

CAL POLY

Academic Senate

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

Meeting of the Academic Senate Executive Committee

Tuesday, January 6, 2015

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

- I. **Minutes:** Approval of November 25, 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. **Resolution on Changes to the Constitution and Bylaws of the Academic Senate:** Gary Laver, Academic Senate Chair (pp. 4-8).
 - B. **[TIME CERTAIN 3:45] Approval of Description and Procedures for the Academic Senate Sustainability Committee:** David Braun, chair of Sustainability Committee (p. 9).
 - C. **[TIME CERTAIN 4:00] Resolution on Exceptions to Scheduling Class Time Conflict:** Dustin Stegner, chair of Instruction Committee (p. 10).
 - D. **Appointments to Graduate Writing Requirement Task Force:** (p. 11).
- 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, November 25, 2014
01-409, 3:10 to 5:00pm

- I. Minutes: M/S/P to approve the Executive Committee minutes from November 4, 2014.
- II. Communication(s) and Announcement(s): none.
- III. Reports:
- A. **Academic Senate Chair (Laver):** The CSU has a new Student Success Dashboard that provides data on students system wide.
The dashboard can be found at www.calstate.edu/dashboard
 - B. **President's Office:** none.
 - C. **Provost (Pedersen):** Reports have come back from all of the college for the academic planning sessions. Linda Dalton, Interim University Planning Officer, is now pulling all the reports together and there have been six or seven new submissions for degree titles.
 - D. **Statewide Senate (LoCascio):** LoCascio reported on the AB94 bill that measures sustainability at the CSU including graduation rate. There have been no definitive studies on graduation rates that can provide any data on the issue. The problem is how to talk to legislators about something they know nothing about.
 - E. **CFA Campus President:** none.
 - F. **ASI Representative:** none.
- IV. Business Item(s):
- A. **Approval of Instruction Committee's Recommendations for 2016-2017 Academic Calendar:** M/S/P to endorse the recommendation for Summer 2016, Fall 2016, and Spring 2017 from the Instruction Committee and the Executive Committee's recommendation for option one for Winter 2017.
Winter 2017
First day of classes:
January 9, Monday
Academic Holidays:
January 16, Monday
February 17, Friday
 - B. **Appointment to Academic Senate committees for 2014-2016:** M/S/P to approve the appointment of the following to the Academic Senate committees for 2014-2016:
Orfalea College of Business
Curriculum Committee: Barry Floyd, Management
Faculty Affairs Committee: Eduardo Zambrano, Economics
Fairness Board (2014-2015): David Sikora, Management
Grants Review Committee: Javier de la Fuente, Industrial Technology
 - Professional Consultative Services**

Instruction Committee (2014-2015):

Kaila Bussert, Library

C. **Appointment to University committees for 2014-2015:** M/S/P to approve the appointment of Gregory Starzyk, CAED, Construction Management, and Linda Vanasupa, CENG, Materials Engineering, to the Academic Assessment Council for 2014-2016 and 2014-2015 respectively and Kathryn McCormick, Art and Design, to the University Advisory Board for 2014-2015.

D. **Approval of additional assigned time for Budget & Long-Range Planning Committee, Faculty Affairs Committee, and Instruction Committee:** The Executive Committee approved to distribute the additional WTU's granted by the Provost to the following committee chairs. Each committee chair received an additional two WTU's. M/S/P to approve the assigned time for the following Academic Senate committee chairs:

Budget and Long-Range Planning Committee:

Faculty Affairs Committee:

Instruction Committee:

Sean Hurley
Ken Brown
Dustin Stegner

V. Discussion Item(s): none.

VI. Adjournment: 5:00 pm

Submitted by,



Alex Ye
Academic Senate Student Assistant

Adopted:

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

AS-___-15

**RESOLUTION ON CHANGES TO THE CONSTITUTION OF THE FACULTY
AND BYLAWS OF THE ACADEMIC SENATE**

RESOLVED: That the Constitution of the Faculty and Bylaws of the Academic Senate be modified as shown on the attached copy.

Proposed by: ~~Academic Senate Executive Committee~~
Date: December 30, 2014

CHANGES TO THE CONSTITUTION OF THE FACULTY

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ARTICLE III. THE ACADEMIC SENATE

Section 1. Membership

b.2 Full-time probationary or permanent (a) counselors; (b) student services professionals [SSP]: SSP I-academically related, SSP II-academically related, and SSP III-academically related; (c) SSPs III and IV; ~~(d) Cooperative Education lecturers;~~ and ~~(e)~~ (d) physicians.

RATIONALE: Classification has been eliminated.

CHANGES TO THE BYLAWS OF THE ACADEMIC SENATE

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IV. OFFICERS

A. OFFICERS POSITIONS

3. Secretary

The Secretary or designee shall record the minutes of all Senate and Executive Committee meetings and shall provide copies of these minutes to all senators in the case of Senate meetings and to all Executive Committee members in the case of Executive Committee meetings. The Secretary or designee shall provide written notice of meetings to the appropriate faculty and shall handle correspondence of the Academic Senate. The Secretary or designee shall create ~~three copies~~ a paper copy of the minutes of all meetings ~~—one for the Chair, one to be passed to the library, and one to be filed in the Academic Senate office and a digital copy to be filed with Digital Commons and posted on the Academic Senate website.~~ The Secretary shall have available at each Senate meeting a current file of the actions of the Senate and a copy of the constitution and bylaws.

RATIONALE: Wording change to conform Bylaws to present practice.

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VIII. COMMITTEES

H. COMMITTEES

2. Curriculum (and its subcommittees: Curriculum Appeals Committee, ~~Graduate Programs Subcommittee,~~ and U.S. Cultural Pluralism Subcommittee)

RATIONALE: Subcommittee was dissolved on 10.29.13 by resolution AS-770-13.

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VIII. COMMITTEES

I. COMMITTEE DESCRIPTIONS

1. Budget & Long-Range Planning Committee
- (a) Membership

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.

RATIONALE: Editorial change to conform to unit name.

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VIII. COMMITTEES

I. COMMITTEE DESCRIPTIONS

2. Curriculum Committee
- (a) Membership

College representatives shall be either the current chair or a current member of their college curriculum committee. The Professional Consultative Services representative shall be an academic advisor from one of the colleges. Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, the ~~Dean of Research~~ Director of Graduate Education or designee, the Vice Provost for Information Services/Chief Information Officer or designee, a representative from the Office of the Registrar, and an ASI representative.

RATIONALE: Academic Senate Curriculum Committee membership formally includes ex officio graduate representation via the Director of Graduate Education.

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VIII. COMMITTEES

I. COMMITTEE DESCRIPTIONS

2. Curriculum Committee
- (b) Responsibilities

Graduate Programs Subcommittee

~~There will be a standing subcommittee of the Academic Senate Curriculum Committee responsible for the review of proposals for new/revised graduate courses and programs. The Graduate Programs Subcommittee shall not be comprised of a subset of the Curriculum Committee members, but instead, the subcommittee shall include one faculty member from each college with experience in graduate-level teaching and supervision, the chair of the Academic Senate Curriculum Committee (or a designee of the chair), and as an ex-officio member, the Dean of Research. The Graduate Programs Subcommittee will forward recommendations regarding graduate courses and programs to the Academic Senate Curriculum Committee, which will consider them before making its recommendations to the Academic Senate.~~

RATIONALE: Subcommittee was dissolved on 10.29.13 by resolution AS-770-13.

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VIII. COMMITTEES

I. COMMITTEE DESCRIPTIONS

3. Distinguished Scholarship Awards Committee

(a) Membership

General Faculty representatives should include former recipients of the Distinguished Scholarship Award. Ex officio members shall be ~~the Dean of Research~~ one representative, appointed by the Provost/Vice President for Academic Affairs, from the Office of Research, and two ASI representatives—one undergraduate and one graduate student.

RATIONALE: Editorial change to conform to unit name.

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VIII. COMMITTEES

I. COMMITTEE DESCRIPTIONS

4. Distinguished Teaching Awards Committee

(a) Membership

General Faculty representatives should be former recipients of the Distinguished Teaching Award. If no prior Distinguished Teaching Award recipients from a particular college are available and willing to serve, the Executive Committee in consultation with the Distinguished Teaching Awards Committee chair may appoint a faculty member from that college who has a clear and compelling record of sustained, outstanding instructional performance. Ex officio members shall be ~~the Dean of Research and Graduate Programs~~ and two ASI representatives. These will have at least junior standing and will have completed at least three consecutive quarters and 36-quarter units at Cal Poly with at least a 3.0 grade point average.

RATIONALE: Earlier versions of Bylaws didn't have this position as an ex officio member.

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VIII. COMMITTEES

I. COMMITTEE DESCRIPTIONS

7. General Education Governance Board

(a) Membership

(2) The GEGB will also include one representative from the Office of the Registrar (ex officio, nonvoting) and one representative from Academic Programs and Planning (ex officio, nonvoting).

RATIONALE: Editorial change to conform to unit name.

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VIII. COMMITTEES

I. COMMITTEE DESCRIPTIONS

9. Instruction Committee

(a) Membership

Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, the Vice Provost for Information Services/Chief Information Officer or designee, a representative from CTLT, a representative from the Office of the Registrar, and an ASI representative.

RATIONALE: With CTLT's move to Academic Programs and Planning, Information Services does not have anyone appropriate to serve on this committee.

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VIII. COMMITTEES

I. COMMITTEE DESCRIPTIONS

11. Sustainability Committee

(a) Membership

Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, the Vice President for Administration and Finance or designee, Ex officio members shall be the Associate Vice Provost for Programs and Planning or designee, the Director of Facilities Planning or designee, the Manager Associate Director of Sustainable Energy and Utilities, one academic dean or Associate Dean, and two ASI representatives.

RATIONALE: Editorial change to conform to unit name.

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VIII. COMMITTEES

I. COMMITTEE DESCRIPTIONS

11. Sustainability Committee

(b) Responsibilities

The Sustainability Committee shall inform and support the activities of other committees who 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.

RATIONALE: Clarification of responsibilities.

ACADEMIC SENATE SUSTAINABILITY COMMITTEE
DESCRIPTION AND PROCEDURES
12.08.14

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, the Associate Vice Provost for Programs and Planning or designee, the Director of Facilities Planning or designee, the Associate Director of Sustainable Energy and Utilities, one academic Dean or Associate 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)

Adopted:

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

AS-__-15

RESOLUTION ON EXCEPTIONS TO SCHEDULING CLASS TIME CONFLICT

1 WHEREAS, The current university policy on time conflicts is that “Students may not enroll in
2 two classes that meet at the same time”
3 (<http://www.catalog.calpoly.edu/academicstandardsandpolicies/registration/>); and
4

5 WHEREAS, The Registrar’s Office has created guidelines for approving time conflicts; and
6

7 WHEREAS, Departments and areas give students permission to enroll in two courses that have
8 a time conflict without a university-wide policy approved by the Academic
9 Senate; therefore, be it
10

11 RESOLVED: That the Academic Senate approve the following policy on scheduling class time
12 conflicts:
13

14 “Students may not enroll in two classes that meet at the same time, except in the
15 following cases:

- 16 • Music ensemble courses (examples from the 2013-15 catalog include MU 170
17 and MU 370);
- 18 • Courses that do not meet at their regularly scheduled times (examples from
19 the 2013-15 catalog include senior project courses, POLS 111, CSM 150);
- 20 • Students who have registered for a course with a lecture/laboratory
21 combination, but who have already passed the laboratory component of the
22 course (so-called “ghost labs”) and have a time conflict with the scheduled
23 laboratory time;
- 24 • Undergraduate students who, in order to facilitate graduation, have no other
25 option, are within three quarters of graduation, and, in the process, do not
26 circumvent other University policies, procedures, or deadlines;
- 27 • Graduate students who, in order to facilitate graduation, have no other option,
28 and, in the process, do not circumvent other University policies, procedures,
29 or deadlines.”; and be it further
30

31 RESOLVED: That the scheduled course conflict will be approved by all affected faculty, the
32 student’s home department or area chair, and the student’s home college dean or
33 representative.

Proposed by: Academic Senate Instruction Committee
Date: December 8, 2014

Graduate Writing Requirement Task Force

Leanne Berning, Dairy Science-CAFES (25 years at Cal Poly) Tenured

I am interested in serving on this task force. Although all of us have plenty to do, this is an important question that deserves attention. I have been involved with the Writing Proficiency Program for more than 20 years, serving as a reader and table leader several times annually. I do this because writing is a priority skill that all of our students must master in order to be educated citizens. As a faculty member from outside the CLA, I bring the perspective of writing across the disciplines to this discussion. Thank you for considering me as a candidate for this task force.

Bruno Giberti, Architecture-CAED

Don Kuhn-Choi, Architecture-CAED (12 years at Cal Poly) Tenured

Since coming to Cal Poly in 2003, I have been engaged with student writing in many ways, ranging from the teaching of writing-intensive seminars to my work as a table leader for the Writing Proficiency Exam readings. I have also served on the University Learning Outcomes Committee for writing (2008-2011). I feel that these experiences, in addition to my constant reading and scoring of student writing in my classes, have provided me with a background that would be useful for the GWR Task Force.

Kathryn Rummell, English-CLA (17 years at Cal Poly) Tenured

As a member of the English Department I have extensive experience with the GWR in my GE C4 classes. Additionally, as Chair of the department I work with the University Writing and Rhetoric Center to implement the GWR. Finally, as President of the CSU English Council I work with English faculty and program administrators from across the CSU on common issues facing English Departments, including the GWR. I believe I have significant knowledge and experience to bring to this task force.