

**Academic Senate**

805.756.1258

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

**Meeting of the Academic Senate**

**Tuesday, January 13, 2015**

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

- I. **Minutes:** Approval of November 18, 2014 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. Report on Optimizing IT Steering Committee by Sean Hurley, Agribusiness Department.
  - B. Report on New Registration Rotation System by Cem Sunata, Registrar.
- V. **Business Items:**
  - A. **[TIME CERTAIN 4:15pm] Resolution on Final Examination Office Hour Policy:** Dustin Stegner, Chair of Instruction Committee, second reading (p. 4).
  - B. **Resolution on Exceptions to Scheduling Class Time Conflicts:** Dustin Stegner, chair of Instruction Committee, first reading (pp. 5-7).
  - C. **Resolution on Changes to the Bylaws of the Academic Senate:** Gary Laver, Academic Senate Chair, first reading (pp. 8-12).
- VI. **Discussion Item(s):**
- VII. **Adjournment:**

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

**Minutes of the**  
**Academic Senate Meeting**  
**Tuesday, November 18, 2014**  
**UU 220, 3:10 to 5:00pm**

I. Minutes: M/S/P to approve the senate minutes from October 28, 2014.

II. Communication(s) and Announcement(s): none.

III. Reports:

- A. **Academic Senate Chair (Laver):** A position is now open on the Athletic Advisory Board for a three year term. Interested candidates should submit a statement of interest to the Academic Senate office. The senate welcomes Belinda Morrill, the first part-time representative since 2007. The December 2, 2014 senate meeting is cancelled, so the next meeting will be held on January 13, 2015.
- B. **President's Office:** none.
- C. **Provost (Enz Finken):** The CSU Chancellor's office put together a task force to review the budget model. A lot of facilities planning has been under works with plans of capital projects and new renovations. The provost is chairing the search committee for an Administrative Vice President for Facilities. Candidates for the position will be on campus in December.
- D. **Vice President for Student Affairs (Humphrey):** The Board of Trustees approved the schematic design and financing for the housing project. Construction for the project is anticipated to begin September 2015. Duane Rohrbacher started his position as Assistant Dean of Students/Director of the Office of Student Rights and Responsibilities and has manners regarding academic integrity on his radar.
- E. **Statewide Senate (Foroohar):** Foroohar reported on her discussion during the Faculty Affairs Committee stating that after retirements and resignations, the CSU only netted 124 new tenure track faculty members. Report on the Statewide Senate's passed resolutions can be found here: [http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/images/ASCSU/November05-07\\_2014.pdf](http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/images/ASCSU/November05-07_2014.pdf)
- F. **CFA Campus President:** none.
- G. **ASI Representatives (Sullivan/Billington):**
- Cal Poly hosted the California State Student Association (CSSA) on the weekend of November 7, with about 100 people in attendance. There were a number of discussions revolving around a \$4 voluntary fee for all CSU students that will be on the CSU Board of Trustees agenda in January, as well as student success fees.
  - Six Cal Poly students attended the CSU Board of Trustees meeting in November to speak on the matter of student success fees. Students spoke both for the fees and for allowing each individual campus to be in complete control of their fees, particularly as it relates to the allocation process. I presented a letter signed by 17 of the 23 Associated Students presidents that outlined the desire for complete local control on each campus regarding student success fees. Because the Board of Trustees does not vote on this matter until January, I will continue to work with the other ASI presidents in developing a strategy for the meeting in January.

IV. Special Reports:

- A. Bruno Giberti, Architecture Department, gave an update on the WASC interim report. His presentation can be found here: [http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/presentations/2014-2015/111814\\_WASC%20interim\\_report.pdf](http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/presentations/2014-2015/111814_WASC%20interim_report.pdf)
- B. Al Liddicoat, Associate Vice Provost for Academic Personnel, reported on the revised guidelines for recruiting tenure-track faculty. His presentation can be found here: [http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/presentations/2014-2015/111814\\_faculty\\_recruitment\\_liddicoat.pdf](http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/presentations/2014-2015/111814_faculty_recruitment_liddicoat.pdf)

V. Consent Agenda:

- A. The following course/program was approved by consensus: CM 510, Principles of Integrated Facility Management (4), 4 lectures (existing course proposed to be offered online).


VI. Business Item(s):

- A. **Resolution on Final Examination Office Hour Policy:** Dustin Stegner, Chair of the Instruction Committee, introduced a resolution, which requests an amendment to the final examination office hour policy to require faculty to hold office hours during finals week proportional to their teaching load. This item will return as a second reading at the next Academic Senate meeting held on January 13, 2015.

VII. Discussion Item(s): none.

VIII. 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 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 be held during the  
18 final 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 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 will schedule  
32 and 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." And be it further  
35

36 RESOLVED: That reasonable exceptions to this policy may be made by faculty member in consultation  
37 with his or her department head or chair.

Proposed by: Academic Senate Instruction Committee  
Date: April 25, 2014  
Revised: October 1, 2014  
Revised: December 2, 2014

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, SCM 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 needs to be approved by all affected faculty,  
32 the student’s home department or area chair, and the student’s home college dean  
33 or representative.

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

# TIME CONFLICT REQUEST

**DUE: Wednesday January 14, 2015-Winter 2015**

- ✓ ONLY ONE TIME CONFLICT INVOLVING TWO COURSES PER QUARTER - NO EXCEPTIONS.
- ✓ Submit request to Office of the Registrar (01-222) by 8th day of term.
- ✓ Student must not have registration holds, and have paid registration fees for term indicated on request.

## CAL POLY

OFFICE OF THE REGISTRAR

OFFICE USE

**STUDENT ID#**

--	--	--	--	--	--	--	--	--	--

**CURRENT MAJOR:**

--	--	--	--

**STUDENT NAME:**

Print: Last

First

Middle

**PHONE / E-MAIL:**

**STUDENT STATEMENT: Describe reason(s) for the time conflict request. Use attachments if necessary.**

✓ **STUDENT MUST SIGN**

Signature indicates this request complies with the "Guidelines for Approved Time Conflicts" stated on the reverse side.

**X**

**Student Signature (REQUIRED)**

**Date**

### ENROLLED

**SAMPLE**

**LEC**

**CO-REQ**

(LAB/ACT/SEM)

Course & Section	Grading (circle one)	Class #	Units	Term / Year	DAY / TIME
E N G L - 0 3 4 5 - 0 1	C N C <u>G R D</u>	1234	4	FALL 1975	MWF 9:10 - 10:00
LEC	C N C / G R D				
CO-REQ	C N C / G R D				

✓ **BOTH INSTRUCTORS MUST SIGN**

Instructor Signature (Lecture)

Date

Instructor Signature (Co-Req: Lab/Act/Sem)

Date

**INSTRUCTOR OF COURSE THAT WILL BE MISSED STATEMENT (describe how missed time will be resolved): REQUIRED**

### ADDING

**SAMPLE**

**LEC**

**CO-REQ**

(LAB/ACT/SEM)

Course & Section	Grading (circle one)	Class #	Units	Term / Year	DAY / TIME
E N G L - 0 3 4 5 - 0 1	C N C <u>G R D</u>	1234	4	FALL 1975	MWF 9:10 - 10:00
LEC	C N C / G R D				
CO-REQ	C N C / G R D				

✓ **BOTH INSTRUCTORS MUST SIGN**

Note: Approval overrides permissions, prerequisites, enrollment/class capacity, and may result in student enrollment exceeding 22 unit maximum.

Instructor Signature (Lecture)

Date

Instructor Signature (Co-Req: Lab/Act/Sem)

Date

✓ **STUDENT DEPARTMENT HEAD/CHAIR & DEAN MUST SIGN**

Note: Approval overrides permissions, prerequisites, enrollment/class capacity, and may result in student enrollment exceeding 22 unit maximum.

[ ] Recommend [ ] Denied

[ ] Approved [ ] Denied

**STUDENT DEPARTMENT HEAD / CHAIR SIGNATURE**

**DATE**

**STUDENT DEAN SIGNATURE**

**DATE**

## **GUIDELINES FOR APPROVED TIME CONFLICTS**

This form overrides the Cal Poly Catalog which states the following: "*Time conflict*: Students may not enroll in two classes which meet at the same time." Exceptions are only granted to facilitate graduation, where no other option exists, and must meet the following guidelines:

1. Approval shall be granted only if the reason for this special consideration is compelling.
2. The Time Conflict process may not be used to circumvent University registration policies, procedures, or deadlines.

Adopted:

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

**AS-\_\_-15**

**RESOLUTION ON CHANGES TO THE  
BYLAWS OF THE ACADEMIC SENATE**

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

Proposed by: Academic Senate Executive Committee  
Date: December 30, 2014  
Revised: January 7, 2015



## CHANGES TO THE BYLAWS OF THE ACADEMIC SENATE

### 1— Page 10

#### 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~~ DigitalCommons 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~~ Associate Vice Provost for Academic Programs and Planning 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, from the Office of Research, appointed by the Provost/Vice President for Academic Affairs 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.

**9— Page 21**

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.

**11— Page 23**

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.