Meeting of the Academic Senate Executive Committee
Tuesday, January 9, 2018
01-409, 3:10 to 5:00pm

I. Minutes:

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. Appointment of Xiaowei Cai as substitute for Eivis Qenani on Faculty Affairs Committee for Winter and Spring Quarter 2018.
B. Appointments to Academic Senate Committees: (p. 2).
C. Approval of USCP Review Committee Procedures: Denise Isom, USCP Review Committee Chair (p. 3).
D. New Charge for Curriculum Committee to Review the Existing Draft of Policy on Blended Programs with a Resolution Due Fall 2018. (p. 4).

V. Discussion Item(s):
A. Approval of 2019-2020 Academic Calendar (pp. 5-6).
B. Timeline for Election of Part-time Academic Employee (p. 7).

VI. Adjournment:

805-756-1258 ~~~ academicsenate.calpoly.edu
Vacancies for 2017-2019 Academic Senate Committees
*Indicates willingness to chair if release time is available

COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN
Grants Review Committee
Adrienne Greve, City & regional Planning (11 years at Cal Poly) Tenured
It is critical that the committee reviewing faculty and student research be from diverse
disciplinary backgrounds and be a researcher themselves. I serve as faculty in the City and
Regional Planning Dept., but also have an engineering background and have employed research
methods that are both quantitative and qualitative, experimental and applied. I believe my
background and CAED home lend diversity to this committee that is critical for a committee
reviewing research from departments throughout the University.

Instruction Committee

COLLEGE OF ENGINEERING
Distinguished Teaching Awards Committee (2017-2018)
Grants Review Committee

COLLEGE OF SCIENCE AND MATH
Fairness Board

ORFALEA COLLEGE OF BUSINESS
Fairness Board
GE Governance Board (2017-2020)

PROFESSIONAL CONSULTATIVE SERVICES
Distinguished Teaching Awards Committee
GE Governance Board (winter, spring, fall 2018, replacement for Bussert)
Jesse Vestermark, Library (7.75 years at Cal Poly) Tenured
Information literacy is essential to every Cal Poly student in this day and age of constantly­
streaming information from often-indeterminate sources. Therefore, it is crucial that there be a
librarian on the GEGB in order represent Kennedy Library's myriad services (especially
Academic Services) and goals within the important, impactful discussions and decisions made
regarding GE at the Academic Senate level. As chair of the Kennedy Library Faculty Council, I
would like to represent PCS, the library faculty, and especially the library’s First Year
Experience Program for information literacy while our First Year Experience Librarian is on
leave. Before we had such a librarian at our disposal, I chipped in for many quarters to help
teach information literacy sessions to 100-level English and Communications classes, in part
because I believe strongly in broad liberal arts education and reaching students early. From my
close work with the FYE Librarian and nearly eight years of experience on this campus, I am also
aware of some of the challenges surrounding GE, including the challenges surrounding its
intersection with information literacy.

Sustainability Committee (winter 2018-2019)

SENIOR PROJECT TASK FORCE - Vacancies for CLA and CSM

Vacancies for 2017-2018 University Committees

ACADEMIC ASSESSMENT COUNCIL - PCS (2017-2019)

INTELLECTUAL PROPERTY REVIEW COMMITTEE – CAFES (2017-2020)
USCP Review Committee Procedures
Fall 2017

The USCP Review Committee replaces the USCP Subcommittee of the Curriculum Committee after the adoption of Resolution on Aligning USCP Criteria to Diversity Learning Objectives with Oversight by GE Governance Board (AS-836-17) by the Academic Senate on June 6, 2017.

Responsibilities:
- The USCP Review Committee will review all new course proposals and modifications seeking USCP designation and evaluate for coherence with current USCP criteria.
- The committee will send their results to the GEB for final approval.
- The committee will work with the GE curriculum committee and the GEB to design and implement a plan for the curricular review of all existing courses with a USCP designation.

Charges:
- Develop committee procedures. Fall 2017
- Identify areas for revision of USCP criteria and connections with DLOs. Ongoing

Meetings:
- At least once per quarter.

Membership:
- The Chair of the Academic Senate Curriculum Committee
- The Chair of Ethnic Studies
- The Chair of the General Education Governance Board (GEB)
- The Chair of Women's & Gender Studies
- An at-large faculty member with USCP teaching experience
- Ex-Officio non-voting members: The Vice President and Chief Officer for Diversity and Inclusion or designee and the CTLT Inclusive Excellence Specialist or designee.

Responsibilities of Chair:
- The Chair of the committee will serve as the direct point of contact for new course proposals and modifications.
- The Chair will call meetings and oversee the review process for all courses.
- The Chair (or designee) will serve as the representative for USCP on committees formed to determine curricular review of G.E. courses.
- The Chair will write quarterly and yearly reports for the Senate at large.

Reports:
- Results from all USCP reviews will be reported to the GEB.
- Quarterly reports on work efforts, goals, and accomplishments will be submitted to the Academic Senate at the end of each quarter.
- Annual reports on committee accomplishments and plans for the coming year will be submitted to the Academic Senate at the end of each academic year.
POLICY ON BLENDED PROGRAMS

ADMISSION to BLENDED PROGRAM
Students may be admitted to a blended program after reaching 90 units applicable to the undergraduate degree (i.e., junior standing). Admission recommendation is determined at the program level with final approval from the Graduate Education Dean. The student must submit an Admission to Blended Program Approval form. The specific requirements for admission are set by the program with approval by the Graduate Education Office and Office of the Registrar. Once accepted, students may take graduate-level courses towards master's degree requirements, as their schedules permit, provided they have the course prerequisites.

TRANSITION to GRADUATE STANDING
Students admitted to the blended program will maintain their undergraduate status until they have reached a minimum of 180 units applicable towards either their undergraduate or graduate degree. By the end of the first academic term in which the student has earned the appropriate degree applicable units, the student must file a post-baccalaureate change of degree objective (PBCO) form and once processed will transition to graduate status and incur the appropriate increase in tuition fees. Students must be at graduate status for a minimum of two quarters before degree completion.

DOUBLE COUNTING UNITS
Subject to departmental or program approval, a student may apply any units that are in excess of the 180 undergraduate degree minimum requirements towards both their undergraduate and graduate degree requirements, up to a maximum of 9 units (double counted units). However, neither senior project nor master's thesis/project units can be double counted.

SENIOR PROJECT REQUIREMENTS
Students in a blended program must complete all undergraduate requirements, including senior project requirements as detailed in the Cal Poly Catalog, along with their graduate master’s degree culminating event requirements as detailed in the Cal Poly Catalog. A student can align the objectives of their senior project with the objectives of their thesis or project, if a thesis or project is the approved culminating event for the program. A thesis or project does not satisfy, replace or substitute for the undergraduate senior project requirement. Senior project requirements must be completed before a student begins their thesis or project requirements. Exceptions can be granted on an individual student basis and requires the approval of the college dean or designee that is responsible for the graduate program.
The Academic Calendar for Summer 2019 through Spring 2020 has been approved by President Armstrong. A copy of the approved calendar, for your information and distribution in your area(s), is attached.

The calendar is also available online at https://registrar.calpoly.edu/2019-20-academic-calendar.

The signed approval memo is available for viewing in the Office of the Registrar.

Thank you.

Susan Olivas
Associate Registrar
Office of the Registrar
California Polytechnic State University
San Luis Obispo, California
Direct 805-756-2533
sollivas@calpoly.edu
## 2019-20 ACADEMIC CALENDAR

**SUMMER TERM 2019**
- **June 24** Monday: Beginning of university year
- **July 4** Thursday: Beginning of summer term – classes begin
- **July 8** Monday: Academic holiday – Independence Day
- **July 15** Monday: End of second week of instruction
- **August 12** Monday: End of third week of instruction – Census date
- **August 30** Friday: End of seventh week of instruction
- **September 2** Monday: Last day of classes for 10-week session
- **September 3-5** Tuesday-Thursday: Final examination period for 10-week session
- **September 6-11** Thursday: End of summer term

**FALL TERM 2019**
- **September 12** Thursday: Beginning of fall term (faculty only)
- **September 19** Thursday: Fall term classes begin
- **October 2** Wednesday: End of second week of instruction
- **October 8** Wednesday: End of third week of instruction – Census date
- **November 6** Wednesday: End of seventh week of instruction
- **November 11** Monday: Academic holiday – Veterans Day
- **November 25-December 1** Monday-Sunday: Academic holiday – Thanksgiving
- **December 5** Friday: Last day of classes
- **December 9-13** Monday-Friday: Final examination period
- **December 15-January 5** Sunday-Sunday: Academic holiday

**WINTER TERM 2020**
- **January 6** Monday: Beginning of winter term – classes begin
- **January 17** Friday: End of second week of instruction
- **January 20** Monday: Academic holiday – Martin Luther King Jr. Day
- **January 21** Tuesday: Classes follow a Monday Schedule
- **January 27** Monday: End of third week of instruction – Census date
- **February 17** Monday: Academic Holiday – Washington's Birthday
- **February 25** Tuesday: End of seventh week of instruction
- **March 13** Friday: Last day of classes
- **March 16-20** Monday-Friday: Final examination period
- **March 23** Monday: Evaluation day (faculty workday; no classes), End of winter term
- **March 24-29** Tuesday-Sunday: Academic holiday

**SPRING TERM 2020**
- **March 30** Monday: Beginning of spring term – classes begin
- **March 31** Tuesday: Academic holiday – César Chávez Day
- **April 13** Monday: End of second week of instruction
- **April 20** Monday: End of third week of instruction – Census date
- **May 18** Monday: End of seventh week of instruction
- **May 25** Monday: Academic holiday – Memorial Day
- **June 5** Friday: Last day of classes
- **June 6** Saturday: Common final exams (optional)
- **June 8-12** Monday-Friday: Final examination period
- **June 13-14** Saturday-Sunday: Commencement

### SUMMARY OF CALENDAR DAYS

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<td>Total Qtr Academic Work Days</td>
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Total Academic Year Instructional Days (F-W-Sp) = 147
Total Academic Year Work Days (F-W-Sp) = 170

* Final exam periods for summer term are determined by the number and length of sessions offered.
CONSTITUTION OF THE FACULTY

ARTICLE III. THE ACADEMIC SENATE

Section 1. Membership
(c) Part-time lecturers in an academic department/teaching area and part-time employees in Professional Consultative Services, other than those who are members of the General Faculty as defined in Article I, will be represented by one voting member in the Senate.

BYLAWS OF THE ACADEMIC SENATE

I. INTRODUCTION

B. DEFINITIONS

4. Part-time Academic Employees

Part-time lecturers in academic departments/teaching areas in the University and part-time employees in Professional Consultative Services (Professional Consultative Services classifications: librarians, counselors, student service professionals I-, II-, III-academically related, student service professionals III and IV, physicians, and coaches) who are not members of the General Faculty as defined in Article I of the Constitution of the Faculty.

II. MEMBERSHIP OF THE ACADEMIC SENATE

A. ELIGIBILITY

3. Representative of Part-time Academic Employees

A voting member of the Academic Senate representing part-time academic employees shall be elected by vote of all university part-time academic employees during fall quarter of each academic year. Such representative must have an academic year appointment in order to serve in this position.

III. VOTING AND ELECTION PROCEDURES

B. ELECTION CALENDAR

8. Election of representative for part-time academic employees:
(a) during the first weeks of fall quarter, the Academic Senate office shall solicit nominations for the position of Academic Senate representative for part-time academic employees.
(b) after nominations have been received, election to this position shall be conducted. A runoff election, if needed, shall be conducted the week following the conclusion of the election. Said position shall be elected by vote of all university part-time academic employees unless only one nomination to this position is received, in which case the Executive Committee of the Academic Senate shall have the authority to appoint said nominee to the position.
(c) the elected member shall serve until the end of the academic year.