: [http://content-calpoly-edu.s3.amazonaws.com/academicsenate/14-15\\_minutes/102814\\_office365.pdf](http://content-calpoly-edu.s3.amazonaws.com/academicsenate/14-15_minutes/102814_office365.pdf)
- C. The WASC interim report update by Bruno Giberti was tabled until the next meeting.

- V. Consent Agenda: The following course/program was approved by consensus: EDUC 405 Social, Historical and Cultural Influences on Latino/a Students in Education.

VI. Business Item(s): none.

VII. Discussion Item(s): none.

VIII. Adjournment: 4:52 pm

Submitted by,



Alex Ye  
Academic Senate Student Assistant

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  
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11 WHEREAS, Academic Personnel has interpreted CAM 370.2 to apply to the final examination period;  
12 and  
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14 WHEREAS, Colleges and programs across the university have adopted different policies regarding  
15 office hour requirements during the final examination period; and  
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17 WHEREAS, Students and faculty may be unclear on whether office hours are to held during the final  
18 examination period; and  
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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 CAM 370.2 be amended and include the following changes in the appropriate  
24 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."  
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Proposed by: Academic Senate Instruction Committee  
Date: April 25, 2014  
Revised: October 1, 2014