Meeting of the Academic Senate Executive Committee
Tuesday, November 1, 2022
38-114, 3:10 to 5:00pm

I. Minutes: October 11, 2022 (pp. 2-3)

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

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

IV. Business Item(s):
A. Appointments to Academic Senate Committees for the 2022-2023 term (p. 4)
B. Approval of Instruction Committee’s Recommendations for the 2024-2025 and 2025-2026 Academic Calendar: Kris Jankovitz, Academic Senate Instruction Committee Chair (p. 5-34)
C. [CLOSED SESSION, TIME CERTAIN 3:30 P.M.] Honorary Degree: Keith Humphrey, Vice President for Student Affairs (Materials sent electronically)
D. [TIME CERTAIN 3:45 P.M.] Resolution on UFPP 12.3 Assigned Time for Exceptional Service to Students: Ken Brown, Academic Senate Faculty Affairs Committee Chair (pp. 35-45)
E. Resolution on Undergraduate Concentrations and Semesters: Greg Bohr, Academic Senate Curriculum Committee Chair (pp. 46-47)
F. Resolution on Cross-Disciplinary Studies Minors and Semesters: Greg Bohr, Academic Senate Curriculum Committee Chair (pp. 48-49)
G. Resolution on Modifications to the Bylaws of the Academic Senate: Thomas Gutierrez, Academic Senate Chair (pp. 50-52)
H. Resolution on the Faculty Status of Participants in the Faculty Early Retirement Program: Steve Rein, Academic Senate Statewide Senator (p. 53)

V. Discussion Item(s):
A. Master of Business Administration for Professionals Suspension: Bruno Giberti, Academic Programs and Planning and Damon Fleming, OCOB Dean (p. 54)
Meeting of the Academic Senate Executive Committee  
Tuesday, October 11, 2022  
38-114, 3:10 to 5:00pm

I. **Minutes**: June 2, 2022, and September 20, 2022. M/S/P to approve the minutes for June 2, 2022 and September 20, 2022.

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

III. **Reports**:
   A. **Academic Senate Chair**: No report this week.
   B. **President’s Office**: No report this week.
   C. **Provost**: Cynthia Jackson-Elmoore, Provost, provided a digital report that can be found [here](#).
   D. **Statewide Senate**: Gary Laver, Representative for Statewide Senate, announced that Statewide Senate met on Friday.
   E. **CFA**: Lisa Kawamura, CFA representative, reported that CFA is activated for the impending arrival of former Chancellor Castro. Also discussed was the quarter-to-semester transition and how to best prepare for students and faculty.
   F. **ASI**: Gracie Babatola, ASI president, announced that ASI is asking students how they feel about the arrival of former Chancellor Castro. ASI is also speaking to Campus Wellbeing to help cater to the demand for affordable food on campus.

IV. **Business Item(s)**:
   A. **Appointment of members to the Academic Senate Curriculum Appeals Committee** M/S/P to appoint members to the Academic Senate Curriculum Appeals Committee.
      **College of Liberal Arts**
      Gary Laver, Psychology and Child Development
      **GEGB Committee**
   B. **Appointments to Academic Senate Committees for the 2022-2023 term** M/S/P to appoint Academic Senate Committees for the 2022-2023 term.
      **College of Science and Math**
      Kristin Hardy, Biological Sciences
      **GEGB Committee**
      **Professional Consultative Services**
      Louise Torgerson, Mustang Success Center
      **Curriculum Committee**
   C. **Appointments to University Committees for the 2022-2023 term** M/S/P to appoint University Committees for the 2022-2023 term.
      **College of Agriculture Food and Sciences**
D. Resolution on Revoking the Academic Senate Service Privileges of Former CSU Chancellor Joseph I. Castro: Thomas Gutierrez, Academic Senate Chair M/S/P to revise the Resolution on Revoking the Academic Senate Service Privileges of Former CSU Chancellor Joseph I. Castro. Will come directly to first reading after revisions.

E. Resolution on Suspending Term Limits for Academic Senate Curriculum Committees During Quarter-to-Semester Conversion: Thomas Gutierrez, Academic Senate Chair M/S/P to agendize the Resolution on Suspending Term Limits for Academic Senate Curriculum Committees During Quarter-to-Semester Conversion.

F. Resolution on Senior Projects and Semesters: Greg Bohr, Academic Senate Curriculum Committee Chair M/S/P to agendize the Resolution on Senior Projects and Semesters.

G. Resolution on Modifications to the Bylaws of the Academic Senate: Thomas Gutierrez, Academic Senate Chair M/S/P to return to the agenda in the next Executive meeting.

Addendum: the Executive Committee conducted an eVote from October 13-October 17, 2022 to agendize the Resolution on Minors and Semesters to first reading, from Greg Bohr, Academic Senate Curriculum Committee Chair. The urgency of the resolution, and the limited meetings schedule, required business be conducted electronically.

V. Discussion Item(s): none

VI. Adjournment: 5:00 pm

Submitted by,

Sessa Renfrew
Academic Senate Student Assistant
10/26/22

Statements of Interest Received for 2022-2024 Academic Senate Committee Vacancies by College
(All appointments are for 2-years unless noted below)

**College of Architecture and Environmental Design**
Curriculum Committee 2022-2024
Diversity 2022-2024
Grants Review 2021-2023
Instruction 2021-2023

**College of Agriculture, Food and Environmental Sciences**
GEGB 2022-2025

**College of Engineering**
Instruction 2022-2024

**College of Liberal Arts**
None

**College of Science and Math**
None

**Orfalea College of Business**
GEGB 2020-2023
  Rafael Guerra Silva, Industrial Technology and Packing (New Hire) Tenure Track
  Support the efforts of Cal Poly's General Education Governance Board during the ongoing Q2S transition and its other responsibilities.

**Professional Consultative Services**
DTA 2021-2023
Fairness 2022-2024
Sustainability 2021-2023
On 10/14/22 the Academic Senate Instruction Committee reviewed the proposals for the 2024-25 and 2025-26 Academic Calendars provided by the Office of the Registrar. The committee discussed the merits of each calendar option and we provide the following recommendation as feedback for consideration.

2024-25 Calendar

Fall 24 unanimous support for Option 1 and a Monday start for Fall quarter.

Faculty prefer a Monday start at it presents fewer challenges in terms of sequencing and pacing of course material. A Monday start increases the likelihood that lab based classes will have a lecture meeting before the lab meetings. CENG and CSM faculty overwhelming prefer the Monday start for these reasons. CAP also states that when ever possible the term should begin on a Monday.

Winter 25 unanimous support for Option 1a.

This is consistent with the past few years and the faculty and students are accustomed to this schedule change. Further this option presents fewer challenges to instruction related to scheduling of exams and assignments when the January Monday holiday becomes a “Tuesday is a Monday schedule” as compared to the February Monday Holiday.

Option 1a presents fewer conflicts for faculty and students who also teach or attend classes at Cuesta. The MLK holiday occurs before Cuesta begins the Spring Semester and does not result in scheduling conflicts if the February President’s Day holiday uses the “Tuesday is a Monday schedule”.

Spring 25 - unanimous support for Option 1 (only option provided)

2025-2026

Fall 25 by a vote of 4 YES and 1 NO the IC recommends Option 1 with a Monday start.

One item of concern is that in the observance of Rosh Hashanah begins at sundown on Monday 9/22/25 and ends at nightfall on Wednesday 9/24/25. In the past, the Academic Calendar has prioritized the observation of Yom Kippur if the holiday falls during the first week of the term.

Although a majority of the IC voted to recommend Option 1, we encourage further consideration of the matter. We are unclear if Rosh Hashanah is prioritized in the same way as Yom Kippur when modifying the calendar for a start date other than Monday. Further, we are not certain that a Thursday
start will provide a remedy that does not disadvantage those who observe the holiday with Sabbath like restrictions. Even with a Thursday start, students will miss classes and refrain from work and school activities from Monday evening through Wednesday at nightfall. Given the preference for a Monday start by most faculty, is a modification to the calendar likely to mitigate the disadvantage to those who observe Rosh Hashanah? We don’t know.

Winter 26 unanimous support for Option 1a for the same reasons provided for Winter 25.

Spring 26 - unanimous support for Option 1 (only option provided)

Respectfully Submitted,

Academic Senate Instruction Committee
In accordance with Campus Administrative Policy 211 [http://policy.calpoly.edu/cap/200/cap210.htm], the Provost, or his/her designee, proposes a calendar to the President for approval, following consultation with various campus constituencies including the Academic Deans' Council, Academic Senate Executive Committee, Academic Senate Instruction Committee, ASI, Academic Personnel, Human Resources, Cal Poly Corporation, and Student Affairs.

Currently, Cal Poly is operating on an approved Academic Calendar extending through the end of Spring Quarter 2024. Attached is the quarter-by-quarter calendar proposal for the period from Summer Quarter 2024 through Spring Quarter 2025 and Summer Quarter 2025 through Spring 2026. In preparation for the semester conversion, the consultation process for both academic years is being distributed and approved during Fall Quarter 2022. A view of the Summer 2026 quarter is also available for comment.

For each quarter’s proposal:

- Applicable Campus Administrative Policy (CAP) is cited.
- The various options and corresponding considerations are presented in a table format.
- Calendar displays with relevant months are provided for each option. Key dates are highlighted, such as final examination periods and academic holidays.

Ultimately, the calendar for the entire year will be a combination of the selected proposals for each quarter.

By copy of this letter, we are requesting recipients, except for the Academic Senate Chair and the Academic Senate Instruction Committee, to seek input from their respective organizations. After receiving and assessing input, the recipients should send any comments and/or recommendations on the proposed options, to Michele Kekaha, Office of the Registrar (mkekaha@calpoly.edu) on or before Wednesday, October 19, 2022.

After the collected feedback is provided to the Academic Senate Instruction Committee for review, the Academic Senate Executive Committee is requested to make their recommendation on or before Thursday, November 10, 2022.

If you have any questions regarding development of the calendar, please contact Michele Kekaha in the Office of the Registrar at x6-6375 or mkekaha@calpoly.edu.
Summer Quarter 2024

Campus Administrative Policy for consideration:

- Per CAP 211.1, “Summer quarter should end prior to Labor Day. Spring quarter should end prior to the second weekend in June.”
- Per CAP 211.1, “The need to start the first day of instruction on a Monday shall take higher priority in planning the academic calendar than ending summer quarter prior to Labor Day and ending spring quarter prior to the second week in June.”
- Per CAP 211.2, “Whenever possible, quarter breaks should include no less than five calendar days between the last day of final examinations and the beginning of the subsequent quarter.”

**Note:** The following dates are based upon a 10-week session, the longest possible session, followed by a 5-day final examination period. Actual sessions and their final examination periods will be determined at a later date.

<table>
<thead>
<tr>
<th>Summer 2024</th>
<th>Break between Spring &amp; Summer terms</th>
<th>First Day of Classes</th>
<th>Academic Holiday</th>
<th>Last Day of Classes</th>
<th>Final Exam Period</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>7 calendar days</td>
<td>June 24, Monday</td>
<td>July 4, Thursday</td>
<td>September 3 - 6,</td>
<td>Labor Day occurs on Monday, September 2. Final exams will occur September 3-6, after Labor Day.</td>
<td></td>
</tr>
</tbody>
</table>

**Summer 2024**

49 Possible Instructional Days

<table>
<thead>
<tr>
<th>June 2024</th>
<th>July 2024</th>
<th>August 2024</th>
<th>September 2024</th>
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<tbody>
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<tr>
<td>9 10 11 12 13 14 15</td>
<td>16 17 18 19 20 21 22</td>
<td>23 24 25 26 27 28 29</td>
<td>30 31 32 33 34 35 36 37</td>
</tr>
</tbody>
</table>

Legend:
- Academic Holiday
- Fall Conference
- First Day of Classes
- Common Finals Option
- Final Examination Period
- Commencement Day

Office of the Registrar - Rev. 1
9/26/22
Fall Quarter 2024

Campus Administrative Policy for consideration:
• Per CAP 211.1, “Whenever possible, the first day of instruction each quarter shall be a Monday with a 48-day minimum per quarter (49-day minimum spring quarter) and the last day of instruction each quarter shall be a Friday.”
• Per CAP 211.1, “In calendar years in which the first Monday of a quarter falls on a major religious or cultural holiday, it is recommended that instruction shall begin on Tuesday of that week.”
• Per CAP 211.2, “Whenever possible, quarter breaks should include no less than five calendar days between the last day of final examinations and the beginning of the subsequent quarter.”

<table>
<thead>
<tr>
<th>Fall 2024</th>
<th>Break between Summer &amp; Fall terms</th>
<th>First Day of Classes</th>
<th>Academic Holiday</th>
<th>Last Day of Classes</th>
<th>Final Exam Period</th>
<th>Break between Fall &amp; Winter terms</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>Classes start Thursday, September 19, Tuesday</td>
<td>Fall Conference starts September 12, Monday</td>
<td>November 11, Monday</td>
<td>December 6, Friday</td>
<td>December 7, Saturday Common Final Option</td>
<td>3 weeks</td>
<td>Yom Kippur does not occur during first week of term. (October 11/12) *Length of Fall Break may vary MWF (30), TR (21) Instructional Days = 51 Total Academic Work Days = 62</td>
</tr>
<tr>
<td></td>
<td>No classes during Fall Break*</td>
<td>Classes start September 19, Thursday</td>
<td>November 25 - 29, Monday – Friday</td>
<td>December 7-13, Monday - Friday</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Option 2</td>
<td>Classes start Monday, September 23, Monday</td>
<td>Fall Conference starts Sept. 16, Monday</td>
<td>November 11, Monday</td>
<td>December 6, Friday</td>
<td>December 7, Saturday Common Final Option</td>
<td>3 weeks</td>
<td>Yom Kippur does not occur during first week of term. (October 11/12) *Length of Fall Break may vary MWF (29), TR (20) Instructional Days = 49 Total Academic Work Days = 61</td>
</tr>
<tr>
<td></td>
<td>No classes during Fall Break*</td>
<td>Classes start Sept. 23, Monday</td>
<td>November 25 - 29, Monday – Friday</td>
<td>December 9-13, Monday - Friday</td>
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Office of the Registrar - Rev. 1

9/26/22
Winter Quarter 2025

Campus Administrative Policy for consideration:
- Per CAP 211.1, “Whenever possible, each academic quarter shall consist of a minimum of nine (9) offerings of calendar days’ schedules.” For example, there should be nine offerings of Monday classes, nine offerings of Tuesday classes, etc.
- Per CAP 211.1, “Whenever possible, the first day of instruction each quarter shall be a Monday with a 48-day minimum per quarter (49-day minimum spring quarter) and the last day of instruction each quarter shall be a Friday.”
- Per CAP 211.1, “In calendar years in which the first Monday of a quarter falls on a major religious or cultural holiday, it is recommended that instruction shall begin on Tuesday of that week.”

<table>
<thead>
<tr>
<th>Winter 2025</th>
<th>Break between Fall &amp; Winter terms</th>
<th>First Day of Classes</th>
<th>Academic Holiday</th>
<th>Last Day of Classes</th>
<th>Final Exam Period</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1a or 1b</td>
<td>3 weeks</td>
<td>January 6, Monday</td>
<td>January 20, Monday</td>
<td>March 14, Friday</td>
<td>March 15, Saturday Common Final Option</td>
<td>Follow a Monday schedule on a Tuesday, so there are nine offerings of Monday classes during the term. Options are: 1a) Tuesday, January 21, after Martin Luther King Jr. holiday on January 20 1b) Tuesday, February 18, after Washington holiday on February 17</td>
</tr>
</tbody>
</table>

Considerations:
- Can affect part-time instructors with other jobs off-campus (e.g. at Cuesta) and students’ jobs off-campus.
- Occurrence later in term may affect mid-term schedules.

Instructional Days = 48
MWF (29), TR (19)
Total Academic Work Days = 54

Winter 2025 option 1 with 1a or 1b
48 instructional days

<table>
<thead>
<tr>
<th>January 2025</th>
<th>February 2025</th>
<th>March 2025</th>
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<td>9 10 11 12 13 14 15</td>
<td>9 10 11 12 13 14 15</td>
</tr>
<tr>
<td>19 20 1a 22 23 24 25</td>
<td>16 17 1b 19 20 21 22</td>
<td>16 17 18 19 20 21 22</td>
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<tr>
<td>26 27 28 29 30 31</td>
<td>23 24 25 26 27 28</td>
<td>23 24 25 26 27 28</td>
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<td>30 31</td>
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</table>

Academic Holiday | First Day of Classes | Change to a Monday Schedule | Common Finals Option | Final Examination Period | Evaluation Day (No Classes)
Spring Quarter 2025

Campus Administrative Policy for consideration:
- Per CAP 211.1, “Whenever possible, each academic quarter shall consist of a minimum of nine (9) offerings of calendar days’ schedules.” For example, there should be nine offerings of Monday classes, nine offerings of Tuesday classes, etc.
- Per CAP 211.1, “Whenever possible, the first day of instruction each quarter shall be a Monday with a 48-day minimum per quarter (49-day minimum spring quarter) and the last day of instruction each quarter shall be a Friday. In calendar years in which the first Monday of the quarter falls on Cesar Chavez Day, instruction shall begin on Tuesday of that week.”

<table>
<thead>
<tr>
<th>Spring 2025</th>
<th>Break between Winter &amp; Spring terms</th>
<th>First Day of Classes</th>
<th>Academic Holiday</th>
<th>Last Day of Classes</th>
<th>Final Exam Period</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Option 1    | 7 calendar days                     | April 1, Tuesday     | May 26, Monday  | June 6, Friday    | June 7, Saturday Common Finals Option | Considerations:  
  - Monday, March 31 is César Chávez Day  
  - 2-day commencement period on Saturday and Sunday  
  - Follow a Monday schedule on a Tuesday, so there are nine offerings of Monday classes during the term. Tuesday, May 27, after Memorial Day holiday, classes follow Monday schedule.  
  Considerations:  
  - Can affect part-time instructors with other jobs off-campus (e.g. at Cuesta) and students’ jobs off-campus.  
  - Occurrence later in term may affect mid-term schedules.  
  MWF (29), TR (19)  
  Instructional Days = 48  
  Total Academic Work Days = 54 / 55 depending on Fall option selected |

Spring 2025 Option 1
48 Instructional Days

<table>
<thead>
<tr>
<th>March 2025</th>
<th>April 2025</th>
<th>May 2025</th>
<th>June 2025</th>
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<tbody>
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<td>16 17 18 19 20 21 22</td>
<td>20 21 22 23 24 25 26</td>
<td>18 19 20 21 22 23 24</td>
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<td>30 31</td>
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<td>29 30</td>
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</tbody>
</table>
## SUMMARY OF CALENDAR DAYS
### Academic Year (F-W-Sp)

<table>
<thead>
<tr>
<th></th>
<th>SUMMER 2024</th>
<th>FALL 2024</th>
<th>WINTER 2025</th>
<th>SPRING 2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Year/Term*</td>
<td>--</td>
<td>5</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>MWF Days</td>
<td>30</td>
<td>30/29</td>
<td>29</td>
<td>29</td>
</tr>
<tr>
<td>TR Days</td>
<td>19</td>
<td>21/20</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>Total Instructional Days</td>
<td>49</td>
<td>51/49</td>
<td>48</td>
<td>48</td>
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<tr>
<td>Final Exams</td>
<td>TBD†</td>
<td>5</td>
<td>5</td>
<td>5</td>
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<tr>
<td>Evaluation Day</td>
<td>--</td>
<td>0/1</td>
<td>1</td>
<td>0/1</td>
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<tr>
<td>Commencement</td>
<td>--</td>
<td>1</td>
<td>--</td>
<td>1†</td>
</tr>
<tr>
<td>Total Academic Work Days</td>
<td>49†</td>
<td>62/61</td>
<td>54</td>
<td>54/55</td>
</tr>
</tbody>
</table>

Total Academic Year Instructional Days (F-W-Sp) = 145 to 147
Total Academic Year Work Days (F-W-Sp) = 170

Per CAP 211.1: The typical academic year shall consist of 147 instructional days. From year-to-year a variation of plus or minus two days is permissible. There shall be a minimum of 170 academic workdays in the academic year. There shall be a maximum of 180 academic work days in the academic year.

* Fall Conference
† Final exam periods for summer term are determined by the number and length of sessions offered.
‡ Spring commencement occurs over the course of 2 days with departments participating in 1 of those days.
Summer Quarter 2025

Campus Administrative Policy for consideration:
- Per CAP 211.1, “Summer quarter should end prior to Labor Day. Spring quarter should end prior to the second weekend in June.”
- Per CAP 211.1, “The need to start the first day of instruction on a Monday shall take higher priority in planning the academic calendar than ending summer quarter prior to Labor Day and ending spring quarter prior to the second week in June.”
- Per CAP 211.2, “Whenever possible, quarter breaks should include no less than five calendar days between the last day of final examinations and the beginning of the subsequent quarter.”

Note: The following dates are based upon a 10-week session, the longest possible session, followed by a 5-day final examination period. Actual sessions and their final examination periods will be determined at a later date.

<table>
<thead>
<tr>
<th>Summer 2025</th>
<th>Break between Spring &amp; Summer terms</th>
<th>First Day of Classes</th>
<th>Academic Holiday</th>
<th>Last Day of Classes</th>
<th>Final Exam Period</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>6 - 7 calendar days*</td>
<td>June 23, Monday</td>
<td>July 4, Friday</td>
<td>10-week session: August 29, Friday</td>
<td>September 2 - 5, Tuesday - Friday</td>
<td>Labor Day occurs on Monday, September 1. Final exams will occur September 2-5, after Labor Day. MWF (29), TR (20) Instructional Days = 49 Total Academic Work Days = Not in term calculation</td>
</tr>
</tbody>
</table>

*Depending on spring 2025 calendar approval. June 16 may be an Academic Work Day.

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Summer 2025

49 Possible Instructional Days

<table>
<thead>
<tr>
<th>June 2025</th>
<th>July 2025</th>
<th>August 2025</th>
<th>September 2025</th>
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<tbody>
<tr>
<td>S M T W T F S</td>
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<td>29 30</td>
<td>27 28 29 30 31</td>
<td>24 25 26 27 28 29 30</td>
<td>28 29 30</td>
</tr>
</tbody>
</table>

- Academic Holiday
- Fall Conference
- First Day of Classes
- Common Finals Option
- Final Examination Period
- Commencement Day
Campus Administrative Policy for consideration:

- Per CAP 211.1, “Whenever possible, the first day of instruction each quarter shall be a Monday with a 48-day minimum per quarter (49-day minimum spring quarter) and the last day of instruction each quarter shall be a Friday.”
- Per CAP 211.1, “In calendar years in which the first Monday of a quarter falls on a major religious or cultural holiday, it is recommended that instruction shall begin on Tuesday of that week.”
- Per CAP 211.2, “Whenever possible, quarter breaks should include no less than five calendar days between the last day of final examinations and the beginning of the subsequent quarter.”

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Break between Summer &amp; Fall terms</th>
<th>First Day of Classes</th>
<th>Academic Holiday</th>
<th>Last Day of Classes</th>
<th>Final Exam Period</th>
<th>Break between Fall &amp; Winter terms</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Fall 2025                | 5 calendar days                   | Fall Conference     | November 10,     | December 5,        | December 6,       | 3 weeks                           | *Yom Kippur does not occur during the first week of the term. (October 1/2) *
|                          |                                   | starts Sept. 11,    | Monday            | Friday             | Saturday Common Final Option      | Length of Fall Break may vary                                         |
|                          |                                   | Thursday             | November 24 - 28,|                    | December 8-12,      | MWF (30), TR (21)                  | Instructional Days = 51                                              |
|                          |                                   | Monday – Friday      | December 24,      |                    | Monday - Friday        | Total Academic Work Days = 62                                          |
|                          |                                   |                      | May - 28, Monday |                    |                   |                                   |
|                          |                                   |                      | November 2       |                    |                   |                                   |
|                          |                                   |                      | 10, Monday       |                    |                   |                                   |
|                          |                                   |                      | November 24 - 28,|                    |                   |                                   |
|                          |                                   |                      | Monday – Friday  |                    |                   |                                   |
|                          |                                   |                      | November 5,      |                    |                   |                                   |
|                          |                                   |                      | Friday           |                    |                   |                                   |
|                          |                                   |                      | December 6,      |                    |                   |                                   |
|                          |                                   |                      | Saturday         |                    |                   |                                   |
|                          |                                   |                      | Common Final     |                    |                   |                                   |
|                          |                                   |                      | Option          |                    |                   |                                   |
|                          |                                   |                      | Final            |                    |                   |                                   |
|                          |                                   |                      | Exam Period      |                    |                   |                                   |
|                          |                                   |                      | December 8-12,   |                    |                   |                                   |
|                          |                                   |                      | Monday - Friday  |                    |                   |                                   |
|                          |                                   |                      | November 10,     |                    |                   |                                   |
|                          |                                   |                      | Monday            |                    |                   |                                   |
|                          |                                   |                      | November 24 - 28,|                    |                   |                                   |
|                          |                                   |                      | Monday – Friday  |                    |                   |                                   |
|                          |                                   |                      | December 5,      |                    |                   |                                   |
|                          |                                   |                      | Friday           |                    |                   |                                   |
|                          |                                   |                      | December 6,      |                    |                   |                                   |
|                          |                                   |                      | Saturday         |                    |                   |                                   |
|                          |                                   |                      | Common Final     |                    |                   |                                   |
|                          |                                   |                      | Option          |                    |                   |                                   |
|                          |                                   |                      | Final            |                    |                   |                                   |
|                          |                                   |                      | Exam Period      |                    |                   |                                   |
|                          |                                   |                      | December 8-12,   |                    |                   |                                   |
|                          |                                   |                      | Monday - Friday  |                    |                   |                                   |
|                          |                                   |                      | November 10,     |                    |                   |                                   |
|                          |                                   |                      | Monday            |                    |                   |                                   |
|                          |                                   |                      | November 24 - 28,|                    |                   |                                   |
|                          |                                   |                      | Monday – Friday  |                    |                   |                                   |
|                          |                                   |                      | December 5,      |                    |                   |                                   |
|                          |                                   |                      | Friday           |                    |                   |                                   |
|                          |                                   |                      | December 6,      |                    |                   |                                   |
|                          |                                   |                      | Saturday         |                    |                   |                                   |

| Option 2                  | 9 calendar days                   | Fall Conference     | November 10,     | December 5,        | December 6,       | 3 weeks                           | *Yom Kippur does not occur during the first week of the term. (October 1/2) *
|                          |                                   | starts September 15,| Monday            | Friday             | Saturday Common Final Option      | Length of Fall Break may vary                                         |
|                          |                                   | Monday               | November 24 - 28,|                    | December 8-12,      | MWF (29), TR (20)                  | Instructional Days = 49                                              |
|                          |                                   | Monday – Friday      | December 24,      |                    | Monday - Friday        | Total Academic Work Days = 61                                          |
|                          |                                   |                      | November 2       |                    |                   |                                   |
|                          |                                   |                      | 10, Monday       |                    |                   |                                   |
|                          |                                   |                      | November 24 - 28,|                    |                   |                                   |
|                          |                                   |                      | Monday – Friday  |                    |                   |                                   |
|                          |                                   |                      | November 5,      |                    |                   |                                   |
|                          |                                   |                      | Friday           |                    |                   |                                   |
|                          |                                   |                      | December 6,      |                    |                   |                                   |
|                          |                                   |                      | Saturday         |                    |                   |                                   |
|                          |                                   |                      | Common Final     |                    |                   |                                   |
|                          |                                   |                      | Option          |                    |                   |                                   |
|                          |                                   |                      | Final            |                    |                   |                                   |
|                          |                                   |                      | Exam Period      |                    |                   |                                   |
|                          |                                   |                      | December 8-12,   |                    |                   |                                   |
|                          |                                   |                      | Monday - Friday  |                    |                   |                                   |
|                          |                                   |                      | November 10,     |                    |                   |                                   |
|                          |                                   |                      | Monday            |                    |                   |                                   |
|                          |                                   |                      | November 24 - 28,|                    |                   |                                   |
|                          |                                   |                      | Monday – Friday  |                    |                   |                                   |
|                          |                                   |                      | December 5,      |                    |                   |                                   |
|                          |                                   |                      | Friday           |                    |                   |                                   |
|                          |                                   |                      | December 6,      |                    |                   |                                   |
|                          |                                   |                      | Saturday         |                    |                   |                                   |
|                          |                                   |                      | Common Final     |                    |                   |                                   |
### Fall 2025 Option 1 (Classes start on Thursday, September 18)

#### 51 Instructional Days:

<table>
<thead>
<tr>
<th>September 2025</th>
<th>October 2025</th>
<th>November 2025</th>
<th>December 2025</th>
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</thead>
<tbody>
<tr>
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<td>S M T W T F S</td>
<td>S M T W T F S</td>
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<tr>
<td>1 2 3 4 5 6</td>
<td>7 8 9 10 11 12 13</td>
<td>14 15 16 17 18 19 20</td>
<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>28 29 30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Academic Holiday**
- **Fall Conference**
- **First Day of Classes**
- **Common Finals Option**
- **Final Examination Period**
- **Commencement Day**

### Fall 2025 Option 2 (Classes start on Monday, September 22)

#### 49 Instructional Days:

<table>
<thead>
<tr>
<th>September 2025</th>
<th>October 2025</th>
<th>November 2025</th>
<th>December 2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4 5 6</td>
<td>7 8 9 10 11 12 13</td>
<td>14 15 16 17 18 19 20</td>
<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>28 29 30</td>
<td>31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Academic Holiday**
- **Fall Conference**
- **First Day of Classes**
- **Common Finals Option**
- **Final Examination Period**
- **Commencement Day**

**Office of the Registrar - Rev. 1**

9/26/22
Winter Quarter 2026

Campus Administrative Policy for consideration:

• Per CAP 211.1, “Whenever possible, each academic quarter shall consist of a minimum of nine (9) offerings of calendar days’ schedules.” For example, there should be nine offerings of Monday classes, nine offerings of Tuesday classes, etc.

• Per CAP 211.1, “Whenever possible, the first day of instruction each quarter shall be a Monday with a 48-day minimum per quarter (49-day minimum spring quarter) and the last day of instruction each quarter shall be a Friday.”

• Per CAP 211.1, “In calendar years in which the first Monday of a quarter falls on a major religious or cultural holiday, it is recommended that instruction shall begin on Tuesday of that week.”

<table>
<thead>
<tr>
<th>Winter 2025</th>
<th>Break between Fall &amp; Winter terms</th>
<th>First Day of Classes</th>
<th>Academic Holiday</th>
<th>Last Day of Classes</th>
<th>Final Exam Period</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1a or 1b</td>
<td>3 weeks</td>
<td>January 5, Monday</td>
<td>January 19, Monday</td>
<td>March 13, Friday</td>
<td>March 14, Saturday Common Final Option</td>
<td>Follow a Monday schedule on a Tuesday, so there are nine offerings of Monday classes during the term. Options are: 1a) Tuesday, January 20, after Martin Luther King Jr. holiday on January 19 1b) Tuesday, February 17, after Washington holiday on February 16 Considerations: Can affect part-time instructors with other jobs off-campus (e.g. at Cuesta) and students’ jobs off-campus. Occurrence later in term may affect mid-term schedules. Instructional Days = 48 MWF (29), TR (19) Total Academic Work Days = 54</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter 2026 option 1 with 1a or 1b</th>
<th>48 instructional days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2026</td>
<td>Feb 2026</td>
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<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
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<tr>
<td>1 2 3</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>4 5 6 7 8 9 10</td>
<td>8 9 10 11 12 13 14</td>
</tr>
<tr>
<td>11 12 13 14 15 16 17</td>
<td>15 16 2a 18 19 20 21</td>
</tr>
<tr>
<td>18 19 1a 21 22 23 24</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>25 26 27 28 29 30 31</td>
<td></td>
</tr>
</tbody>
</table>

- Academic Holiday
- First Day of Classes
- Change to a Monday Schedule
- Common Finals Option
- Final Examination Period
- Evaluation Day (No Classes)
### Spring Quarter 2026

**Campus Administrative Policy for consideration:**

- Per CAP 211.1, “Whenever possible, each academic quarter shall consist of a minimum of nine (9) offerings of calendar days’ schedules.” For example, there should be nine offerings of Monday classes, nine offerings of Tuesday classes, etc.
- Per CAP 211.1, “Whenever possible, the first day of instruction each quarter shall be a Monday with a 48-day minimum per quarter (49-day minimum spring quarter) and the last day of instruction each quarter shall be a Friday. In calendar years in which the first Monday of the quarter falls on Cesar Chavez Day, instruction shall begin on Tuesday of that week.”

<table>
<thead>
<tr>
<th>Spring 2026</th>
<th>Break between Winter &amp; Spring terms</th>
<th>First Day of Classes</th>
<th>Academic Holiday</th>
<th>Last Day of Classes</th>
<th>Final Exam Period</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>6 calendar days</td>
<td>March 30, Monday</td>
<td>March 31, Tuesday</td>
<td>June 5, Friday</td>
<td>June 6, Saturday</td>
<td>Common Finals Option</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May 25, Monday</td>
<td></td>
<td></td>
<td>Common Finals Option</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>Considerations:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2-day commencement period on Saturday and Sunday</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>May 8 - 12, Monday-Friday</td>
<td>MWF (29), TR (19)</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Instructional Days = 48</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Total Academic Work Days = 54 / 55 depending on Fall option selected</td>
</tr>
</tbody>
</table>

### Spring 2026 Option 1

48 Instructional Days

<table>
<thead>
<tr>
<th>March 2026</th>
<th>April 2026</th>
<th>May 2026</th>
<th>June 2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4</td>
<td>1 2</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>5 6 7 8 9 10 11</td>
<td>3 4 5 6 7 8 9</td>
<td>7 8 9 10 11 12 13</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>12 13 14 15 16 17 18</td>
<td>10 11 12 13 14 15 16</td>
<td>14 15 16 17 18 19 20</td>
</tr>
<tr>
<td>29 30 31</td>
<td>26 27 28 29 30</td>
<td>24 25 26 27 28 29 30</td>
<td>28 29 30</td>
</tr>
</tbody>
</table>

- **Academic Holiday**
- **First Day of Classes**
- **Common Finals Option**
- **Final Examination Period**
- **Commencement Day(s)**
- **Change to a Monday Schedule**
- **Evaluation Day (No Classes)**
### SUMMARY OF CALENDAR DAYS

**Academic Year (F-W-Sp)**

<table>
<thead>
<tr>
<th></th>
<th>SUMMER 2025</th>
<th>FALL 2025</th>
<th>WINTER 2026</th>
<th>SPRING 2026</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Year/Term</strong></td>
<td>--</td>
<td>5</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td><strong>MWF Days</strong></td>
<td>29</td>
<td>30/29</td>
<td>29</td>
<td>29</td>
</tr>
<tr>
<td><strong>TR Days</strong></td>
<td>20</td>
<td>21/20</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td><strong>Total Instructional Days</strong></td>
<td>49</td>
<td>51/49</td>
<td>48</td>
<td>48</td>
</tr>
<tr>
<td><strong>Final Exams</strong></td>
<td>TBD†</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td><strong>Evaluation Day</strong></td>
<td>--</td>
<td>0/1</td>
<td>1</td>
<td>0/1</td>
</tr>
<tr>
<td><strong>Commencement</strong></td>
<td>--</td>
<td>1</td>
<td>--</td>
<td>1†</td>
</tr>
<tr>
<td><strong>Total Academic Work Days</strong></td>
<td>49†</td>
<td>62/61</td>
<td>54</td>
<td>54/55</td>
</tr>
</tbody>
</table>

Total Academic Year Instructional Days (F-W-Sp) = **145 or 147**
Total Academic Year Work Days (F-W-Sp) = **170**

Per CAP 211.1: The typical academic year shall consist of 147 instructional days. From year-to-year a variation of plus or minus two days is permissible. There shall be a minimum of 170 academic workdays in the academic year. There shall be a maximum of 180 academic work days in the academic year.

---

* Fall Conference
† Final exam periods for summer term are determined by the number and length of sessions offered.
‡ Spring commencement occurs over the course of 2 days with departments participating in 1 of those days.
Campus Administrative Policy for consideration:

- Per CAP 211.1, “Summer quarter should end prior to Labor Day. Spring quarter should end prior to the second weekend in June.”
- Per CAP 211.1, “The need to start the first day of instruction on a Monday shall take higher priority in planning the academic calendar than ending summer quarter prior to Labor Day and ending spring quarter prior to the second week in June.”
- Per CAP 211.2, “Whenever possible, quarter breaks should include no less than five calendar days between the last day of final examinations and the beginning of the subsequent quarter.”

**Note:** The following dates are based upon a 8-week session, the longest possible session, with final exams during the last class meeting.

**Summer Quarter 2026**

<table>
<thead>
<tr>
<th>Summer 2026</th>
<th>Break between</th>
<th>First Day of</th>
<th>Academic Holiday</th>
<th>Last Day of Classes</th>
<th>Final Exam Period</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>6 - 7 calendar days*</td>
<td>June 22, Monday</td>
<td>July 3, Friday</td>
<td>8-week session: August 14, Friday</td>
<td>Last class meeting</td>
<td>Considerations:</td>
</tr>
<tr>
<td></td>
<td>*Depending on spring 2026 calendar approval. June 15 may be an Academic Work Day.</td>
<td></td>
<td></td>
<td>5-week: July 24, Friday</td>
<td></td>
<td>• Longest possible session during summer 2026 is 8 week.</td>
</tr>
<tr>
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<td></td>
<td>• Final exams will be offered during last class meeting.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>• DRAFT: There will be 4 business days between end of summer 2026 and start of fall 2026.</td>
</tr>
<tr>
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<td></td>
<td>MWF (23), TR (16)</td>
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<td></td>
<td></td>
<td>Instructional Days = 39</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Total Academic Work Days = Not in term calculation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June 2026</th>
<th>S</th>
<th>M</th>
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<th>T</th>
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<thead>
<tr>
<th>July 2026</th>
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<table>
<thead>
<tr>
<th>August 2026</th>
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<td></td>
</tr>
</tbody>
</table>

TENTATIVE:

Fall term 2026, August 24 - December 20

---

Office of the Registrar - Rev. 1

9/26/22
2024-2025 and 2025-2026 Academic Calendar Options
Consultation Feedback

See the following pages for feedback from:

Academic Affairs
  College of Agriculture, Food and Environmental Sciences
  College of Liberal Arts
  College of Engineering

University Personnel

Student Affairs
Hello,

CAFES would like to support Option 2 (Monday) start for Fall Quarter 2024 and Fall Quarter 2025. For Winter Quarters 2025 and 2026, we support option 1am (Monday start on Tuesday after Martin Luther King Jr., Day). All other quarters only offered one option.

Thank you,

Cath

Catherine Kleier, PhD
(she/her/hers) Pronouns matter
Associate Dean for Student Success, Diversity, Equity, and Inclusion
Interim Department Head - Animal Science
College of Agriculture, Food and Environmental Sciences
Cal Poly, San Luis Obispo, CA 93407

office 805-756-2161

Cal Poly is in tilhini, the Place of the Full Moon in the language of the yak tilhu tilhu yak tilhini. We gratefully acknowledge, respect, and thank the Northern Chumash, in whose homelands we are guests. For more information, see https://www.asi.calpoly.edu/experience/poly-escapes/indigenous-land-acknowledgment/
Please review the attached proposals for the 2024-2025 and 2025-2026 academic calendars, soliciting feedback from your respective organizations as appropriate.

See the attached memo for instructions for responding with feedback on the proposals. We look forward to receiving your comments by Wednesday, October 19, 2022.

Questions may be directed to Michele Kekaha in the Office of the Registrar (ext. 6-6375 or mkekaha@calpoly.edu).

Thank you,
Office of the Registrar
No strong preference for winter.

**Philip J. Williams**  
Dean  
College of Liberal Arts  
Cal Poly, San Luis Obispo, CA  
pronouns he/him/his  
office (805) 756-2706  
www.calpoly.edu  
cla.calpoly.edu  
Twitter: @pjwilliams59

From: Academic Calendar <acadcal@calpoly.edu>  
Sent: Tuesday, October 18, 2022 1:45 PM  
To: Philip J. Williams <pjw@calpoly.edu>  
Subject: Re: 2024-2025 and 2025-2026 Academic Calendar Consultation: Action Requested by October 19

Thank you. For Winter 2025 and Winter 2026, does CLA have a preference on 1a or 1b, essentially which Tuesday follows a Monday schedule?

Best,

**Michele Kekaha**  
Associate Registrar  
Office of the Registrar  
Cal Poly, San Luis Obispo, CA  
university scheduling 805-756-2461  
event scheduling 805-756-5550  
www.registrar.calpoly.edu

From: Philip J. Williams <pjw@calpoly.edu>  
Date: Tuesday, October 18, 2022 at 1:30 PM  
To: Academic Calendar <acadcal@calpoly.edu>  
Subject: RE: 2024-2025 and 2025-2026 Academic Calendar Consultation: Action Requested by October

Our college believes that starting Fall Conference on a Monday is always preferable – a Thursday start is
frustrating to faculty and ends up confusing students in terms of when key deadlines fall. PW

Philip J. Williams
Dean
College of Liberal Arts
Cal Poly, San Luis Obispo, CA
pronouns he/him/his

office (805) 756-2706
www.calpoly.edu
cla.calpoly.edu
Twitter: @pjwilliams59

From: Academic Calendar <acadcal@calpoly.edu>
Sent: Tuesday, October 18, 2022 12:32 PM
To: Philip J. Williams <pjw@calpoly.edu>
Subject: FW: 2024-2025 and 2025-2026 Academic Calendar Consultation: Action Requested by October 19

Hello,

Just a reminder that feedback regarding the 2024-25 and 2025-26 academic calendars is due by end of day tomorrow.

Best,
Michele Kekaha
Associate Registrar
Office of the Registrar
Cal Poly, San Luis Obispo, CA

university scheduling 805-756-2461
event scheduling 805-756-5550
www.registrar.calpoly.edu

From: Academic Calendar <acadcal@calpoly.edu>
Date: Tuesday, October 11, 2022 at 3:13 PM
To: ASI President <asipresident@calpoly.edu>, Kris Jankovitz <kjankovi@calpoly.edu>, Keith B. Humphrey <humphrey@calpoly.edu>, Cody VanDorn <cvandorn@calpoly.edu>, Al Liddicoat <aliddico@calpoly.edu>, Thomas D. Gutierrez <tdgutier@calpoly.edu>, Cynthia Vizcaino Villa <cvvilla@calpoly.edu>, Andy Thulin <athulin@calpoly.edu>, Christine Theodoropoulos <theo@calpoly.edu>, Damon M. Fleming <dmf@calpoly.edu>, Amy Spencer Fleischer <afleisch@calpoly.edu>, Philip J. Williams <pjw@calpoly.edu>, Dean E. Wendt <dwendt@calpoly.edu>
Cc: Jeffrey Dyer Armstrong <jarmstro@calpoly.edu>, Cynthia Jackson-Elmoore <cje@calpoly.edu>, Jessica Lyn Darin <darin@calpoly.edu>, Bill Britton <bibritto@calpoly.edu>, Alison Robinson <arobin31@calpoly.edu>, Terrance Leshae Harris <tharris@calpoly.edu>, Kevin Taylor <jktaylor@calpoly.edu>, Cheryl May <csmay@calpoly.edu>, Michele Kekaha <mkekaha@calpoly.edu>
Subject: Fw: 2024-2025 and 2025-2026 Academic Calendar Consultation: Action Requested by October 19

This is a friendly reminder to submit feedback regarding the proposed 2024-25 and 2025-26 academic
calendars by Wednesday, October 19. As outlined in the below email and attached memo, a recommendation on behalf of your college or organization should be submitted directly by you or your designee.

See the attached memo for further details. Questions may be directed to Michele Kekaha in the Office of the Registrar (ext. 6-6375 or mkekaha@calpoly.edu).

Thank you,
Office of the Registrar

From: Academic Calendar <acadcal@calpoly.edu>
Date: Monday, September 26, 2022 at 4:39 PM
To: ASI President <asipresident@calpoly.edu>, Kris Jankovitz <kjankovi@calpoly.edu>, Keith B. Humphrey <humphrey@calpoly.edu>, Cody VanDorn <cvandorn@calpoly.edu>, Al Liddicoat <aliddico@calpoly.edu>, Thomas D. Gutierrez <tdgutier@calpoly.edu>, Cynthia Vizcaíno Villa <cvvilla@calpoly.edu>, Andy Thulin <athulin@calpoly.edu>, Christine Theodoropoulos <theo@calpoly.edu>, Damon M. Fleming <dmf@calpoly.edu>, Amy Spencer Fleischer <afleisch@calpoly.edu>, Philip J. Williams <pjw@calpoly.edu>, Dean E. Wendt <dwendt@calpoly.edu>
Cc: Jeffrey Dyer Armstrong <jarmstro@calpoly.edu>, Cynthia Jackson-Elmoore <cje@calpoly.edu>, Jessica Lyn Darin <darin@calpoly.edu>, Bill Britton <bibrito@calpoly.edu>, Alison Robinson <arobin31@calpoly.edu>, Terrance Leshae Harris <tharris@calpoly.edu>, Kevin Taylor <jktaylor@calpoly.edu>, Cheryl May <csmay@calpoly.edu>, Michele Kekaha <mkekaha@calpoly.edu>, Academic Calendar <acadcal@calpoly.edu>
Subject: 2024-2025 and 2025-2026 Academic Calendar Consultation: Action Requested

Please review the attached proposals for the 2024-2025 and 2025-2026 academic calendars, soliciting feedback from your respective organizations as appropriate.

See the attached memo for instructions for responding with feedback on the proposals. We look forward to receiving your comments by Wednesday, October 19, 2022.

Questions may be directed to Michele Kekaha in the Office of the Registrar (ext. 6-6375 or mkekaha@calpoly.edu)

Thank you,
Office of the Registrar
I have reviewed the proposed calendar. Where options are presented CENG’s preference is as follows:

- Fall 2024 – Option 2
- Winter 2025 – option 1a
- Fall 2025 – Option 2
- Winter 2025 – option 1a

Amy S. Fleischer, PhD (She/her/hers)
Dean, College of Engineering
California Polytechnic State University
San Luis Obispo, CA
805 756-2132
Instagram: dramyfleischer
LinkedIn: Amy Fleischer
Hi Michele,

For Fall 2024 and Fall 2025 our preference is Option 2 Monday Start.

We do not have a preference on the Tuesday that follows a Monday schedule.

Albert A. Liddicoat, Ph.D.
Vice President for University Personnel and Chief Human Resources Officer
California Polytechnic State University, San Luis Obispo
Office Phone: (805) 756-5217 Email: aliddico@calpoly.edu

From: Michele Kekaha <mkekaha@calpoly.edu>
Sent: Tuesday, October 11, 2022 3:03 PM
To: Al Liddicoat <aliddico@calpoly.edu>
Subject: Re: 2024-2025 and 2025-2026 Academic Calendar Consultation: Action Requested

Thank you, Al.

For Fall 2024 and Fall 2025, does University Personnel have a preference on the Monday versus Thursday start?
For Winter 2025 and Winter 2026, does University Personnel have a preference on 1a or 1b, essentially which Tuesday follows a Monday schedule?

I’ll add your comments to feedback that’s shared with Instruction Committee.

Best,
Michele Kekaha
Associate Registrar
Office of the Registrar
Cal Poly, San Luis Obispo, CA

university scheduling 805-756-2461
event scheduling 805-756-5550
www.registrar.calpoly.edu
Subject: FW: 2024-2025 and 2025-2026 Academic Calendar Consultation: Action Requested

Michele,

The calendars look good to me.

Albert A. Liddicoat, Ph.D.
Vice President for University Personnel and Chief Human Resources Officer
California Polytechnic State University, San Luis Obispo
Office Phone: (805) 756-5217  Email: aliddico@calpoly.edu

From: Academic Calendar <acadcal@calpoly.edu>
Sent: Monday, September 26, 2022 4:39 PM
To: ASI President <asipresident@calpoly.edu>; Kris Jankovitz <kjankovi@calpoly.edu>; Keith B. Humphrey <humphrey@calpoly.edu>; Cody VanDorn <cvandorn@calpoly.edu>; Al Liddicoat <aliddico@calpoly.edu>; Thomas D. Gutierrez <tdgutier@calpoly.edu>; Cynthia Vizcaino Villa <cvvilla@calpoly.edu>; Andy Thulin <athulin@calpoly.edu>; Christine Theodoropoulos <theo@calpoly.edu>; Damon M. Fleming <dmf@calpoly.edu>; Amy Spencer Fleischer <afleisch@calpoly.edu>; Philip J. Williams <pjw@calpoly.edu>; Dean E. Wendt <dwendt@calpoly.edu>
Cc: Jeffrey Dyer Armstrong <jarmstro@calpoly.edu>; Cynthia Jackson-Elmoore <cje@calpoly.edu>; Jessica Lyn Darin <darin@calpoly.edu>; Bill Britton <bibritto@calpoly.edu>; Alison Robinson <arobin31@calpoly.edu>; Terrance Leshae Harris <tharris@calpoly.edu>; Kevin Taylor <jktaylor@calpoly.edu>; Cheryl May <csmay@calpoly.edu>; Michele Kekaha <mkekaha@calpoly.edu>; Academic Calendar <acadcal@calpoly.edu>

Subject: 2024-2025 and 2025-2026 Academic Calendar Consultation: Action Requested

Please review the attached proposals for the 2024-2025 and 2025-2026 academic calendars, soliciting feedback from your respective organizations as appropriate.

See the attached memo for instructions for responding with feedback on the proposals. We look forward to receiving your comments by Wednesday, October 19, 2022.

Questions may be directed to Michele Kekaha in the Office of the Registrar (ext. 6-6375 or mkekaha@calpoly.edu)

Thank you,
Office of the Registrar
Subject: FW: Academic Calendar Feedback
Date: Tuesday, October 18, 2022 at 13:27:23 Pacific Daylight Time
From: Cem Sunata
To: Michele Kekaha
Attachments: Academic Calendar Feedback.pdf, Outlook-swuo14ig.jpg, Outlook-1apwshwo.png

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Cem Sunata
pronouns he/him/his
University Registrar
Office of the Registrar
Cal Poly, San Luis Obispo, CA

office 805-756-6012
cell 805-503-5220
www.calpoly.edu

---

From: Debra Arata <darata@calpoly.edu>
Date: Monday, October 17, 2022 at 2:14 PM
To: Cem Sunata <csunata@calpoly.edu>
Subject: Academic Calendar Feedback

Good afternoon, Cem,

Please see the attached memorandum from Vice President Keith Humphrey regarding Academic Calendar feedback.

Thank you,

Debra Arata
Executive Assistant to the Vice President | Student Affairs |
Cal Poly State University | San Luis Obispo, CA 93407 | 805.756.6185

CAL POLY
2017/2019/2020/2021/2022 “Most Promising Places to Work in Student Affairs” by Diverse Magazine
MEMORANDUM
October 17, 2022

TO: Cem Sunata
University Registrar

FROM: Keith Humphrey
Vice President for Student Affairs

SUBJECT: Academic Calendar Feedback

Thank you for the opportunity to provide feedback on the proposed academic calendars for 2024-25 and 2025-26.

Student Affairs prefers options that allow first-year student move-in to occur over a weekend. This would require a Thursday start of classes as student safety is compromised if students are in the community without classes for any longer. As our student body grows more low-income and first-generation, we are experiencing increased requests for students to move in over the weekend as their parents cannot take off work to move them in mid-week. This is a lackluster start for students that Cal Poly desperately wants to serve and does not provide them with the same move-in support as other students.

We recognize that there is an existing campus policy that speaks to the first day of classes, but this policy may be growing irrelevant as the demographics of the student body change. There are many policy adjustments that Cal Poly will need to make to truly be inclusive, and greater coordination between move-in and start of classes that support all students may be one of those adjustments.

Additionally, starting class on a Monday is not a standard practice in higher education. Our office looked at the Fall 2022 calendars for all CSU, UC, AAU, and APLU universities. Of the 39 universities in these classifications, 125 do not start classes on Mondays, including 80% of UC campuses and 40% of AAU universities.

Student Affairs strongly advocates for the selection of option 1 for both Fall 2024 and Fall 2025 for the equity and inclusion reasons stated above. We have no strong opinions about any of the proposed Winter or Spring proposed calendars for those two academic years.

Regarding summer 2026, we want to express concern about the proposed Monday start of classes for Fall 2026 as the only option. In addition to the equity and inclusion concerns stated above, the schedule proposed would put the first day of fall conference
on the same day as residence hall move in. Approximately 1,200 more students will be living on campus in Fall 2026 when new residential facilities open, and mid-week move-ins in the future may no longer logistically possible as the availability for faculty and staff to come to campus to park may be even more limited than it is now. We recognize that there are many logistical challenges in Summer 2026 with the quarter to semester transition and propose that a larger group of campus leaders gather to develop that calendar as soon as possible.
start will provide a remedy that does not disadvantage those who observe the holiday with Sabbath like restrictions. Even with a Thursday start, students will miss classes and refrain from work and school activities from Monday evening through Wednesday at nightfall. Given the preference for a Monday start by most faculty, is a modification to the calendar likely to mitigate the disadvantage to those who observe Rosh Hashanah? We don’t know.

Winter 26 unanimous support for Option 1a for the same reasons provided for Winter 25.

Spring 26 - unanimous support for Option 1 (only option provided)
Academic Senate
Of
California Polytechnic State University
San Luis Obispo, CA
AS-___-22

Resolution on UFPP 12.3 Assigned Time for Exceptional Service to Students


WHEREAS, The 2022 Collective Bargaining Agreement (CBA) includes revisions to Article 27: Assigned time for Exceptional Levels of Service to Students; and

WHEREAS, Practices in the review of applications for such assigned time at Cal Poly have undergone review and warrant some improvements; and

WHEREAS, Proposed revisions to the review processes arise from extensive consultation with faculty and administration to clarify how the faculty committee reviewing applications formulates its recommendations; and

WHEREAS, University Faculty Personnel Policies (UFPP) 12.3 houses policies on Assigned Time for Exceptional Service to Students (ATESS); therefore be it

RESOLVED: UFPP 12.3 be updated to reflect the revisions in the attached report, and be it further

RESOLVED: These policies be used in the next period of review of applications for ATESS in Winter 2023, and be it further

RESOLVED: The new policies be distributed to colleges and the faculty as part of the solicitation of applications for ATESS.

Proposed by: Academic Senate Faculty Affairs Committee
Date: November 1, 2022
EXECUTIVE SUMMARY: The Academic Senate Faculty Affairs Committee (FAC) proposes revising policies about the Assigned Time for Exceptional Service to Students program to conform with changes to the Collective Bargaining Agreement and implement improvements in the practices of the committee reviewing applications for such assigned time.

BACKGROUND: 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 approval of updates to University Faculty Personnel Policies (UFPP) including consultation with faculty affected by proposed changes and clear identification of which policy documents have been superseded by a proposed change. This process uses Academic Senate resolutions to establish new policy, revise existing policy, or substantially reformulate existing policy.

Summary

Assigned Time for Exceptional Service to Students (ATESS) is a program mandated by the Collective Bargaining Agreement (CBA) to provide assigned time for faculty who engage in service to students that is beyond normal expectations of service, and which has not otherwise been compensated. This program emerged from the 2015 version of CBA as a program with limited timelines for its continued implementation. In the 2022 version of the CBA this program became permanent, and also acquired a clearer set of goals for the program. These changes are reflected in the proposed revisions.

FAC developed the original policies and procedures for application and review processes adapted from boilerplate provided by the CSU. These policies and procedures have undergone minor revision to address issues in the formulation of the committee to review applications, and also in the application and review processes themselves.

The proposed revisions consist of further efforts to improve these processes. The main improvement here consists of clarification about the nature of recommendations for awards by containing recommended awards to amounts of assigned time useful for course release informed by the applicant’s actual teaching assignments.

Impact on Existing Policy

These ATESS policies and procedures would supersede those currently in UFPP 12.3.

Implementation

If passed in Fall 2022, these policies would be in effect for the next application cycle for ATESS in Winter 2023. If passed after the notification cycle for 2022-23 has passed, then these policies should go into effect the subsequent academic year.
These proposed changes in policy arose from extensive consultation in Spring 2022 between FAC, the Academic Senate Chair, the chair of the Academic Senate Diversity Committee (which reviews applications for this assigned time) and Academic Personnel.

What follows are the proposed revised policies and another copy revealing the edits from the prior version of the policy.
12.3. Assigned Time for Exceptional Levels of Service to Students

12.3.1. Policy in 12.3 established by Academic Senate Consent 2/9/2021.

12.3.2. 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 Collective Bargaining Agreement (CBA) between CSU and the California Faculty Association (CFA).

12.3.3. “Exceptional service awards are intended to recognize faculty who have a demonstrated commitment to working on issues faced by our diverse student population. Assigned time from this pool should be awarded to faculty for mentoring, advising, and outreach, to support underserved, first-generation, and/or underrepresented students and other practices in support of such students, including those caused by cultural taxation.” (CBA 20.37)

12.3.4. Exceptional Student Service Committee (ESSC)

12.3.4.1. 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.

12.3.4.2. The committees serving the functions of the ESSC shall include one faculty member from each constituency defined above appointed by the Academic Senate Executive Committee, a student appointed by the Associated Students, Inc., and an ex officio non-voting administrative member appointed by the provost and vice-president for academic affairs or their designee.

12.3.4.3. Faculty on a committee serving the functions of ESSC who apply for assigned time under ATESS shall recuse themselves from all work involved in ESSC and shall not attend any meetings concerning ESSC work, nor participate in any discussions about ESSC work. The Academic Senate Executive Committee may appoint another faculty member from the recused faculty member’s constituency to serve the role of the recused member in relation to the functions of ESSC.

12.3.4.4. 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).

12.3.5. Assigned Time Budget and Reporting

12.3.5.1. 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.

12.3.5.2. 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.

12.3.5.3. 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.

12.3.6. Eligibility and Restrictions

12.3.6.1. 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.

12.3.6.2. Assigned time shall be used for course release utilized during the academic year (and not in summer) during which the activity is performed.

12.3.7. Timeline

12.3.7.1. 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.

12.3.7.2. The applicant’s department chair/head shall submit the application materials to the applicant’s dean, who then shall submit 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.

12.3.8. Application Materials and Criteria

12.3.8.1. 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 in relation to the aims of the program as stated in UFPP 12.3.3.

12.3.8.2. 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 work effort with course release;
- 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 about the merit of the proposal, verification that no other source of assigned time or compensation has been provided for the same general activity, an account of the appropriateness of the requested assigned time for course release for the applicant; and
- The college dean’s recommendation.

12.3.8.3. Incomplete applications will not be reviewed.

12.3.9. Supported Activities and Review Criteria

12.3.9.1. 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.

12.3.9.2. 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 the service activity with workload in relation to normal instructional activities;
- Demonstrated ability to be successful in accomplishing project goals and previous work in this area.

12.3.10. Recommendations
12.3.10.1. The ESSC shall rate each proposal based on the established criteria and rank order the proposals by total rubric score.
12.3.10.2. 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.

12.3.11. Information Provided to Applicants
12.3.11.1. Once a decision is reached by the provost and vice-president for academic affairs, they will forward their approval or denial of assigned time, and the basis for the denial of assigned time.

12.3.12. Appeals
12.3.12.1. Within 10 days following receipt of the provost and vice-president for academic affairs’ decision, applicants may appeal a denial of assigned time 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.

12.3.13. Effective Dates
12.3.13.1. The policies and procedures in this document are an implementation of Article 20, section 37 of the CBA, and dependent upon any successor CBA to include additional awards in future years.
12.3.13.2. 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.
12.3. Assigned Time for Exceptional Levels of Service to Students

12.3.1. Policy in 12.3 established by Academic Senate Consent

12.3.2. 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.

12.3.3. “Exceptional service awards are intended to recognize faculty who have a demonstrated commitment to working on issues faced by our diverse student population. Assigned time from this pool should be awarded to faculty for mentoring, advising, and outreach, to support underserved, first-generation, and/or underrepresented students and other practices in support of such students, including those caused by cultural taxation.” (CBA 20.37)

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12.3.4.2. The committees serving the functions of the ESSC shall include one faculty member from each constituency defined above appointed by the Academic Senate Executive Committee, a student appointed by the Associated Students, Inc., and an ex officio non-voting administrative member appointed by the provost and vice-president for academic affairs or their designee. 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 their 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.

12.3.4.3. Faculty on a committee serving the functions of ESSC who apply for assigned time under ATESS shall recuse themselves from all work involved in ESSC and shall not attend any meetings concerning ESSC work, nor participate in any discussions about ESSC work. The Academic Senate Executive Committee may appoint another faculty member from the recused faculty member’s constituency to serve the role of the recused member in relation to the functions of ESSC.

12.3.4.4. 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).

12.3.4. Assigned Time Budget and Reporting

12.3.4.1. 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.

12.3.4.2. 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.

12.3.4.3. 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.

12.3.5. Eligibility and Restrictions

12.3.5.1. 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.

12.3.5.2. Assigned time shall be used for course release, can only be utilized during the academic year (September – June and not in summer) during which the activity is performed.

12.3.6. Timeline

12.3.6.1. 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.

12.3.6.2. The applicant’s department chair/head shall submits the application materials to the applicant’s dean, who then shall 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.

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12.3.8.1. 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 in relation to the aims of the program as stated in UFPP 12.3.3.

12.3.8.2. 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 with course release;
- 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 merit of the proposal, and verification that no other source of assigned time or compensation has been provided for the same general activity, an account of the appropriateness of the requested assigned time for course release for the applicant; and
- The college dean’s recommendation.

12.3.8.3. Incomplete applications will not be reviewed.

12.3.9. Supported Activities and Review Criteria

12.3.9.1. 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.

12.3.9.2. 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 with workload in relation to normal instructional activities;
• Demonstrated ability to be successful in accomplishing project goals and previous work in this area.

12.3.10.1 Recommendations
12.3.9.1.12.3.10.1. The ESSC shall rate each proposal based on the established criteria and rank order the proposals by total rubric score.
12.3.9.2.12.3.10.2. 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.

12.3.11.1 Information Provided to Applicants
12.3.10.11.2.3.11.1. Once a decision is reached by the provost and vice-president for academic affairs, they will forward their approval or denial of assigned time, and the basis for the denial of assigned time if denied, the basis for the decision, as well as the numeric score and ranking of their application.

12.3.12.1 Appeals
12.3.11.1.12.3.12.1. Within 10 days following receipt of the provost and vice-president for academic affairs’ decision, applicants may appeal a denial of assigned time 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.

12.3.13.1 Effective Dates
12.3.12.1.12.3.13.1. The policies and procedures in this document are an implementation of Article 20, section 37 of the CBA, and dependent upon any successor CBA to include additional awards in future years. 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 2017-18 and then again 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.
12.3.12.2.12.3.13.2. 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.
WHEREAS, The Chancellor’s Office has mandated that Cal Poly convert to semesters by fall of 2026; and

WHEREAS, Conversion to semesters requires that all academic policies be reviewed and revised as appropriate; and

WHEREAS, The current policy on undergraduate concentrations is given in AS-745-12 Resolution on Concentration Definition; and

WHEREAS, A concentration is intended to be a coherent and specialized course of study within a student’s major degree program, which presupposes knowledge of the major discipline; and

WHEREAS, A concentration is a carefully chosen and formally recognized course of study with requirements stated in the catalog; and

WHEREAS, Faculty have a commitment to deliver approved curriculum; and

WHEREAS, Concentrations, including interdisciplinary concentrations, are not baccalaureate programs; and

WHEREAS, Concentrations are noted on the student's transcript, but not shown on the diploma; and

WHEREAS, Faculty have the option to include concentrations in the baccalaureate programs they develop; and

Impact on Existing Policy: Supersedes AS-745-12
WHEREAS, CSU Executive Order 1071 delegates authority to campus presidents to approve options, concentrations, special emphases and minors (https://calstate.policystat.com/policy/10867125/latest); therefore be it

RESOLVED: that the criteria for approval of a proposed or edited concentration shall be the following:

1. A concentration is a block of designated courses from one or more lists of designated courses or course areas, totaling at least 12 units.

2. No single course should appear in every concentration of a given major; such courses should be included in the major.

3. The courses for a concentration shall appear in the major course column of the curriculum.

4. The number of concentration units shall not exceed 50% of the total major units.

; and be it further

RESOLVED: that all concentrations proposed or converted for the 2026-27 semester-based catalog, and subsequent catalogs, shall conform to these criteria.

Proposed by: Academic Senate
Curriculum Committee
Date: November 1, 2022

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(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.
WHEREAS, The Chancellor’s Office has mandated that Cal Poly convert to semesters by fall of 2026; and

WHEREAS, Conversion to semesters requires that all academic policies be reviewed and revised as appropriate; and

WHEREAS, The current policy on Cross-Disciplinary Studies Minors (CDSMs) is given in AS-775-14 Resolution on Cross-Disciplinary Studies Minors; and

WHEREAS, A cross-disciplinary studies minor (CDSM) is the result of a partnership between two or more target major programs. It is defined as a set of curricular requirements comprised of coherent groups of courses tailored for each partner program such that all students from target majors develop (1) depth in the partner discipline, (2) focused study in their own discipline, as well as (3) focused study in the mutual domain of the minor; therefore be it

RESOLVED: that the requirements for a CDSM as listed in the attachment from AS-775-15 be updated to the following:

- The curricular requirements are the same for all students in the CDSM.
- The total number of semester units in the CDSM that cannot be covered by the requirements of the student’s major shall be at least 9 and no more than 16.
- At least half of the units must be from upper division courses
(300- or 400-level) and at least half of the units must be taken at Cal Poly.

- Not more than one-third of the courses in an CDSM can be graded Credit/No Credit (CR/NC), except for courses that have mandatory CR/NC grading.

- A minimum overall 2.0 GPA for all CDSM required coursework is needed for completion.

; and be it further

RESOLVED: that no other definitions or procedures set forth in AS-775-14 are modified by this resolution; and be it further

RESOLVED: that these updated requirements will apply to all CDSMs proposed or converted for the 2026-27 semester-based Catalog, and subsequent Catalogs.

Proposed by: Academic Senate
Curriculum Committee
Date: November 1, 2022

\(^1\) (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.
ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS-___-22

RESOLUTION ON MODIFICATIONS TO THE BYLAWS OF THE ACADEMIC SENATE

1 WHEREAS, The Bylaws of the Academic Senate occasionally need to be updated for
2 clarity and to reflect best practices; therefore be it
3
4 RESOLVED: That the relevant section of the Bylaws of the Academic Senate be
5 modified as shown on the attached copy.

Proposed by: Academic Senate Executive Committee
Date: October 11, 2022
VIII. COMMITTEES

B. MEMBERSHIP

These nominations shall be taken to a meeting of the Executive Committee before the June regular meeting of the Senate. The Executive Committee shall appoint members to standing committee vacancies from these lists. Each appointed member shall serve a two-year term with a maximum appointment of four consecutive terms on one committee. Terms shall be staggered to ensure continuity. Some committees have exceptions to these term length and limits, which are specified in the committee’s description.

The Executive Committee may override term limits when appointing members to committees where only the incumbent is willing to serve in an open spot.

C. COMMITTEE CHAIRS

1. Chairs shall be members of the General Faculty.
2. Committee chairs shall be voting members and may be chosen from inside or outside the committees. The chair need not be an academic senator.
3. The Executive Committee may choose to appoint the committee chairs. If the Executive Committee chooses not to appoint a committee chair, then the chair of that committee shall be elected by a majority vote of the eligible voting members on the committee.
4. If the committee chair is selected from amongst the voting members of the committee, the chair shall remain a voting member. If the chair is selected from outside the committee, or from amongst the eligible non-voting members, then the chair shall serve as a non-voting chair, not representing a particular caucus or unit.

I. COMMITTEE DESCRIPTIONS

1. Budget and Long-Range Planning Committee
(a) Membership
Non-Voting 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.

9. General Education Governance Board
(a) Membership

... (4) The GEGB chair will serve four-year terms for a maximum of 2 consecutive terms. The GEGB chair will be appointed by the provost following a recommendation from the Academic Senate Executive Committee and the GEGB.

... (7) GEGB members will serve three-year terms for a maximum of three consecutive terms. Faculty members and PCS members on the GEGB will be appointed by the Academic Senate Executive Committee.
RESOLUTION ON THE FACULTY STATUS OF PARTICIPANTS IN THE FACULTY EARLY RETIREMENT PROGRAM

Impact on Existing Policy: None

WHEREAS, the Constitution of the Academic Senate refers to “faculty members in the Pre-Retirement Reduction in Time Base Program” only but current faculty members often instead take advantage of the Faculty Early Retirement Program (FERP) and the Retired Annuitant programs; therefore be it

RESOLVED: that the Academic Senate sends to the full faculty for a vote in Winter 2023 to change a portion of, the Constitution be changed in Article I to read:

“Voting members of the General Faculty of Cal Poly shall consist of those persons who are employed at Cal Poly and belong to at least one of the following entities: (1) full-time academic employees holding faculty rank whose principal duty is within an academic department, unit, or program; (2) faculty members in the Pre-Retirement Reduction in Time Base Program, Faculty Early Retirement Program and the Retired Annuitant program; (3) full-time probationary and/or permanent employees in Professional Consultative Services as defined in Article III.1.b of this constitution; (4) full-time coaches holding a current faculty appointment of at least one year; (5) lecturers holding full-time appointments of at least one year in one or more academic departments, units, or programs; or (6) lecturers with a current assignment of 15 WTUs for at least three consecutive quarters.”

(deletions in strikeout and additions in italics)

Proposed by: Executive Committee
Date: November 1, 2022
Date: 29 September 2022

To: Cynthia Jackson-Elmore, Provost

From: Damon M. Fleming, Dean

CC: Bruno Giberti
    Tom Gutierrez
    Angela Standifer
    Daniel Parsons
    Bruce Greenbaum

Subject: MBA for Professionals

I formally request suspension of the Master of Business Administration (MBA) for Professionals degree program. The basis for this decision is as follows:

1. **Consultation with faculty.** The MBA for Professionals was developed as a self-support program in collaboration with Pacific Gas and Electric (PG&E) to support its planned decommissioning of the Diablo nuclear power plant (originally planned for decommission in 2025). The program was approved by the Orfalea faculty exclusively for one (1) planned PG&E cohort. Any expansion of the program for additional cohorts would require appropriate curriculum review by the faculty.

2. **A summary of the main reason(s) for the proposed suspension.** The primary reason for the proposed suspension is the program was approved for one (1) planned PG&E cohort and there is no current plan for a future PG&E cohort.

3. **The effective date of the suspension.** 29 September 2022

4. **The understanding that the program will “teach-out” any remaining students.** Orfalea is committed to ensuring that all currently enrolled students will be provided courses or substitutions that allow them to complete degree program.