Meeting of the Academic Senate  
Tuesday, February 14, 2023  
UU 220, 3:10 to 5:00 pm

I. **Minutes**: January 24, 2023 (pp. 3-4)

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

III. **Reports:**
A. Academic Senate Chair:
B. President’s Office: (p. 5)
C. Provost: (pp. 6-7)
D. Vice President for Student Affairs: (pp. 8-9)
E. Statewide Senate: (pp. 10-11)
F. CFA: None
G. ASI: None

IV. **Consent Agenda:**

<table>
<thead>
<tr>
<th>Program Name or Course Number, Title</th>
<th>ASCC recommendation/ Other</th>
<th>Academic Senate</th>
<th>Provost</th>
<th>Term Effective</th>
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<tbody>
<tr>
<td>BUS 489 Negotiation (4), 4 lectures</td>
<td>Reviewed by ASCC and recommended for approval 1/20/23.</td>
<td>On the 2/14/23 consent agenda.</td>
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<td>Spring 2023</td>
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<td>MU 120 Music Appreciation (4), 3 lectures, 1 activity, GE C1 (Adding HNRS 120 crosslisting)</td>
<td>Reviewed by ASCC and recommended for approval 1/20/23. Reviewed by GEGB and recommended for approval 1/20/23.</td>
<td>On the 2/14/23 consent agenda.</td>
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<td>Summer 2023</td>
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<tr>
<td>PSY 340 Biopsychology (4), 4 lectures, GE Upper-Division B (existing course proposed to be offered online)</td>
<td>Reviewed by ASCC and recommended for approval 1/20/23.</td>
<td>On the 2/14/23 consent agenda.</td>
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<td>Summer 2023</td>
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<tr>
<td>PSY 344 Behavioral Genetics (4), 4 lectures, GE Upper-Division B (existing course proposed to be offered online)</td>
<td>Reviewed by ASCC and recommended for approval 1/20/23. Reviewed by GEGB and recommended for approval 11/18/22.</td>
<td>On the 2/14/23 consent agenda.</td>
<td></td>
<td>Summer 2023</td>
</tr>
<tr>
<td>PSY 352 Conflict Resolution: Violent and Nonviolent (4), 4 lectures, GE Upper-Division D (existing course proposed to be offered online)</td>
<td>Reviewed by ASCC and recommended for approval 1/20/23. Reviewed by GEGB and recommended for approval 11/18/22.</td>
<td>On the 2/14/23 consent agenda.</td>
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<td>Summer 2023</td>
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V. **Business Items:**
A. **[TIME CERTAIN 3:15 P.M.] Resolution on UFPP 12.3 Assigned Time for Exceptional Service to Students**: Ken Brown, Academic Senate Faculty Affairs Committee Chair, first reading (pp. 12-28)  

805-756-1258 - academicsenate.calpoly.edu
B. **Resolution on Graduate Curriculum for Semester Conversion:** Greg Bohr, Academic Senate Curriculum Committee Chair, first reading (pp. 29-32)

C. **Resolution on the General Faculty Status of Participants in the Faculty Early Retirement Program:** Steve Rein, Academic Senate Statewide Senator, first reading (pp. 33-34)

D. **Resolution on the General Faculty Status of Part Time Lecturers:** Steve Rein, Academic Senate Statewide Senator, first reading (pp. 35-36)

VI. **Discussion Item(s):**

VII. **Adjournment:**
Meeting of the Academic Senate  
Tuesday, January 24, 2023

I. Minutes: M/S/P to approve the minutes from November 29, 2022.

II. Communication(s) and Announcement(s): The updated agenda for the 01/24 meeting is online.

III. Reports:
A. Academic Senate Chair: Thomas Gutierrez, Academic Senate reported that there are many Senate vacancies for next year and the deadline for nominations is coming up.
B. President’s Office: Cheryl May, President’s Office Representative reported that on January 21, the campus hosted Congressman Salud Carbajal, Congressman Jimmy Panetta, and USDA Undersecretary of Agriculture for Marketing Regulatory Programs Jennifer Moffitt for a press conference in which they announced the next round of funding for the USDA’s Specialty Crop Block Grant Program. Regarding Title IX, the team from law firm Cozen O’Conner met confidentially with members of the community. The CSU chancellor search is underway, and the board of trustees has invited stakeholders to participate in open forums to discuss the qualities needed in chancellor.
C. Provost: Cynthia Jackson-Elmoore, Provost and Executive Vice President for Academic Affairs, reported that there are upcoming searches for the Dean of the College of Architecture and Environmental Design and the Dean of Graduate Education Success; the search firm being used is Academic Search. The position for Senior Vice Provost will also be searched for. Cal Poly will have the first Associate Vice Provost for Student Academic Success who will focus on the bandwidth of things that sit within Academic Affairs that tend to student success, will be a partner with Student Affairs, and with Additional Divisions. The Provost and Executive Vice President for Academic Affairs also acknowledged the work going on with the quarter to semester conversion.
D. Vice President for Student Affairs: Keith Humphrey, Vice President for Student Affairs, reported that there is a 400% increase in the number of Cal Poly care grant applications because of the recent extreme weather. Student supports services are also available considering the recent shootings. Campus Health and Well-Being began providing medication abortion services in compliance with state law. Applications for second-year housing for students in required groups opens on January 31.
F. CFA: Lisa Kawamura reported that they held a town hall last night about the quarter to semester conversion. She also emphasized the importance of showing up to Title IX open forums.
she emphasized the importance of showing up to these forums to show support for Title IX reform.

G. ASI: Marirose Evenden, ASI representative, reported that ASI is currently conducting two director-level position searches: Director of Rec Sports and Director of the University Union. She also shared that one of Cal Poly’s brand-new turf fields was destroyed by the recent flooding and they are looking into rebuilding. Lastly, she shared the Indigenous Student and Dreamer Scholarship both received about 60 applications.

IV. Special Reports:

V. Consent Agenda: All items on consent agenda pass.

VI. Business Items:
A. Resolution on Modifications to the Bylaws of the Academic Senate: Thomas Gutierrez, Academic Senate Chair, reintroduced in first reading a Resolution on Modifications to Bylaws of the Academic Senate. This resolution specifies that some committees have exceptions to term lengths and limits which are specified in the committee’s description, and that the Executive Committee may override term limits when appointing members to committees only when the incumbent is willing to serve in an open spot. The resolution also clarifies the definition of a non-voting chair. Additionally, the timeline of GEBG members is stipulated as 3 consecutive 3-year terms. The GEBG Chair can serve 4-year terms for a maximum of 2 consecutive terms. M/S/P to move resolution to second reading. M/S/P to adopt Resolution to the Bylaws of the Academic Senate.
B. Resolution on the General Faculty Status of Participants in the Faculty Early Retirement Program: Steve Rein, Academic Senate Statewide Senator. This resolution will return in first reading at the next Academic Senate meeting.

VII. Discussion Item(s): None.

VIII. Adjournment: This meeting was adjourned at 5:00.

Minutes submitted by

Shefali Mistry

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23 02 07 Academic Senate Update

A few updates of general interest from the president’s office:

Encouraging Admissions News

As you may also know, this cycle Cal Poly has exceeded last year’s record-setting number of applications, with a total of 73,081 applicants for fall 2023. Given the national trend toward fewer enrollments, this is very encouraging!

Students Honored at the State Capitol

On January 30, nineteen Cal Poly students were recognized for their awards, hard work and other accomplishments by state lawmakers on the floors of the state Assembly and Senate in Sacramento. These include the 2023 Tournament of Roses Parade, with its worldwide TV audience in the millions; the concrete canoe team that won the national championship and made history; Cal Poly student government officers and Greek system awardees; agriculture and architecture competitions; student research; and student athlete club accomplishments in forestry skills, national mountain biking championship medal recipients as well as the MVP of the team that earned a U.S. soccer title.

Thank you as always for your kind attention.

END
Cal Poly Honors Program Student Newsletter Wins National Competition
The Cal Poly Honors Program student newsletter won first place in the 2022 National Collegiate Honors Council (NCHC) competition. The award was announced at the NCHC conference in Dallas in November 2022. The Honors newsletter is a student newsletter released twice per year and features a variety of student created articles and photographs. Started in 2015, the newsletter has won several awards from the NCHC in the student-run electronic division, placing for seven consecutive years and taking home first place in 2018, 2019, 2021 and again this year. Read the award-winning newsletter.

2023-24 STEM-NET Faculty Fellow
Cal Poly is currently accepting nominations for the 2023-24 STEM-NET faculty fellow position. One faculty member will be put forward for consideration by the CSU STEM-NET Steering Committee. The program provides a summer 2023 stipend of $5,000 and three semester units of assigned time to be used in 2023-24. It is designed to support a faculty fellow to work collaboratively to develop and submit targeted STEM-based proposals; develop educational-and research-based grants with fellow faculty; and help promote a culture of scholarship on campus. Nominees must be a tenure-track or tenured faculty member with a disciplinary association with science, technology, engineering or math and who are active disciplinary and/or pedagogical scholars. The internal deadline for self-nominations is 8 a.m. Monday, Feb. 27. If nominating another individual, nominations are requested by 8 a.m. Monday, Feb. 20, so that the person nominated has time to respond by the Feb. 27 deadline. Further details and the nomination form are available at https://tinyurl.com/STEM-NET-2023-24. Contact Jane Lehr at jlehr@calpoly.edu with any questions.

Panetta Congressional Internship Program
Applications are now being accepted for the 2023 Panetta Institute Congressional Internship Program in Washington D.C. Matriculating third- or fourth-year students from any major that meet the program requirements are encouraged to apply. The application deadline is Monday, Feb. 27. This prestigious Learn by Doing experience provides an opportunity for students to enhance their education by providing encouragement in the exploration of Congress, civil leadership and community and public service. Once selected, students participate in a two-week training session in August at the Panetta Institute, followed by 11 weeks in Washington, D.C., working in a Capitol Hill office of a California congressional delegation member. The cost of the program is fully funded to allow participation by any qualified student, independent of family income. Complete program requirements and details are available at http://provost.calpoly.edu/content/internship.

Cal Poly Student Research Competition
Cal Poly is hosting an internal competition on Friday, Feb. 24, and Saturday, Feb. 25, to identify which 10 projects by student and recent alum researchers will represent the campus at the CSU Research Competition at San Diego State in April. Both events are open to the
Learn by Doing Scholar Awards
Kennedy Library has announced a call for applications from faculty for the 2022-23 Learn by Doing Scholar Awards, which recognize faculty contributions that demonstrate the impact of Cal Poly’s educational approach, translate conventional learning into practice and make a difference locally, nationally and internationally. Two awards will be presented, each accompanied by $2,000. Faculty from all disciplines are welcome to apply, and team applications are welcome and may include staff and students. Faculty self-nominate and directly submit applications online. Applications are reviewed by a faculty committee with representatives from each college and the library. Applications must be submitted online by 5 p.m. Friday, March 10. The Learn by Doing Scholar Awards will be presented at the 2023 Fall Convocation. For more information and to apply visit https://lib.calpoly.edu/faculty/learn-by-doing/.

Taste of the World on Feb. 15
The International Center will host Taste of the World 2023 from 1 to 3 p.m. Wednesday, Feb. 15, in the Agricultural Sciences Building (No. 11) courtyard (near Campus Market). This free event will feature international cuisine from all over the world and is open to all.

University Advising/Retention Team Launches Website
The University Advising/Retention team has launched its new website: retention.calpoly.edu. Developed out of Cal Poly’s Graduation Initiative 2025, the retention team focuses on eliminating equity gaps by identifying and removing barriers to student retention, re-enrollment, and graduation. Retention specialists provide time-sensitive support to students who are taking time off through the Informal Time Off, Leave of Absence and Active Not Enrolled processes, mitigating potential hurdles to re-enrollment. As part of the Cal Poly advising community, the retention team facilitates use of data to prioritize proactive advising, identify college-specific barriers to retention/graduation, as well as review policies to advocate for change.
Supporting Students

A number of Senators asked follow up questions (off-line) about how Student Affairs supports and follows up with students when incidents of hate, bias, or natural disaster occurs. The conversation grew out of an update given at the previous meeting about support provided during the recent California shootings.

That’s why Student Affairs has a comprehensive Incident Response Communications Plan (IRCP) in place to help us respond to the needs of students quickly and effectively.

- Examples of incidents may include (but not limit to) acts of: Anti-indigenous, Anti-immigration, Anti-Semitism, Gender- and power-based violence, acts of hate and bias against LGBTQ+ community members, Racially charged incidents, and Anti-black to name a few. Natural disasters or major political upheaval in other countries are also addressed.
- Upon hearing of an incident, we quickly move into action. Every situation is unique - we follow a general framework that guides our actions and decisions.
  - Gathering of the facts and assessing impacts – if any – are occurring in the student community. This includes consulting with campus stakeholders (campus leaders, subject matter experts, health and counseling leaders, communicators) for a situational debrief and recommendation to activate a student support plan.
  - Activate an action plan or hold / monitor the situation. Depending on the situation, a plan may be put into action that may include counseling support (individual support, group spaces, etc.), developing campus communications (email, social media, solidarity statement), coordinate with university communications and other areas, etc. It may also be determined that we not advance a plan and continue to monitor the situation closely. Student clubs related to the incident are consulted and, when appropriate, students from a particular region like Monterey Park, or like Turkey and Syria in the case of the recent earthquakes, are contacted and offered support.
  - Regular briefings and updates as needed - During IRCP Student Affairs and campus leaders will be briefed regularly on the latest information and to discuss further student support and other needs in the days following an incident (additional communications, counseling, attending gatherings, etc.)
A post-incident meeting is hosted with Student Affairs staff involved with the incident to discuss and document post-mortem notes for reflection and continuous improvement.

Upcoming DEI events

Mark your calendars:

- State of Blackness – Thursday February 16, 5-6:30 p.m. in the ATL
- Star Wars Indigeneity and Histories of Racism – Wednesday February 22, 6:30-8:30 p.m. in the Native American and Indigenous Cultural Center
- State of Womxn – Thursday March 2, 5-7 p.m. in Chumash Auditorium

Spring Sports Underway

Softball began its home season this past weekend and baseball has its first home weekend series this coming weekend. Full schedule is available at gopoly.com – please come out to support our student athletes.

Upcoming Career Fair

The graphic communications and packaging career fair will be held on February 21 from 9 a.m.-12 noon in the Multi Activity Center.
ASCSU Plenary Agenda
January 19–20, 2023
Office of the Chancellor (Remote)

1. Adopted Resolutions

1.1. AS-3578-22/JEDI “Expansion of California State University (CSU) Independent Doctoral Degree Programs”

1.2. AS-3579-22/FGA “Funding Summer Advocacy Work for the Position of Legislative Specialist of the Academic Senate CSU (ASCSU)”

1.3. AS-3580-22/FA/FGA “Request for Increased Ventilation and Air Purification Infrastructure Across the California State University (CSU) System”


1.5. AS-3582-22/FA “Solidarity with Iranian University Communities Protesting Violent Repression in response to the ‘Woman, Life, Freedom’ Movement”

1.6. AS-3583-22/EX “In Support of Native American Graves Protection and Repatriation Act (NAGRPA) Compliance in the California State University (CSU)”

1.7. AS-3584-22/FA “Establishing Timely Responses to Campus Senate Resolutions and Policies”

1.8. AS-3585-22/JEDI/FA/FGA “CSU Employee Justice Equity and Diversity (JEDI) Housing Assistance Program”

1.9. AS-3586-22/JEDI/FA “Systemic Inclusion of Preferred Names and Pronouns within the California State University (CSU) System”

2. First-reading Resolutions

2.1. AS-3587-23/APEP “Supporting a Fourth Year of Mathematics/Quantitative Reasoning”

2.2. AS-3589-23/APEP “Academic Senate Meeting Modality”

2.3. AS-3591-23/FGA/AA “A Call for State Gas/Oil Excess Profit Fee Funding in Support of Public Higher Education”
2.4. AS-3592-23/FA “Compensation for AB 928 Curricular Reform”
2.5. AS-3593-23/EX “Revision of Special Rule Governing Debate on Substantive Motions”
2.6. AS-3594-23/APEP “Regarding Coursework and Correspondences in Subject Matter Domains for Teaching”
2.7. AS-3595-23/FA/FGA “Equitable Capping of Executive Administrative Raises in the CSU Compared to Other Unit Employee Raises”
2.8. AS-3596-23/APEP “Engaging Disciplinary Faculty in the Development of the Early Childhood Education Specialist Credential”
2.9. AS-3597-23/FA “Dissemination of Report and Recommendations by the Cozen O’Connor team investigating Title IX practices on CSU campuses”
2.10. AS-3598-23/EX “Apportionment of Academic Senate CSU (ASCSU) Seats”
2.11. AS-3599-23/APEP “California State University Authority Over Changes to College Preparatory A-G Standards and Guidelines”
2.12. AS-3600-23/FA “Support and Commendation for Graduate Student and Post-Doctoral Workers”
2.13. AS-3601-23/AA “Support for Maintaining Veterans’ Centers on all CSU Campuses”

At the Friday, 2023 02 10 meeting of the Fiscal and Governmental Affairs Committee meeting, we discussed the systemwide budget and CSU plan for resource reallocation for campuses not meeting enrollment targets.

For those interested, the best summary is from two presentations at the January, Board of Trustees Meetings:

Committee on Finance of the CSU BOT, Assistant Vice Chancellor for System Budget Ryan Storm reports on the status of state support in our budget (in marginal dollars):  https://www.youtube.com/watch?v=PwT_iZMbvhw&t=2790s (watch about 15 minutes)
Joint Committee on Education Policy and Finance, Associate Vice Chancellor and Chief of Staff, Academic and Student Affairs Nathan Evans reports on the reallocation plan: https://www.youtube.com/watch?v=eZoDHhy-sOo&t=200s (watch about 10 minutes).
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: 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: February 14, 2023
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.

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<td>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.</td>
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<td>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.</td>
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<td>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. Various other revisions clarify the process for implementation of this program.</td>
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<td>These ATESS policies and procedures would supersede those currently in UFPP 12.3.</td>
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<th>Implementation</th>
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<td>These policies go into effect for the application process in 2023-24.</td>
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Faculty Affairs Committee
Consultation

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. Many revisions arose from feedback from the Academic Senate in its first reading.

What follows are the proposed revised policy, the currently effective policy, and another copy of the proposed revision revealing the edits from the current version of the policy, and the relevant article from the CBA that defines this program.
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. Pursuant to CBA 20.37 and in support of California Polytechnic State University San Luis Obispo (Cal Poly’s) Mission and Strategic Plan, exceptional service awards are intended to recognize faculty who have a demonstrated commitment to working on issues faced by our diverse student population.

   12.3.3. Exceptional Student Service Committee (ESSC)
      12.3.3.1. 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. When a standing committee takes on the ESSC function, that committee shall adhere to the criteria for ATESS independent of any other charges or mission of that committee.
      12.3.3.2. 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 or designee.
      12.3.3.3. 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.
      12.3.3.4. 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.
         • Periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC).

   12.3.4. Eligibility and Restrictions
      12.3.4.1. All Unit 3 faculty employees are eligible to submit a proposal to request assigned time for exceptional levels of service to students.
      12.3.4.2. Faculty who have previously received assigned time under this program will be eligible to apply for another assigned time award.
      12.3.4.3. In order to support new or currently unfunded activities, rather than to enhance existing support for ongoing activities, faculty members already receiving other sources of
assigned time or compensation for the same activities on the list of Supported Activities below shall not be eligible for support from this program for that very same activity.

12.3.4.4. Assigned time shall be used for course release during the academic year (and not in summer). As per 20.37, the course release shall be utilized during the academic year in which the activity is performed, though it may be used in any term of that academic year.

12.3.5. Timeline for Application Process

12.3.5.1. Application for assigned time shall be for activities in the subsequent academic year. A timeline for the application process shall be announced in the notification sent to faculty upon the opening of the application period.

12.3.5.2. 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. The ESSC reviews applications and submits its recommendations to the provost in time for applicants to be notified of the status of their applications.

12.3.6. Application Materials

12.3.6.1. The distribution of application materials concerning assigned time for exceptional levels of service to students should target department chairs/heads, program directors and students to encourage applications from faculty they view as having taken on extraordinary burdens in the related categories of service to students in relation to the aims of the program as stated in UFPP 12.3.3.

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

- Description of the nature of the exceptional service being provided to students and how it goes significantly beyond the normal expectations of the faculty member’s assignment.
- Account of direct benefits to students and the student beneficiaries of the exceptional service being provided.
- Description of other assigned time or compensation for exceptional service during the current academic year and expected for the subsequent academic year.
- Justification of how the WTUs requested correlate work effort with course release.
- Account of previous success in comparable service.
- The faculty applicant’s current curriculum vitae (CV), highlighting relevant prior service activities similar to those for which assigned time is being sought;
- A statement from the department chair or head about the merit of the proposal in relation to the faculty member’s assignment, 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.

12.3.6.3. Incomplete applications will not be reviewed.

12.3.7. Supported Activities

12.3.7.1. This assigned time is for service to students in relation to the department, college, university, or community that goes significantly beyond the normal expectations of a faculty member’s assignment. The following activities may be supported:

• Student mentoring, advising, and outreach that goes significantly beyond the normal expectations of a faculty member’s assignment;

• Activities that support underserved, first-generation, and/or underrepresented students, including those caused by cultural taxation;

• Curricular redesign intended to improve student access and success;

• Other extraordinary forms of service to students beyond the normal expectations of a faculty member’s assignment.

12.3.8. Review Criteria

12.3.8.1. The ESSC assesses applications based upon application materials including the narrative description of how the proposed service meets the following criteria:

• A clear delineation of how the service to the students goes beyond the normal expectations of the applicant’s assignment;

• Justification for how the amount of assigned time requested correlates the service activity with the requested WTU;

• Demonstrated ability to be successful in accomplishing project goals and previous work in this area.

12.3.9. Recommendations

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

12.3.9.2. The ESSC shall submit its evaluations and the application materials to the provost who shall make the final determination regarding the approval or denial of the proposals.

12.3.10. Information Provided to Applicants

12.3.10.1. The provost will forward their approval or denial of assigned time, and the basis for the denial of assigned time, to the applicant.

12.3.11. Appeals

12.3.11.1. Within 10 days following receipt of the provost’s 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.

12.3.12. Effective Dates

12.3.12.1. 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.

12.3.12.2. 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.

12.3.13. Assigned Time Budget and Reporting

12.3.13.1. 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.

12.3.13.2. As per CBA 20.37 Cal Poly shall expend all assigned time allocated under this program, and 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.

12.3.13.3. All assigned time allocations must be expended in the academic year per restrictions specified in UFPP 12.3. 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 Collective Bargaining Agreement, appeals must be funded from the funds for that year, including any rollover from previous years.
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 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 Student Service Committee (ESSC)

12.3.3.1. 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.

12.3.3.2. One faculty member from each constituency defined above shall be appointed by the Academic Senate Executive Committee, and a student will be appointed by the Associated Students, Inc. The provost and vice-president for academic affairs or 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.

12.3.3.3. The functions of ESSC shall be:

- Evaluate faculty applications for assigned time for exceptional levels of service to students.
- Make recommendations based on those evaluations to the provost and executive vice president for academic affairs.
- Periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC).

12.3.4. 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 can only be utilized during the academic year (September – June) 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 submits the application materials to the applicant’s dean, who then submits the applications to the ESSC typically by early in Winter quarter. The ESSC reviews applications and submits its recommendations to the provost and vice president for academic affairs in time for applicants to be notified of the status of their applications near the end of Winter quarter.

12.3.7. Application Materials and Criteria

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

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

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

12.3.7.3. Incomplete applications will not be reviewed.

12.3.8. Supported Activities and Review Criteria

12.3.8.1. 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.

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

12.3.9. Recommendations
12.3.9.1. The ESSC shall rate each proposal based on the established criteria and rank order the proposals by total rubric score.
12.3.9.2. 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.

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

12.3.11. Appeals
12.3.11.1. Within 10 days following receipt of the provost and vice-president for academic affairs’ decision, applicants may appeal the decision in writing to the associate vice-provost for academic personnel. Appeals will be forwarded to the Faculty Affairs Committee for consideration. The FAC will consider the appeal at their next scheduled business meeting and will respond to the appellant in writing with a copy to the provost. Decisions of the FAC shall be final and binding and are not subject to the grievance procedures specified in Article 10 of the CBA.

12.3.12. Effective Dates
12.3.12.1. The policies and procedures in this document are an implementation of Article 20, section 37 of the 2014 – 2017 CBA. Due to the extension of the CBA through 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. 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 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 2014—2017 Collective Bargaining Agreement (CBA) between CSU and the California Faculty Association (CFA) and the extension of the CBA through 2019—2020. Pursuant to CBA 20.37 and in support of California Polytechnic State University San Luis Obispo (Cal Poly’s) Mission and Strategic Plan, exceptional service awards are intended to recognize faculty who have a demonstrated commitment to working on issues faced by our diverse student population.

12.3.3. Exceptional Student Service Committee (ESSC)

12.3.3.1. 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. When a standing committee takes on the ESSC function, that committee shall adhere to the criteria for ATESS independent of any other charges or mission of that committee.

12.3.3.2. 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 or 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.

12.3.3.3. 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.

12.3.3.4. 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.

12.3.5.2. Faculty who have previously received assigned time under this program will be eligible to apply for another assigned time award.

12.3.5.3. In order to support new or currently unfunded activities, rather than to enhance existing support for ongoing activities, 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) for the same activities on the list of Supported Activities below shall not be eligible for support from this program for that very same activity.

12.3.5.4. Assigned time shall be used for course release during the academic year (and not in summer). As per 20.37, the course release shall be utilized during the academic year can only be utilized during the academic year (September – June) during which the activity is performed, though it may be used in any term of that academic year.

12.3.6. Timeline for Application Process

12.3.6.1. Application for assigned time shall be for activities in the subsequent academic year. A timeline for the application process 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. 12.3.6.2.12.3.5.2. 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.

12.3.7. Application Materials and Criteria

12.3.7.1. 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. 12.3.7.2. An application for assigned time to support exceptional levels of service to students shall consist of:

- Description of the nature of the exceptional service being provided to students and how it goes significantly beyond the normal expectations of the faculty member’s assignment.
- Account of direct benefits to students and the student beneficiaries of the exceptional service being provided.
- Description of other assigned time or compensation for exceptional service during the current academic year and expected for the subsequent academic year.
- Justification of how the WTUs requested correlate work effort with course release.
- Account of previous success in comparable service.
- A completed proposal that includes sufficiently detailed narrative, not to exceed two pages, on the template provided for this purpose, which includes sufficient justification for the use of assigned time requested, the impact factor (see application), a description of how the service is extraordinary, and how the WTUs requested correlate to work effort.
- The faculty applicant’s current curriculum vitae (CV), with highlighting relevant prior service activities similar to those for which assigned time is being sought highlighted;
- A statement from the department chair or head indicating support for the merit of the proposal in relation to the faculty member’s assignment, and verification that no other source of assigned time or compensation has been provided for the same general activity.
appropriateness of the requested assigned time for course release for the applicant; and

• The college dean’s recommendation.

12.3.7.3.12.3.6.3. Incomplete applications will not be reviewed.

12.3.8.12.3.7. Supported Activities and Review Criteria

12.3.8.12.3.7.1. This assigned time is for service to students in relation to the department, college, university, or community that goes significantly beyond the normal expectations of a faculty member’s assignment. The following activities may be supported:

• Student mentoring, advising, and outreach that goes significantly beyond the normal expectations of a faculty member’s assignment;
• Activities that support underserved, first-generation, and/or underrepresented students, including those caused by cultural taxation;
• 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 beyond the normal expectations of a faculty member’s assignment.

12.3.8. Review Criteria:

12.3.8.12.3.8.1. The ESSC assesses applications based upon application materials including the narrative description of how the proposed service meets the following criteria:

• Narrative description of proposed activity/project detailing nature of service provided;
• Demonstration—A clear delineation of how the service to the students goes beyond the normal expectations of the applicant’s assignment 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 the requested WTU;
• Demonstrated ability to be successful in accomplishing project goals and previous work in this area.

12.3.9. Recommendations

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

12.3.9.2. 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.

12.3.10. Information Provided to Applicants

12.3.10.1. 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, to the applicant. If denied, the basis for the decision, as well as the numeric score and ranking of their application.

12.3.11. Appeals

12.3.11.1. Within 10 days following receipt of the provost’s and vice-president for academic affairs’ decision, applicants may appeal the decision in writing to the associate vice-provost for academic personnel. Appeals will be forwarded to the Faculty Affairs Committee for consideration. The FAC will consider the appeal at their next scheduled business meeting and will respond to the appellant in writing with a copy to the provost. Decisions of the FAC shall be final and binding and are not subject to the grievance procedures specified in Article 10 of the CBA.

12.3.12. Effective Dates

12.3.12.1. 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 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. 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.

12.3.13. Assigned Time Budget and Reporting

12.3.13.1. 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.

12.3.13.2. As per CBA 20.37 Cal Poly shall expend all assigned time allocated under this program, and 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.

12.3.13.3. All assigned time allocations must be expended in the academic year per restrictions specified in UFPP 12.3. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for an assistant professor.
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 Collective Bargaining Agreement, appeals must be funded from the funds for that year, including any rollover from previous years.
Assigned Time for Exceptional Levels of Service to Students
CBA Article 20.37

For each fiscal year of this agreement, CSU campuses will collectively provide 900 Weighted Teaching Units (WTUs) every academic year, allocated based on campus full-time equivalent students (FTES), to provide assigned time to faculty employees who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort.

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. This support includes but is not limited to: the development and implementation of high-impact educational practices; 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; assignment to courses where increases to enrollment have demonstrably increased workload; and other extraordinary forms of service to students.

Such adjustments shall be in addition to any adjustments already in place on a campus. Faculty members already receiving assigned time 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 pool for the same activities.

Awards shall consist of WTUs and may be banked for use in the next academic year. Campuses shall establish timelines so that assigned time is taken during the academic year in which the activities occurred. All faculty unit employees are eligible to apply.

Academic Senates on each campus shall develop criteria and procedures for the use of the funds. Applications shall be evaluated by the appropriate faculty committee(s), which shall make recommendations to the appropriate administrator. Consideration shall be given to the items listed in 20.3 (b) and (c). Priority shall be given to applications which demonstrate that the quality of students’ educational experience could not have been maintained without an increase in the faculty member’s workload.

Denials shall specify the reasons. Appeals shall be heard by a faculty committee designated for the purpose. Decisions of the appeals committees shall be final and binding and not subject to Article 10 of this Agreement. Awards granted after appeal shall be funded from the subsequent fiscal year’s obligation for this program and shall not exceed 10% of the annual obligation. Any unused WTUs from this program shall roll over for use in the following Academic Year. Campuses shall assign all WTUs designated for this program. Each campus shall provide an accounting of assigned time for this program for the prior fiscal year by no later than November 1 of the subsequent year.
RESOLUTION ON GRADUATE CURRICULUM FOR SEMESTER CONVERSION

Impact on Existing Policy: Supercedes AS-825-17, amends AS 877-19 (blended programs, section on unit total and double-counting)\(^1\)

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, AS 825-17 specifies the required percentage of graduate level courses in a master’s program; and

WHEREAS, AS 877-19 provides Cal Poly policy on blended programs; there be it

RESOLVED: that the general guidelines for graduate curriculum at Cal Poly in the attached policy shall be adopted.

Proposed by: Academic Senate Curriculum Committee
Date: January 31, 2023

\(^1\) (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.
+General Policies on Graduate Curriculum for Semesters (Master's Degree Programs, and Specializations)

1. Number of Units Required in a Master's Degree Program
   a. A minimum of 30 semester units of approved graduate work (Title 5 § 40510).
   b. Not less than 21 semester units shall be completed in residence. The appropriate campus authority may authorize the substitution of credit earned by alternate means for a part of this residence requirement. (Title 5 § 40510).
   c. No fewer than 60% of the units required for the degree shall be in courses organized primarily for graduate students (5000 level).
   d. Certain 4000-series courses may be completed by the graduate student as part of the degree program when this is consistent with university requirements, departmental master's degree specifications, and the candidate's formal program of study.
   e. Only 4000- and 5000-level courses are allowed in an approved graduate plan of study.
   f. In those programs where specific courses below the 4000-level may be essential for a student's success, the student may be conditionally accepted to the program contingent upon completing those courses.
   g. Courses below the 4000-level may not constitute any part of the approved units in the plan of graduate study.

2. Culminating Experience
   a. The culminating experience for the granting of a graduate degree is the successful completion of a thesis, project or comprehensive examination (Title 5 § 40510).
      i. Thesis
         1. A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation.
         2. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.
         3. Normally, an oral defense of the thesis is required.
      ii. Project
         1. A project is a significant undertaking appropriate to the fine and applied arts or to professional fields.
         2. It evidences originality and independent thinking, appropriate form and organization, and a rationale.
         3. It is described and summarized in a written report that includes the project's significance, objectives, methodology, and a conclusion or recommendation.
4. An oral defense of the project may be required.

iii. Comprehensive Examination

1. A comprehensive examination is one of the possible culminating experiences for the master's degree and assesses the student's ability to integrate knowledge, show critical and independent thinking, and demonstrate mastery of the subject matter.
2. The results of the examination should show independent thinking, appropriate organization, critical analysis and accuracy of documentation.
3. A record of the examination questions and responses is maintained.

3. Course Unit Limitations (Title 5 § 40510)
   a. No more than six semester units shall be in student teaching.
   b. No more than six semester units shall be allowed for a thesis or project. (Title 5, Section 40510)

4. Time Limit for Degree
   a. The time allowed to complete coursework in the formal study plan, including thesis and project courses, is seven years. (Title 5 § 40510)

5. Specializations
   a. Specializations are defined as an aggregate of courses within a graduate degree program designed to give a student specialized knowledge, competence, or skill.
   b. A specialization will include at least 8 semester units from specified courses, course lists, or course categories of 4000- or 5000-level coursework distinct from the major core, but will be less than 50% of the total units in the major.
   c. Courses in the specialization will be listed separately from the major program core on the curriculum sheet.
   d. Completion of a specialization will be noted on the graduate student's transcript and will be shown on the diploma.
   e. In order to ensure accurate reporting of enrollments and degrees granted, the major program core must have more required units than the number required in the specialization. Thus, specializations need to constitute less than 50% of the major curriculum. Conversely, the core must constitute more than 50% of the major curriculum. (ASA-2017-02)
6. Blended Programs (AS 877-19)
   a. Blended programs award a bachelor's degree and a master's degree at the same time. The purpose of the blended program (AA-2012-01) is to provide an accelerated pathway from a bachelor's to a master's degree and to enhance the undergraduate learning experience.
   b. up to 12 semester units may at the program’s discretion be double counted for both the Bachelor's degree and the Master's degree so that the total number of units may be 138 semester units (Title 5 § 40510), provided that
      i. none of the required graduate classes is replaced by an undergraduate class, and
      ii. the graduate classes that are also counted toward the Bachelor's degree either assume the more rudimentary knowledge taught at the undergraduate level or cover the content of the undergraduate courses that they replace.
   c. Other policies regarding blended programs are specified in AS 877-19
RESOLUTION ON THE GENERAL FACULTY STATUS OF PARTICIPANTS IN THE FACULTY EARLY RETIREMENT PROGRAM

Impact on Existing Policy: None

WHEREAS, members of the General Faculty as defined in our Constitution are allowed to vote for who represents them in the Academic Senate; and

WHEREAS, the Constitution of the Academic Senate refers to “faculty members in the Pre-Retirement Reduction in Time Base Program” as members of the General Faculty but participants in the Faculty Early Retirement Program (FERP) instead are not included as members of the General Faculty; and

WHEREAS, when the Faculty Early Retirement Program was established, the General Faculty did not change our Constitution to include our FERP faculty members as part of the General Faculty which is unlike what most other CSU campuses have done; and

WHEREAS, according to Article 29.19 of the Collective Bargaining Agreement (CBA) participants in FERP should have the same rights as a tenured faculty member:

"29.19 A participant shall, for the period of active employment, be deemed a tenured faculty employee. Such a participant shall be eligible to serve on governance committees whose assignments are normally completed during the period of FERP employment";

therefore, be it

RESOLVED: that the Academic Senate sends to the General Faculty for a vote in Winter 2023 to change a portion of the Constitution of the Academic Senate 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 and 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: January 10, 2023

RESOLUTION ON THE GENERAL FACULTY STATUS OF PART TIME LECTURERS

Impact on Existing Policy: None

WHEREAS, members of the General Faculty as defined in our Constitution are allowed to vote for who represents them in the Academic Senate; and

WHEREAS, the Constitution of the Academic Senate defines “(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” as members of the General Faculty but not part time faculty members with less than 45 WTUs per year and as such our part time lecturer faculty members cannot vote for who represents them in the Academic Senate; and

WHEREAS, part-time lecturers (some 15% of our FTE instructional faculty, 30% by headcount) in our academic senate are represented by a single representative because they are not members of the General Faculty according to our Constitution; 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; (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) *part-time* lecturers with *any* 12.12 *entitlement* or *any* 12.3 *entitlement* of at least 12 semester (or equivalent) units in total for the *academic year* 15 WTUs for at least three consecutive quarters.”

(deletions in strikeout and additions in italics)

Proposed by: Executive Committee
Date: January, 2023