Meeting of the Academic Senate Executive Committee
Tuesday, October 6, 2020
3:10 to 5:00pm
https://calpoly.zoom.us/j/91373302892

I. Minutes: September 15, 2020 (pp. 2-3)

II. Communication(s) and Announcement(s):

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

IV. Business Item(s):
A. [TIME CERTAIN 3:30 P.M.] President’s Special Report: Jeffrey Armstrong, President
B. [TIME CERTAIN 3:45 P.M.] CONFIDENTIAL: Naming Opportunities by Jessica Darin, Chief of Staff, Grant Kirkpatrick and Stacy Cannon (Materials will be provided electronically)
C. Appointments to Academic Senate Committees for the 2020-2022 term: (pp. 4-5)
D. Appointments to University Committees for the 2020-2022 academic year: (p. 6)

V. Discussion Item(s):
A. Credit/No Credit Discussion: Thomas Gutierrez
B. VP of OUDI Consultative Committee: Thomas Gutierrez (pp. 7-8)

VI. Adjournment:
Meeting of the Academic Senate Executive Committee  
Tuesday, September 15, 2020  
3:10 to 5:00pm

I. Minutes: none.

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

III. Reports:
A. Academic Senate Chair: none.
B. President’s Office: Jessica Darin, Chief of Staff, provided updates on move-in and COVID-19 testing, sharing that the campus health center has performed more than 2,000 tests and will continue testing throughout the quarter. More information about COVID-19 can be found at coronavirus.calpoly.edu. Additionally, Darin announced that the U.S. News and World Report named Cal Poly the third best public master’s university in the West.
C. Provost: Cynthia Jackson-Elmoore, Provost, reported that Cal Poly has more than 22,000 students this quarter, exceeding the enrollment target by 5,000 students and marking Cal Poly’s highest overall enrollment in history. She also briefly discussed the new ethnic studies requirement, emphasizing that the university should adhere closely to the new law when implementing.
D. Statewide Senate: Gary Laver, Statewide Senator, reported that the Statewide Academic Senate is continuing to work on the specifics of AB-1460, the recently passed ethnic studies graduation requirement.
E. CFA: Lewis Call, CFA President, reported that CFA recently signed the Memorandum of Understanding which includes a safety provision that provides for expedited investigation and mitigation of any COVID-related health or safety problems, allows library and counseling faculty to continue working remotely until it is safe to return to work on campus and secures the right of faculty to teach virtually for several quarters.
F. ASI: Shayna Lynch, ASI President, reported that ASI passed a resolution during the summer urging the CSU to use legal resources to support undocumented students and recently awarded five Dreamer Scholarships.

IV. Business Item(s):
A. Resolution on Temporarily Suspending Virtual Learning Review. Thomas Gutierrez, Academic Senate Chair, introduced a resolution on behalf of the Academic Senate Executive Committee which proposed suspending the requirement of curricular review for online courses for faculty who wish to teach virtually during the 2021-2022 academic year due to ongoing uncertainties in the status of COVID-19. M/S/P to agendize the resolution.
B. Resolution on Faculty Choice of Virtual Modality. Thomas Gutierrez, Academic Senate Chair, presented a resolution which would allow instructional faculty teaching virtually to choose whether to teach their classes in a synchronous, asynchronous or hybrid modality while online course review is suspended during the 2020-2021 academic year due to the COVID-19 pandemic. M/S/P to agendize the resolution.
C. Approval of 2020-2021 Academic Senate committee charges. M/S/P to approve the 2020-2021 committee charges with the agreed-upon changes. The updated charges can be found on each committee’s webpage.
D. **Appointments to Academic Senate Committees for the 2020-2022 term.** M/S/P to approve the following appointments to Academic Senate committees:

**College of Engineering**
Jean Lee, Materials Engineering  
*Diversity Committee*

**College of Liberal Arts**
Eleanor Helms, Philosophy  
*DSA Committee*
Amber Williams, Psychology & Child Development  
*Diversity Committee*

**College of Science and Math**
Matthew Mewes, Physics  
*RSCA Committee*

**Orfalea College of Business**
Ajay Kathuria, Industrial Technology and Packaging  
*Sustainability Committee*

E. **Appointments to University Committees for the 2020-2022 academic year.** M/S/P to approve the following appointments to University committees:

**College of Agriculture, Food and Environmental Science**
Brian Greenwood, Experience Industry Management  
*Athletics Advisory Board*
Rodrigo Manjarin, Animal Science  
*Academic Assessment Council*

**College of Architecture and Environmental Design**
Doug Jackson, Architecture  
*GWR Advisory Board*

F. **Support for Consultative Process to Develop Emergency Policies and Procedures for Faculty Evaluation in AY 2020-21.** Ken Brown, Faculty Affairs Committee Chair, asked the Academic Senate Executive Committee to approve a proposed memorandum regarding the development of ad hoc policies and procedures for evaluation of virtual instruction for the 2020-21 academic year. M/S/P to provide support for the consultative process to develop emergency policies and procedures for faculty evaluation.

V. **Discussion Item(s):** none.

VI. **Adjournment:** 5:00 p.m.

Submitted by,

**Katie Terou**
Katie Terou  
Academic Senate Student Assistant
Statements of Interest Received for  
2020-2022 Academic Senate Committee Vacancies by College  
(All appointments are for 2-years unless noted below)

**College of Architecture and Environmental Design**

Distinguished Teaching Awards Committee (2020-2022)
Faculty Affairs Committee (2019-2021)
GE Governance Board (2020-2023)
Grants Review Committee (2019-2021)

**Kelly Main, City and Regional Planning (13 years at Cal Poly) – Tenured**

I am interested in reviewing and assessing qualitative research proposals, to ensure that they meet with the University's standards. I have several book chapters and peer-reviewed journal articles published related to qualitative research projects I have completed.

Instruction Committee (2019-2021)

**Bryan Knakiewicz, Construction Management (2 years at Cal Poly) – Lecturer**

I would like to express my interest in joining the Academic Senate Instruction Committee.

I am currently a second-year full-time lecturer in the Construction Management (CM) department, with seven years prior experience at Savannah State University (SSU) as full-time faculty and assistant professor. I received my B.S. (2007) and M.S. (2009) at The University of Toledo in the College of Engineering and my Ph.D. in Technology (2014), with a concentration in construction management, from Eastern Michigan University. At SSU, I was an active member of the SSU Library & Educational Media Committee, Department of Engineering Technology Continuous Improvement Committee, Civil Engineering Technology Industrial Advisory Committee (chair), College of Sciences and Technology New Programs and Curriculum Committee, among others. I am currently a member of the CM department’s Outcomes Assessment Committee, Technology and Facilities Committee, Senior Project Task Force, and the California Center for Construction Education (CCCE) Executive Committee.

After seven years in industry, I became an educator to help other people, spread knowledge, inspire people to be the best they can be, and help others to realize their own calling in the world. My approach to the work is to maximize my own effectiveness as an instructor and to challenge myself to grow my own instructional capabilities. In pursuit of educational effectiveness and capability I have recently authored instruction-related papers entitled: 1) BIM course development: Student led and industry supported; 2) Inspiring Middle School Girls into Engineering and Technology Fields; and 3) A methodology for civil engineering technology senior capstone projects with public, private, and federal agency collaboration to assist underserved communities.

I would like to serve the university beyond the CM department. I feel that my previous academic experience, dedication to student success, and commitment to upholding Cal Poly’s reputation will make me an effective member of the Instruction committee. I appreciate your consideration and will provide more details on your request.

Research, Scholarship, and Creative Activities Committee (2020-2022)
Sustainability Committee (2019-2021)

**College of Agriculture, Food and Environmental Sciences**

None

**College of Engineering**

None
College of Liberal Arts
Distinguished Scholarship Awards (2020-2022)

James Tejani, History (11 years at Cal Poly) Tenured
I am happy to serve on the Distinguished scholarship award committee on behalf of the Academic Senate and CLA.

I firmly believe that research is a vital task of Cal Poly faculty and one that improves our teaching of students. Recognition of excellent scholarship by peer faculty is a way to signal this to the entire campus and to our public stakeholders. I also know that Cal Poly does not always make it easy for faculty to produce research given our teaching load. So faculty who do so with high-quality are all the more deserving of recognition and merit.

I believe my own experience with scholarship will help me carry out committee duties in good faith. My publications have received the Billington Prize (2014) of the Western History Association, the Nunis Award (2015) of the Historical Society of Southern California, and honorable mention for the Hamilton Award (2015) of the American Society for Environmental History. I am currently completing a book manuscript.

College of Science and Math
None

Orfalea College of Business

Distinguished Scholarship Awards Committee (2020-2022)
Distinguished Teaching Awards Committee (2019-2021)
Fairness Board (2019-2021)
GE Governance Board (2020-2023)

Professional Consultative Services

Budget and Long-range Planning Committee (2019-2021)
Distinguished Scholarship Awards Committee (2019-2021)
Distinguished Teaching Awards Committee (2019-2021)
Fairness Board (2020-2022)
Sustainability Committee (2019-2021)
Statements of Interest Received for
2020-2022 University Committee Vacancies
(All appointments are for 1-year unless noted below)

**Academic Assessment Council** - Four vacancies: CAED (2019-2022), CENG (2020-2023), OCOB (2020-2023) and PCS (2020-2023)

- CAED (2019-2022)
- CENG (2020-2023)
- OCOB (2020-2023)
- PCS (2020-2023)

**Campus Parking & Transportation Advisory Committee**: One vacancy (2020-2022)

- Scott Johnson, Physics (12 years at Cal Poly) Tenured - Incumbent
  I would like to continue serving as an Academic Senate representative on the Campus Parking and Transportation Advisory Committee. When I first started serving on this committee in 2018, I had several ideas about how to improve parking and transportation on campus. But it turns out that these ideas were more than a little naïve: the parking and transportation world is much more complicated, with many more interest groups than I had previously imagined. But I feel like I have learned a lot in the first two years that I served. And with this knowledge, I feel like I am now in a better position to help advise the parking and transportation leadership to help alleviate some of the problems associated with space, cost, and sustainable transportation at Cal Poly.

- Christopher Woodruff, Music (14 years at Cal Poly) Tenure Track – Incumbent
  I would be happy to continue serving on the Campus Parking & Transportation Advisory Committee. As a frequent user of SLO Transit (and collaborator for promotional efforts) I value the service and the efforts the CSU are behind with regard to sustainable transportation and ensuring our carbon footprint meets our goals.

**Disability Access and Inclusion Committee**: Two vacancies DACC (2020-2022) AND ARB (2020-2022)

**Graduation Writing Requirement (GWR) Advisory Board**: Two vacancies: CENG (2019-2021), OCOB (2020-2022)

- CENG (2019-2021)
- OCOB (2020-2022)

**Intellectual Property Review Committee**: Two vacancies: CENG (2020-2023), and PCS (2019-2021)

- CENG (2020-2023)
- PCS (2019-2022)

**University Union Advisory Board**: One vacancy (2020-2021)
Proposed VP of OUDI Consultative Committee process (draft):

There are no policies for how to populate this committee that we could find in CAP or CAM. The below framework is based on a modified version of CAM 315.7 and the recent AY2019-20 Provost search process (see Appendix A and B below). The Executive Committee feels that, while the VP of OUDI is not formally an “academic” position, it is entangled with all aspects of academic life on campus in a way that is unique to most MPP positions. Using the Provost (Vice President for Academic Affairs/Senior Vice President) baseline from CAM seemed like a good first step in populating a Consultative Committee that represented voices across campus for such a singularly important role. *This is an initial senate proposal-in-discussion and ASI will have ample opportunity to work with the Executive Committee, Senate Chair, and the administration on a final recommendation to the President.*

Proposed method:

We recommend an external agency like Isaacson Miller is used to facilitate rigorous vetting rather than in-house.

Voting:

Secure eVoting (e.g. using Office 365 Forms or equivalent in-house technology) is necessary during COVID-19 in AY 2020-21. eVoting will likely be used for most senate business going forward to cut down on paper and staff workload.

Signature collection:

Faculty and PCS nominees require ten signatures as outlined in CAM 315.7. Because of COVID-19 in AY 2020-21, signatures can be obtained electronically using AdobeSign or by submitting emails with appropriate email signatures. Emails should come from Cal Poly with a clear signature line identifying the eligible nominator with contact information including: name, title, department/unit, email, and phone number. Faculty nominators for the college nominee must be tenured faculty from their college. The text of the email should state “I nominate [nominee] to serve on the consultative committee for the Vice President of OUDI.” The ten emails from nominators should be submitted by the nominee along with the nomination documentation.

Proposed Consultative Committee for VP OUDI in AY 2020-21:

- One faculty member from each of the instructional colleges elected by the faculty of each college (6)
- One academic member representing librarians nonteaching academic employees elected by academic from appropriate areas (PCS) (1)
- ASI President (or designee) (1)
- ASI Chair of Board of Directors (or designee) (1)
- The Academic Senate Chair (or designee) (1)
- One at-large faculty selected by the Academic Senate Chair (1)
- One at-large faculty or academic member selected by the President (1)
- One at-large student selected by the President (1)
- Up to seven MPP/staff/division members selected by the President (7)
- Director of Academic Employment (and Employment Equity Facilitator) as an *ex officio* nonvoting member (1)
- The VP of Academic Personnel (or Director HR) or designee will serve as an *ex officio* member to the committee (1)
Appendix A:

Below is the version in CAM in section 315.7 that outlines the makeup of the Consultative Committee for Provost and (some of the language is outdated). It is generally for “Vice President for Academic Affairs/Senior Vice President”:

- One faculty member from each of the instructional elected by the faculty (6)
- One academic member representing librarians nonteaching academic employees elected by academic from appropriate areas (PCS) (1)
- Two students selected by ASI President and confirmed by student senate (2)
- The academic senate chair (or designee) (1)
- One at-large faculty or academic member selected by the President (1)
- Three staff members …., selected by the President (3)
- The Affirmative Action Director as an ex officio nonvoting member (1)
- The Director of Personnel and Employee Relations will serve as a staff member to the committee (1)

Appendix B:

Below is the membership of the recent Consultative Committee for Provost in AY 2019-20:

- One faculty member from each of the instructional elected by the faculty (6)
- One academic member representing librarians nonteaching academic employees elected by academic from appropriate areas (PCS) (1)
- The academic senate chair (or designee) (1)
- One at-large faculty or academic member selected by the president (1)
- ASI President (or designee) (1)
- ASI Chair of Board of Directors (or designee) (1)
- One at-large student selected by the President (1)
- Seven MPP/staff/division members appointed by the President:
  - Dean of Engineering
  - Senior Vice President, Administration and Finance
  - Vice President, Student Affairs
  - Assistant Vice President, Academic Affairs
  - University Diversity and Inclusion Representative
  - Associate Vice President and Chief of Staff
  - Staff member at large
- Two ex officio members
  - Assistant Vice Provost, Admission and Enrollment (appointed by the President)
  - Director of Academic Employment and Employment Equity Facilitator