

**Academic Senate**

805.756.1258

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

**Meeting of the Academic Senate**

**Tuesday, February 10, 2015**

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

- I. **Minutes:** Approval of January 13, 2015 minutes. (pp. 2-3).
- II. **Communication(s) and Announcement(s):** Administrative Hiring (MPP-2 or higher) (p. 4).
- 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. **Consent Agenda:**  
<http://registrar.calpoly.edu/summaries-2015-17-catalog-changes> - all items recommended for approval unless noted differently in the "Notes" column.
- V. **Special Reports:**
  - A. **[TIME CERTAIN 3:40 PM] New Registration Rotation System** by Cem Sunata, Registrar.
  - B. **Review of WASC Interim Report** by Bruno Giberti, Department of Architecture.
- VI. **Business Item(s):**
  - A. **[TIME CERTAIN 4:00 PM] Resolution on Exceptions to Scheduling Class Time Conflicts:** Dustin Stegner, chair of Instruction Committee, first reading (p. 5).
  - B. **[TIME CERTAIN 4:10 PM] Resolution on Changes to the Bylaws of the Academic Senate:** Gary Laver, Academic Senate Chair, first reading (pp. 6-10).
  - C. **[TIME CERTAIN 4:20 PM] Resolution on Information Request About Contract Ratification Votes:** Manzar Foroohar, Statewide Senator, first reading (p. 11).
- VII. **Discussion Item(s):**  
**[TIME CERTAIN 4:30 PM]** (p. 12).  
ARCH 131: Design and Visual Communication 1.1, GE D4, not recommended for approval.  
ARCH 132: Design and Visual Communication 1.2, GE D4, not recommended for approval.  
ARCH 133: Design and Visual Communication 1.3, GE D4, not recommended for approval.
- VIII. **Adjournment:**

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

**Minutes of the**  
**Academic Senate Meeting**  
**Tuesday, January 13, 2015**  
**UU 220, 3:10 to 5:00pm**

- I. Minutes: M/S/P to approve the senate minutes from November 18, 2014.
- II. Communication(s) and Announcement(s): none.
- III. Reports:
- A. **Academic Senate Chair (Laver):** The Academic Senate meeting for May 26 has been pushed back to May 19th due to the former following a Monday schedule. Due to the contract, there is money in the budget for giving faculty assigned time for exceptional service to students. The Academic Senate gets to determine criteria of how the assigned time is distributed.
  - B. **President's Office (Kinsley):** The Vice President of Administration and Finance finalists will be on campus at the end of January and open forums will be held on January 16th, January 21st, and January 23rd. Any feedback about the candidates can be given to Keith Humphrey, Vice President for Student Affairs, who is chairing the search committee.
  - C. **Provost (Enz Finken):** None of the three candidates for Associate Vice President for Facilities that were brought to campus were hired. A fourth candidate is currently being looked into. The optimizing IT study from last spring is putting together their committee.
  - D. **Vice President for Student Affairs (Humphrey):** All Greek organization are now on social probation due to sexual assaults and over intoxication at recent events. The organizations will stay under probation until a plan has been developed by students.
  - E. **Statewide Senate (Foroohar/LoCascio):** Foroohar reported that there is a new Executive Vice Chancellor for Academic and Student Affairs, Loren Blanchard. LoCascio reported on his upcoming meeting where they will be discussing what math is needed upon entering the CSU as well as junior college bachelor degrees being offered.
  - F. **CFA Campus President (Archer):** The CFA office has the breakdown of the faculty that voted on the ratification of the contract. Just a day or two before the vote closed, two-thirds of the votes casted were from tenure track faculty and a little less than 1/3 were lecturers. The CFA is unable to obtain the number of yes and no votes from the CSU.
  - G. **ASI Representatives (Sullivan):** The facilities master plan is underway and will be holding focus groups on January 20-22. The goal is for 300 students to attend and provide their input. Sullivan is in support of the Greek organizations being put under social probation.
- IV. Special Reports:
- A. **Report on Optimizing IT Steering Committee:** Sean Hurley reported on the Optimizing IT Steering Committee's findings after reading the report provided by an

external review team that assessed campus IT. The committee in general agrees with the recommendations provided by the review team.

Link to presentation:

<http://content-calpoly->

[edu.s3.amazonaws.com/academicsenate/1/acadsen\\_comm\\_reports/yearend14-15/111814\\_optimizing\\_it.pdf](http://edu.s3.amazonaws.com/academicsenate/1/acadsen_comm_reports/yearend14-15/111814_optimizing_it.pdf)

V. Business Item(s):

A. **Resolution on Final Examination Office Hour Policy:** The resolution introduced by Dustin Stegner, Chair of the Instruction Committee, that 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 was moved to a second reading. The following amendments were not approved:

Line 31 Faculty will schedule and conduct three office hours in person and/or online during the final examination period, proportional to their teaching load.

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

M/S/F to approve the resolution on the final examination office hour policy.

VI. Discussion Item(s): none.

VII. Adjournment: 5:00 pm

Submitted by,



Alex Ye  
Academic Senate Student Assistant

## EMPLOYEE PROFILE

	October 2011			October 2012			October 2013		
Faculty Profile									
By College	Head Count	Instr FTE	Paid FTE	Head Count	Instr FTE	Paid FTE	Head Count	Instr FTE	Paid FTE
Agri, Food & Env Sciences	151.0	111.3	122.4	159.0	114.3	124.1	168.0	113.3	123.2
Architecture & Env. Design	95.0	79.2	83.9	89.0	75.2	79.4	95.0	76.6	80.9
Engineering	207.0	157.0	166.2	225.0	159.5	167.0	225.0	162.4	168.8
Liberal Arts	324.0	234.9	243.4	315.0	241.4	250.5	329.0	249.8	258.8
Orfalea College of Business	79.0	63.0	66.0	81.0	64.7	67.7	87.0	68.9	71.0
Science & Math	319.0	218.3	226.0	317.0	210.9	218.6	327.0	222.3	230.7
Other	69.0	49.3	55.3	73.0	17.9	59.7	76.0	18.3	62.9
<b>*By Full-Time/Part-Time</b>									
Full-Time	800.0	722.4	770.7	815.0	709.8	780.5	843.0	728.0	805.3
Part-Time	444.0	190.5	192.5	444.0	174.1	186.4	464.0	183.5	191.0
<b>**Total Faculty</b>	1244.0	912.9	963.2	1259.0	883.9	966.9	1307.0	911.6	996.2

## Staff Profile

By Division	Head Count	Paid FTE	Head Count	Paid FTE	Head Count	Paid FTE
President	5.0	5.0	7.0	6.8	7.0	6.8
Academic Affairs	572.0	505.4	553.0	497.1	565.0	507.8
Administration & Finance***	262.0	167.3	258.0	143.5	283.0	156.8
Student Affairs	254.0	194.0	250.0	187.6	273.0	193.6
University Advancement	23.0	21.1	22.0	21.5	28.0	26.2
<b>*By Full-Time/Part-Time</b>						
Full-Time	866.0	863.2	814.0	814.0	850.0	850.0
Part-Time	250.0	29.5	276.0	42.4	306.0	41.1
<b>**Total Staff</b>	1116.0	892.7	1090.0	856.4	1156.0	891.1

## Management Profile

By Division	Head Count	Paid FTE	Head Count	Paid FTE	Head Count	Paid FTE
President	4.0	3.0	6.0	5.8	5.0	4.8
Academic Affairs	78.0	74.7	83.0	80.4	91.0	87.7
Administration & Finance	53.0	53.0	51.0	51.0	52.0	52.0
Student Affairs	21.0	21.0	17.0	17.0	21.0	21.0
University Advancement	12.0	12.0	12.0	11.5	16.0	15.5
<b>**Total Management</b>	168.0	163.7	169.0	165.7	185.0	181.0

\*Full-Time/Part-Time category is based on the total paid FTE of all appointments for each employee

\*\* Totals may differ due to rounding

\*\*\*Total does not include temporary employees

**NOTE: All data taken from Cal Poly Fall 2013 Fact Book. 2014 totals to be available February 2014**

Adopted:

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

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

**RESOLUTION ON EXCEPTIONS TO SCHEDULING CLASS TIME CONFLICTS**

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

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 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~~ 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.

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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.

Adopted:

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

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

**RESOLUTION ON INFORMATION REQUEST ABOUT CONTRACT  
RATIFICATION VOTES**

1 WHEREAS, The Academic Senate and the California Faculty Association (CFA) are the two  
2 main representatives of the CSU faculty; and  
3

4 WHEREAS, As faculty, we always stand for, and teach our students the value of, transparency  
5 and democracy; and  
6

7 WHEREAS, The CFA statewide leadership has refused to respond to repeated requests from  
8 the faculty to share information on the recent ratification vote of the new contract;  
9 therefore be it  
10

11 RESOLVED: That the Cal Poly Academic Senate urge the statewide CFA leadership to respond  
12 to the faculty requests for detailed information on voting results (i.e., breakdown  
13 of votes for each campus and by different categories of faculty such as  
14 tenured/tenure track vs. non-tenure); and be it further  
15

16 RESOLVED: That the Academic Senate urge CFA statewide leadership to commit to the  
17 principles of transparency and meaningful consultation with union members in  
18 future negotiations and in the overall management of union affairs; and be it  
19 further  
20

21 RESOLVED: That this resolution be distributed to the ASCSU Executive Committee, campus  
22 Senate chairs, CFA statewide Board of Directors, and CFA chapter presidents.

Proposed by: Academic Senate Executive Committee  
Date: January 30, 2015

## 2015-17 Catalog Changes

### College of Architecture and Environmental Design

Note: The following curriculum changes, unless otherwise noted, have been recommended for approval by the Academic Senate Curriculum Committee.

\* In this context, a program refers to a degree program, concentration, specialization, minor or certificate.

#### Summer 2015

##### I. PROGRAM CHANGES (Added, Edited, Deactivated)

Department	Program*	Change	Notes
None			

##### II. CURRICULUM CHANGES (addition/deletion of non-departmental courses)

Program*	Change	Notes
Architectural Engineering, BS	For Support Courses: Delete: EDES 101	Pulled from consent agenda 1/30/15 (updated 2.2.15)

##### III. COURSE CHANGES

Course Number, Title	Add/Edit/Deactivate	GE, USCP, Online	Notes
<b>College of Architecture</b>			
<b>Architectural Engineering</b>			
<b>Architecture</b>			
ARCH 131: Design and Visual Communication 1.1	New Course	GE D4	Not recommended for approval
ARCH 132: Design and Visual Communication 1.2	New Course	GE D4	Not recommended for approval
ARCH 133: Design and Visual Communication 1.3	New Course	GE D4	Not recommended for approval
<b>City and Regional Planning</b>			
<b>Construction Management</b>			
<b>Landscape Architecture:</b>			