Meeting of the Academic Senate Executive Committee
Tuesday, October 27, 2020
3:10 to 5:00pm
https://calpoly.zoom.us/j/91235412593

I. Minutes: October 6, 2020 and October 13, 2020 (pp. 2-3)

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. Appointments to Academic Senate Committees for the 2020-2022 term: (p. 4)
B. Appointments to University Committees for the 2020-2022 academic year: (p. 5)
C. Appointment of Samuel Shalhoub as the 2020-2021 Part-Time Employee Representative
D. Appointment of Tina Smilkstein, Electrical Engineering Department, to the CENG Caucus for the 2020-2022 term
E. Appointment of Xuan Wang, Industrial and Manufacturing Engineering Department, to the CENG Caucus for the 2020-2022 term
F. [TIME CERTAIN 3:45 P.M.] Resolution on Emergency MPP Appointments: Ken Brown, Chair, Academic Senate Faculty Affairs Committee (pp. 6-7)
G. Review and Consider “UFPP Consent Agenda Report 12.3 Assigned Time for Exceptional Service to Students: Ken Brown, Chair, Academic Senate Faculty Affairs Committee (pp. 8-11)

V. Discussion Item(s):
A. VP of OUDI Consultative Committee: Thomas Gutierrez (pp. 12-13)

VI. Adjournment:
Meeting of the Academic Senate Executive Committee  
Tuesday, October 6, 2020  
3:10 to 5:00pm

I. Minutes: M/S/P to approve the September 15, 2020 Academic Senate Executive Committee minutes.

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

III. Reports:
A. Academic Senate Chair: none.
B. President’s Office: Jessica Darin, Chief of Staff, reported that Campus Health and Wellbeing has tested upwards of 7,000 students for COVID-19 since move-in and will continue to conduct testing. More information can be found at coronavirus.calpoly.edu.
C. Provost: none.
D. Statewide Senate: none.
E. CFA: none.
F. ASI: Shayna Lynch, ASI President, reported that ASI will be continuing with their voter registration and civic engagement campaign during the final weeks leading up to the election.

IV. Business Item(s):
A. President’s Special Report. President Jeffrey Armstrong reported that Beth Gallagher, Associate Vice President for Human Resources, will be retiring at the end of this academic year and Al Liddicoat, Academic Personnel, will temporarily fill the role. Armstrong anticipates more discussions with the Academic Senate and Executive Committee in the coming months to determine the future of this position.
B. CONFIDENTIAL: Naming Opportunities.
C. Appointments to Academic Senate Committees for the 2020-2022 term. M/S/P to approve the following appointments to Academic Senate committees:
   College of Architecture and Environmental Design
   Kelly Main, City and Regional Planning
   Bryan Knakiewicz, Construction Management
   Grants Review Committee
   Instruction Committee
   College of Liberal Arts
   James Tejani, History
   DSA Committee

D. Appointments to University Committees for the 2020-2022 academic year. M/S/P to appoint Scott Johnston, Physics, to the Campus Parking & Transportation Advisory Committee.

V. Discussion Item(s):
A. Credit/No Credit Discussion. Thomas Gutierrez, Academic Senate Chair, led a conversation about potentially extending the credit/no credit deadline established in AS-902-20 and shared data which showed that significantly more students opted for credit/no credit during spring and summer quarters 2020 than in previous years. Some points of discussion were the quality of online instruction as well as the abundance of challenges both students and faculty are facing during these unprecedented times.

VI. Adjournment: 5:00 p.m.

Submitted by,

Katie Terou
Academic Senate Student Assistant

805-756-1258 - academicsenate.calpoly.edu
Meeting of the Academic Senate Executive Committee  
Tuesday, October 13, 2020  
4:10 to 5:00pm

I. Minutes: none.

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

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

IV. Business Item(s):  
A. Ethnic Studies Workgroup Charges. Thomas Gutierrez, Academic Senate Chair, discussed the new Ethnic Studies requirement established in AB-1460 as well as proposed membership and charges for the campus Ethnic Studies Workgroup. Charges include working with the Provost to provide the feedback for the Chancellor’s Office and collaborating with the General Education Governance Board on a resolution about implementation. More information about AB-1460 and this working group can be found here. M/S/P to approve the membership and charges of the Ethnic Studies Workgroup. M/S/P to approve four WTU’s for Jenell Navarro, Ethnic Studies Workgroup Chair.

V. Discussion Item(s): none.

VI. Adjournment: 4:38 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)

Dale Clifford, Architecture (6 years at Cal Poly) Tenured

Hello, I was a recent recipient of the DTA and I appreciated getting to know the process of the committee. I also am a strong proponent of teaching recognition and better understanding the teaching methods of my peers.

Faculty Affairs Committee (2019-2021)
GE Governance Board (2020-2023)
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**
None

**College of Science and Math**
Distinguished Teaching Awards Committee (2019-2021)

**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)
GE Governance Board (2019-2022)
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)

Mona El Helbawy, Electrical Engineering (1.2 years at Cal Poly) Lecturer
My name is Mona El Helbawy. I am a full-time lecturer with the Electrical Engineering Department. I joined Cal Poly on September 12, 2019. I am looking for opportunities to engage and serve the University community, make significant contributions, and continue the journey of professional and personal development and growth.

OCOB (2020-2023)

PCS (2020-2023)

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)

Mona El Helbawy, Electrical Engineering (1.2 years at Cal Poly) Lecturer
My name is Mona El Helbawy. I am a full-time lecturer with the Electrical Engineering Department. I joined Cal Poly on September 12, 2019. I am looking for opportunities to engage and serve the University community, make significant contributions, and continue the journey of professional and personal development and growth.

OCOB (2020-2022)

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

CENG (2020-2023)

Michael Whitt, Biomedical Engineering (6 years at Cal Poly) Tenure Track
I have spent the majority of my career in industry and am a patent holder. Additionally I have managed an international patent portfolio for a medical device company that I co-founded. I would like to be involved and provide input concerning in intellectual property policies that could contribute to improvements to the Cal Poly community.

PCS (2019-2022)

University Union Advisory Board: One vacancy (2020-2021)
RESOLUTION ON EMERGENCY MPP APPOINTMENTS

Impact on Existing Policy: Recommends establishing new administrative personnel policies.¹

WHEREAS: Many faculty, students, alumni, and other campus stakeholders have criticized recent emergency Management Personnel Program (MPP) appointments for, among other things, the lack of transparency and the absence of process; and

WHEREAS: Faculty criticism has addressed the adverse impact that emergency MPP appointments may have upon shared governance; and

WHEREAS, AS-748-12 reaffirms the role of faculty in shared governance at Cal Poly in matters related to "curriculum, subject matter and methods of instruction, research, faculty status, and student educational processes;" and

WHEREAS, Administrators in MPP may affect areas of faculty concern, such as curriculum, subject matter and methods of instruction, research, faculty status, and student educational processes; and

WHEREAS, Standard MPP appointments for positions affecting areas of faculty concern typically involve consultation with faculty; and

WHEREAS, Emergency MPP appointments may involve no faculty consultation; and

WHEREAS, In summer the Academic Senate Executive Committee acts in place of the full Academic Senate (Bylaws VI.B.1); therefore be it

RESOLVED: The administration formalize MPP appointment policies in Campus Administrative Policies (CAP) by Spring 2022 in consultation with the Faculty Affairs Committee,
RESOLVED: All MPP appointments for positions affecting areas of faculty concern involve timely consultation with the Academic Senate or the Academic Senate Executive Committee when acting on behalf of the Academic Senate, and be it further

RESOLVED: Emergency MPP appointments should standardly be interim and followed by a full search for a permanent appointment during the academic year.

Proposed by: Academic Senate Faculty Affairs Committee
Date: Fall, 2020

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1 (1) Describe how this resolution impacts existing policy on educational matters that affect the faculty. Examples include curricula, academic personnel policies, and academic standards.
(2) Indicate if this resolution supersedes or rescinds current resolutions.
(3) If there is no impact on existing policy, please indicate NONE.
The Academic Senate Faculty Affairs Committee (FAC) is a standing Senate committee with representation from each college, the library and professional consultative services, Academic Affairs, and a student representative. FAC employs a streamlined process for Academic Senate approval of personnel policies which specifies the nature of consultation with faculty affected by proposed changes and provides a clear accounting of which policy documents have been superseded by the proposed change. It also allows the Senate Executive Committee to place non-controversial updates to personnel policies on the Senate consent agenda.

**Summary of Chapter 12.3: Assigned Time for Exceptional Service to Students**

The Collective Bargaining Agreement establishes a program of awarding assigned time to faculty who have performed exceptional levels of service to students that has not otherwise been compensated. The Faculty Affairs Committee drafted policies and criteria for assigning these awards. These policies had been circulated annually when announcing the awards and soliciting faculty participation in the awards committee. These policies should reside in UFPP.

**Impact on Existing Policy**

This action moves existing policy into UFPP, with one addition that reflects the practices of the past two implementations of this program. That revision is highlighted in red underlined text and states that the Academic Senate chair may assign the functions of the committee that evaluates the request for these awards to a standing Senate committee.

**Implementation**

None.

**Consultation with Faculty Units about UFPP**

Unnecessary.

*What follows is the proposed policy text ...*
12.3. Assigned Time for Exceptional Levels of Service to Students

12.3.1. PURPOSE: To provide a process for all Unit 3 faculty to write proposals and compete for assigned time for exceptional levels of service to students that supports the priorities of the California State University (CSU) system and support California Polytechnic State University San Luis Obispo (Cal Poly’s) Mission and Strategic Plan pursuant to Article 20, Section 37 of the 2014—2017 Collective Bargaining Agreement (CBA) between CSU and the California Faculty Association (CFA) and the extension of the CBA through 2019 – 2020.

12.3.2. EXCEPTIONAL STUDENT SERVICE COMMITTEE (ESSC)

12.3.2.1. Each academic college shall be a constituency and shall have a representative on the Exceptional Student Service Committee (ESSC). The Academic Senate Chair may assign the functions of the ESSC to a standing Academic Senate committee.

12.3.2.2. One faculty member from each constituency defined above shall be appointed by the Academic Senate Executive Committee, and a student will be appointed by the Associated Students, Inc. The Provost and Vice-President for Academic Affairs or his/her designee will serve as a nonvoting ex-officio member. Each appointed member shall serve a one-year term. Faculty serving on this committee shall not be applicants for assigned time.

12.3.2.3. The functions of ESSC shall be:
   • Evaluate faculty applications for assigned time for exceptional levels of service to students.
   • Make recommendations based on those evaluations to the Provost and Executive Vice President for Academic Affairs.
   • Periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC).

12.3.3. ASSIGNED TIME BUDGET AND REPORTING

12.3.3.1. There is no CSU allocation provided to support assigned time. Campuses are required to self-fund the assigned time allocations based on the number of full-time equivalent students at each campus. At Cal Poly, the assigned time will be funded by the Provost.

12.3.3.2. Cal Poly shall expend all assigned time allocated under this program. Cal Poly shall provide an accounting of assigned time expended for this program for the prior fiscal year by no later than November 1 of the subsequent year to the ESSC, the FAC, the Academic Senate, Campus CFA President, and the CSU.

12.3.3.3. All assigned time allocations must be expended in the academic year per restrictions specified below. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for an assistant professor. Awards from appeals shall not exceed 10% of the annual budget for assigned time and shall be funded in the subsequent academic year. During the last year of the agreement, appeals must be funded from the funds for that year, including any rollover from previous years.

12.3.4. ELIGIBILITY & RESTRICTIONS

12.3.4.1. All Unit 3 faculty employees are eligible to submit a proposal to request assigned time for exceptional levels of service to students. Faculty who have previously received assigned time under this program will be eligible to apply for another assigned time award. Faculty members already receiving other sources of assigned time or compensation for the same general category of activity (e.g. assigned time for excess enrollments, assigned time for committee service) shall not be eligible for support from this program.
12.3.4.2. Assigned time can only be utilized during the academic year (September – June) during which the activity is performed.

12.3.5. **TIMELINE**

12.3.5.1. Application for assigned time shall be for activities in the subsequent academic year. A timeline for applications shall be announced in the notification sent to faculty upon the opening of the application period. Typically the call for applications occurs in Fall quarter with applications due to the applicant’s department chair/head around the beginning of Winter quarter, though contingencies may delay the notification period.

12.3.5.2. The applicant’s department chair/head submits the application materials to the applicant’s Dean, who then submits the applications to the ESSC typically by early in Winter quarter. The ESSC reviews applications and submits its recommendations to the Provost and Vice President for Academic Affairs in time for applicants to be notified of the status of their applications near the end of Winter quarter.

12.3.6. **APPLICATION MATERIALS AND CRITERIA**

12.3.6.1. The distribution of application materials concerning assigned time for exceptional levels of service to students should target department chairs/heads, program directors and students to encourage applications from faculty they view as having taken on extraordinary burdens in the related categories of service to students.

12.3.6.2. An application for assigned time to support exceptional levels of service to students shall consist of:

- A completed proposal that includes sufficiently detailed narrative, not to exceed two pages, on the template provided for this purpose, which includes sufficient justification for the use of assigned time requested, the impact factor (see application), a description of how the service is extraordinary, and how the WTUs requested correlate to work effort;
- The faculty applicant’s current curriculum vitae (CV), with relevant service activities for which assigned time is being sought highlighted;
- A statement from the department chair indicating support for the proposal and verification that no other source of assigned time or compensation has been provided for the same general activity; and
- The college dean’s recommendation.

12.3.6.3. Incomplete applications will not be reviewed.

12.3.7. **SUPPORTED ACTIVITIES AND REVIEW CRITERIA**

12.3.7.1. The following activities may be supported:

- Student mentoring, advising, and outreach that goes significantly beyond the normal expectations of all faculty;
- Activities that support underserved, first-generation, and/or underrepresented students;
- Curricular redesign intended to improve student access and success;
- Service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty;
- Other extraordinary forms of service to students.

12.3.7.2. **Review criteria:**

- Narrative description of proposed activity/project detailing nature of service provided;
• Demonstration of how the service to the students is extraordinary – provide context of the full service and teaching load such that this service to students is extraordinary in light of the totality of the service and teaching load;
• Justification for how the amount of assigned time requested correlates to the work involved in the service activity;
• Demonstrated ability to be successful in accomplishing project goals and previous work in this area.

12.3.8. **RECOMMENDATIONS**

12.3.8.1. The ESSC shall rate each proposal based on the established criteria and rank order the proposals by total rubric score.

12.3.8.2. The ESSC shall submit its evaluations and the application materials to the Provost and Vice-President for Academic Affairs who shall make the final determination regarding the approval or denial of the proposals.

12.3.9. **INFORMATION PROVIDED TO APPLICANTS**

12.3.9.1. Once a decision is reached by the Provost and Vice-President for Academic Affairs, he/she will forward his/her approval or denial, and if denied, the basis for the decision, as well as the numeric score and ranking of their application.

12.3.10. **APPEALS**

12.3.10.1. Within 10 days following receipt of the Provost and Vice-President for Academic Affairs’ decision, applicants may appeal the decision in writing to the Associate Vice-Provost for Academic Personnel. Appeals will be forwarded to the Faculty Affairs Committee for consideration. The FAC will consider the appeal at their next scheduled business meeting and will respond to the appellant in writing with a copy to the Provost. Decisions of the FAC shall be final and binding and are not subject to the grievance procedures specified in Article 10 of the CBA.

12.3.11. **EFFECTIVE DATES**

12.3.11.1. The policies and procedures in this document are an implementation of Article 20, section 37 of the 2014 – 2017 CBA. Due to the extension of the CBA through 2019 – 2020, the 2019 – 2020 academic year marks the end of this program and this policy shall no longer be in effect on or after June 30, 2020, unless Article 20.37 is specifically extended in the successor CBA to include additional awards in future years.

12.3.11.2. Academic Personnel shall maintain an updated calendar for the operations of the ESSC and the awarding of this assigned time for each academic year it is in effect.
VP OUDI Consultative Committee
Executive Committee Recommendation to the President (draft)

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)
- Two at-large students selected by the ASI President (2)
- 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