Meeting of the Academic Senate Executive Committee
Tuesday, November 7, 2017
Continuation of October 31, 2017 Meeting
01-409, 3:10 to 5:00 pm

I. Minutes: none.

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

III. Reports:
A. Academic Senate Chair: none.
B. President’s Office: none.
C. Provost: none.
D. Statewide Senate: none.
E. CFA: none.
F. ASI: none.

IV. Special Presentation:
A. [TIME CERTAIN 3:45 P.M.] University Computing Initiative Update by Jason Williams and Jennifer Klay, members of the Faculty Advisory Committee on Technology (pp. 2-4).

V. Business Item(s):
A. [TIME CERTAIN 3:15 P.M.] CONFIDENTIAL: closed meeting for voting members only: Naming Opportunity by Adam Jarman, AVP University Development. (Materials will be sent electronically. Please do not print materials).
B. Discussion and Approval of Dean of Library Services Advertisement: Al Liddicoat, Vice Provost for Academic Affairs and Personnel (pp. 5-8).
C. Resolution to Modify the Terms of Office on the Bylaws of the Academic Senate: Gary Laver, Statewide Senator (pp. 9-10).

VI. Discussion Item(s): none.

VII. Adjournment:
From FWP to UCI

The Faculty Workstation Program is arguably one of the most popular services operated by ITS. It was originally set up in the 90's to address the growing needs of faculty for access to standardized computing platforms in support of teaching and learning. As with so many other programs, FWP was originally funded with one-time money and was later carved out of the existing ITS base budget. Over the years, funding for this program has decreased with shrinking base budgets, while enrollment and faculty headcount increased. The program also veered from the primary mission of providing for computer refresh to expanding offerings including peripherals like printers, monitors, tablets and other accessories, further diluting buying power.

In June 2016, ITS began an analysis of the Faculty Workstation Program (FWP) with an eye towards creating an updated, refocused, and more comprehensive University Computing Initiative (UCI), including expanded coverage to include staff. Some of the goals of an updated UCI are to:

- Simplify and improve service delivery
- Create a standardized and improved user experience
- Provide more effective support for teaching and learning
- Encourage laptop use for better integration with classrooms
- Provide upgraded hardware to support engineering, data visualization, and design applications.
- Right-size funding to cover all faculty and staff
- Realize greater efficiencies and economies of scale
- Enhance data security and reduce risk
- Minimize support costs

The campus recognizes right-sizing the budget to expand coverage to all state employees at Cal Poly will almost certainly require a phased approach. ITS worked with technical staff in each college to inventory and analyze campus-wide refresh needs, developed a rubric for eligibility criteria in partnership with the Faculty Advisory Committee on Technology (FACT) and Academic Personnel, and explored alternative purchasing models with Strategic Business Services. A financial analysis performed by ITS estimated full funding needed to cover all faculty and staff at approximately two million dollars, or one million dollars for faculty alone.

Scope for Faculty

The following implementation framework has been proposed and approved by the University Technology Governance Committee (UCTG) as follows:

- Refresh priority goes to faculty with no assigned computer first, followed by faculty with the oldest computers, without regard to department or college.
- Refresh covers each user’s primary computer, not special use computers (such as those needed to support research) or peripherals.
• Faculty are encouraged to choose laptops to facilitate instruction and enhance collaboration.
• Faculty are eligible if they have a $\geq 50\%$ time base or maintain at least 6 WTUs (standards developed by Academic Personnel).

The current scope does not include lease options or lease end-of-life planning. Leasing is still under consideration, but specific deployment and collection requirements will vary depending on the lease contract chosen. Strategic Business Services is working with ITS to analyze lease options.

**Current State**
Historically, ITS provided $400,000 per year in base funding to support FWP. While awaiting allocation of additional funding from the campus, ITS placed a $400,000 order in Spring 2017 and, with the new fiscal year, a second $400,000 order in Summer 2017. ITS has no additional funding to support more orders this fiscal year. As additional funding has not been allocated by the campus, ITS did not expand the scope of refresh to include staff.

• For the Spring 2017 UCI order cycle, ITS replaced all of the oldest faculty computers through the 2009 model year, including faculty members who were never assigned a state-owned computer.
• For the Summer 2017 UCI order cycle, ITS replaced all of the oldest faculty computers through the 2011 model year, including new faculty members starting in Fall 2017.

**Overview of the Process**
• ITS coordinates with CITC members on models included in UCI. Typically, this includes two Apple desktop computers, two Dell desktop computers, two Apple laptops, and two Dell laptops, for a choice of eight models in total.
• CITC members solicit orders from faculty. Faculty choose the model most appropriate for their teaching needs.
• ITS compiles orders gathered by CITC members, solicits quotes, and processes material requisitions.
• Strategic Business Services negotiates final vendor quotes and issues purchase orders.
• ITS receives computers for inventory, tagging, imaging (if needed), and delivery to CITC members for installation with faculty. ITS works with CITC members who request deployment assistance.
• ITS follows up with each recipient to get feedback on their experience with UCI.

**Notes**
• The same eligibility process will be applied to all faculty, with priority given to those with no computer, followed by those with the oldest computers. Distribution inequities are minimized by using a single, broadly applied standard.
• The new rubric is based on headcount, not FTEF (previously used for the FWP), thus providing a more realistic picture of need and a better understanding of funding required to support computing across campus. This is also a recognition that both full and part-time faculty have a need for computing resources in support of instruction.
• Support costs and security risks are minimized by replacing the oldest hardware first. The user experience (and, potentially, quality of instruction) is vastly improved with newer hardware.
• It will take several cycles before refresh becomes normalized across all colleges and departments.
• This distribution model assumes a campus commitment to right-sizing University Computing Initiative (UCI) funding over three years to meet need based on headcount.
SWOT Chart

Spring 2017 Faculty Data Provided By Academic Personnel

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Head Count</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Time</strong></td>
<td>902</td>
</tr>
<tr>
<td>Tenured/Tenure-Track</td>
<td>660</td>
</tr>
<tr>
<td>Librarian</td>
<td>9</td>
</tr>
<tr>
<td>Faculty, Full-Time with 12.12 Entitlement</td>
<td>76</td>
</tr>
<tr>
<td>Faculty, Full-Time without 12.12 Entitlement</td>
<td>99</td>
</tr>
<tr>
<td>Counselor, Full-Time</td>
<td>14</td>
</tr>
<tr>
<td>Coach, Full-Time</td>
<td>44</td>
</tr>
<tr>
<td><strong>Part-Time</strong></td>
<td>270</td>
</tr>
<tr>
<td>Faculty, Part-Time with 12.12 Entitlement, ≥ 6 wtu</td>
<td>52</td>
</tr>
<tr>
<td>Faculty, Part-Time without 12.12 Entitlement, ≥ 6 wtu</td>
<td>174</td>
</tr>
<tr>
<td>Coach, Part-Time, ≥ .5 fte</td>
<td>7</td>
</tr>
<tr>
<td>Faculty, Part-Time with 12.12 Entitlement, &lt; 6 wtu</td>
<td>37</td>
</tr>
</tbody>
</table>
DEAN, LIBRARY SERVICES

THE POSITION: Cal Poly's ACRL award-winning Kennedy Library invites applications and nominations for the position of Dean of Library Services. The Kennedy Library is responsible for planning, implementing, and managing campus-wide information resources and related services with an annual budget of $7+ million and approximately 50 faculty and staff. The library has five departments: Academic Services; Access, Operations, and Administrative Services; Information Resources and Resource Sharing; Library Information Technology; and Special Collections and Archives.

The Dean of Library Services is responsible for the direction, development, implementation and evaluation of all aspects of library services in order to meet the scholarly and intellectual needs of the university community and its service area. The Dean is the chief administrative officer for the Library and works collaboratively with the six college deans, the Vice President of Research and Economic Development, the Dean of Graduate Education, the Vice Provost for International, Graduate and Extended Education, the VP ITS/CIO and Directors/Managers of IT services, the Director of the Center for Teaching, Learning and Technology, and members of the Dean's Advisory Council. The Dean of Library Services participates in advancement planning and activities to support efforts on behalf of the Library and is active in the development of policy as a member of campus leadership committees and the CSU Council of Library Deans (COLD). The Dean of Library Services reports directly to the Senior Vice Provost for Academic Programs and Planning.

REQUIRED EDUCATION AND EXPERIENCE:
- MLS/MLIS degree from an American Library Association accredited program or equivalent.
- Five or more years of progressively responsible administrative and leadership experience in an academic or research library or related archival repository or institution.
- Demonstrated experience in recruitment, professional development and retention of library faculty and staff.
- Demonstrated experience and success in resource allocation and budget management.
- Ability to generate external support and fundraising to support the mission of the Library.
- Experience in direct, patron-facing interactions such as outreach, reference, and information literacy instruction.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:
- Demonstrated experience as a collaborative, consultative, empathetic leader who recruits, strongly supports, and retains outstanding faculty and staff and fosters student success.
- A sound grasp of current issues and trends in academic libraries with the ability to serve effectively as an advocate and spokesperson for the library's educational mission.
• Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the university community, especially a proven record of individual action and institutional leadership to advance diversity.
• Ability to develop and implement strategic plans with a clear vision of the evolving role of the academic library in the digital environment and the integration of digital resources into the curriculum to advance knowledge management.
• Demonstrated ability to build consensus and to make considered decisions for priorities, with both flexibility and follow-through.
• Demonstrated excellent skills in staff evaluation and supervision, resource allocation, and budget/fiscal management.
• Demonstrated success in fundraising and community outreach.
• An understanding of the instructional and scholarly needs of students and faculty.
• A record of professional participation and scholarly contributions.
• Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
• Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

PREFERRED SKILLS AND EXPERIENCE:
• An additional advanced degree.
• Previous experience as a library dean or director.
• Proven leadership ability, preferably at a university with 20,000 or more students.
• Demonstrated success in fostering university, state, regional and/or national cooperation in resource sharing, networking and collection development.
• Previous experience engaged in a library renovation project.
• Has held faculty status as a librarian or has experience in academic libraries where librarians hold faculty status.
• Demonstrated ability to provide leadership and experience in a collective bargaining environment and/or knowledge of California State University policies and procedures.
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

COMPENSATION: Salary is commensurate with the background and experience of the individual selected. Cal Poly offers excellent fringe benefits, including health, dental and vision insurance, retirement participation in the Public Employees' Retirement System and educational benefits for eligible employees. All rights associated with the appointment are governed by the Management Personnel Plan adopted by the CSU Board of Trustees.

ABOUT KENNEDY LIBRARY: The Robert E. Kennedy Library won ACRL’s Excellence in Academic Libraries award in 2014 for its distinction in engaging the students and faculty of the Cal Poly university community. While integrating traditional library resources and services with digital tools and platforms, the library continuously experiments to adapt its services, programs, and spaces to meet the evolving
academic programs, research interests, and needs of the university community. Annual visits exceed 1.4 million.

Kennedy Library’s ten librarians, 35 staff, and over 120 student assistants work with campus partners to deliver services focused on Cal Poly’s commitments to research, learning, collaboration and innovation. The library is customer-driven, whether in choosing quality information, supporting faculty instruction and research, developing digital user interfaces, or redesigning spaces that encourage creative work, collaboration, and focused study. Its innovative peer-to-peer learning and reference programs and active student think-tank (Student Library Advisory Council) were among the programs that led Kennedy Library to become the state’s first university library to receive the ACRL Excellence in Academic Libraries award.

In spring 2014, Kennedy Library completed an ambitious architectural master plan, providing a vision for renewing the library’s packed and well-loved physical spaces to accommodate the growing needs of Cal Poly’s students and faculty. The master plan will also create exceptional new spaces for the library’s programs centered on digital scholarship and peer learning.

The Library partners with campus organizations to promote faculty development and student success, including several that are located in the Kennedy Library: the Center for Teaching, Learning and Technology; the Academic Skills Center; the University Writing and Rhetoric Center; and the Honors Program.

The Library is a member of the Coalition for Networked Information (CNI), the Library Publishing Coalition, WEST, RapidILL, LOCKSS and MetaArchive.

To learn more about Kennedy Library, please visit lib.calpoly.edu.

ABOUT CAL POLY: Founded in 1901, Cal Poly is one of only five comprehensive polytechnic universities in the nation. The University educates approximately 21,000 undergraduate and 940 post-baccalaureate and graduate students through 63 baccalaureate degrees and 34 master’s degrees. U.S. News and World Report has ranked Cal Poly #1 among public primarily undergraduate universities in the western United States for 19 consecutive years. Cal Poly takes pride in its Learn by Doing approach to teaching and scholarship, which has characterized Cal Poly since its founding. The University is organized into four divisions: Academic Affairs, Student Affairs, Administration and Finance, and University Development. The University has six Colleges: Agriculture, Food & Environmental Sciences; Architecture & Environmental Design; Engineering; Liberal Arts; Orfalea College of Business; and Science and Mathematics. Cal Poly owns approximately 10,000 acres of land, is one of the largest land-holding universities in the nation, and has deep connections with the agricultural industry of California. Cal Poly is accredited by WASC and 31 Cal Poly programs are accredited by national professional associations.

Cal Poly fosters teaching, scholarship, and service in a “Learn by Doing” environment in which students, staff, and faculty are partners in discovery. As a polytechnic university, Cal Poly promotes the application of theory to practice. As a comprehensive institution, Cal Poly provides a balanced education in the arts, sciences, and technology, while encouraging cross-disciplinary and co-curricular experiences. As an academic community, Cal Poly values free inquiry, cultural and intellectual diversity, inclusivity, mutual respect, civic engagement, and social and environmental responsibility.
To learn more about Cal Poly, please visit www.calpoly.edu.

REVIEW, APPLICATIONS AND NOMINATIONS: The search committee will review nominations and applications until the position is filled. Nominations should be addressed to December 15, 2017. Applicants are encouraged to submit materials by December 15, 2017. The anticipated starting date for the position is July 1, 2018. To apply, visit www.calpolyjobs.org to complete the required online Cal Poly Management Employment Application. Completed applications must be submitted to Requisition Number 104665. In addition, each applicant must provide as separate attachments to the online application a detailed curriculum vitae or resume, and a cover letter. The cover letter should address the applicant’s qualifications and experience for this position, including a personal statement of the applicant’s views on academic administration and the role and responsibilities of library faculty and staff, as well as the applicant’s experiences with and views on leadership, their management style, and diversity and inclusion in higher education.

FOR ASSISTANCE WITH ONLINE APPLICATION PROCESS: Contact Academic Personnel via e-mail academic-personnel@calpoly.edu or phone (805) 756-2844. Cal Poly Website: www.calpoly.edu

At California Polytechnic State University, San Luis Obispo, we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies Cal Poly’s values of free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility.

Cal Poly’s commitment to diversity informs our efforts in recruitment, hiring and retention. California Polytechnic State University is an affirmative action/equal opportunity employer.
RESOLUTION TO MODIFY THE TERMS OF OFFICE ON THE BYLAWS OF THE ACADEMIC SENATE

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

Proposed by: Academic Senate Executive Committee
Date: November 16, 2016
Revised: October 26, 2017
II. MEMBERSHIP OF THE ACADEMIC SENATE
   B. TERMS OF OFFICE
1. Terms of office for senators: the elected term of office for senators shall be a two-year term or one-year term when the caucus membership changes by more than two representatives. A senator can serve a maximum of two consecutive, elected terms. An elected senator (according to Article III of the bylaws), can serve a maximum of four consecutive years and shall not again be eligible for election until one year has elapsed with the exception of ex officio members (e.g., past Senate Chair and Statewide Senators). A senator appointed to serve in a vacant elected position, unfilled after the winter elections, or a temporary vacancy for an elected position shall serve until the completion of that term. A senator appointed to fill a temporary vacancy for an elected position shall serve until the senator being replaced returns for the completion of that term, or until the senator being temporarily replaced returns, whichever occurs first. If this elected term or temporary appointment is for one year or less or if the senator is serving a one-year elected term, it shall not be counted as part of the two-term four years maximum for elected senators. The representative for part-time academic employees shall serve a one-year term with a maximum of four consecutive one-year terms.