Meeting of the Academic Senate  
Tuesday, May 9, 2023  
UU 220, 3:10 to 5:00 pm

I. Minutes: April 18, 2023 (pp. 2-3)

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

III. Reports:
   A. Academic Senate Chair:
   B. President’s Office: (p. 4)
   C. Provost: (p. 5)
   D. Vice President for Student Affairs: (p. 6)
   E. Statewide Senate: None
   F. CFA: (p. 7)
   G. ASI: (p. 8)

IV. Consent Agenda
   A. Consent Agenda (pp. 9-10)

V. Special Report:
   A. Library Annual Written Update: Adriana Popescu, Dean of the Library (p. 11-16)

VI. Business Items:
   A. Resolution on the General Faculty Status of Part Time Lecturers: Steve Rein, Academic Senate Statewide Senator, first reading (pp. 17-19)
   B. Resolution on Curriculum for Semester Conversion: Greg Bohr, Academic Senate Curriculum Committee Chair, first reading (pp. 20-25)
   C. Resolution on Courses with Condense Time Schedules for Quarter to Semester Conversion: Greg Bohr, Academic Senate Curriculum Committee Chair, first reading (pp. 26-27)

VII. Discussion Item(s):

VIII. Adjournment:
I. **Minutes:** M/S/P to approve the minutes from March 14, 2023.

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

III. **Reports:**
A. Academic Senate Chair: None.
B. President’s Office: Cheryl May, President’s Office Representative, celebrated Victor Glover’s being chosen by NASA to pilot the Artemis II around the moon. She also reported that Congressman Salud Carbajal was in town last week to celebrate the opening of Cal Poly’s hangar at SLO Regional Airport.
C. Provost: Cynthia Jackson-Elmoore, Provost and Vice President and Executive Vice President for Academic Affairs, shared an update regarding Ombuds. The Academic Senate Diversity Committee is working on providing the Provost’s office with a report of best practices both in and outside of the CSU for faculty and staff Ombuds. Their report will also contribute to additional work that is happening in parallel between the Office of the Provost, the Office of the President, the Office of University DEI, and University Personnel.
D. Vice President for Student Affairs: Keith Humphrey, Vice President for Student Affairs, reported that this week is the last major career fair of the calendar year. He also shared that Monday, April 17 was the release of tickets for commencement for eligible graduating seniors. Students can claim up to ten tickets.
E. Statewide Senate: Gary Laver, Statewide Senator, reported that at the Statewide Senate’s February meeting, the Intersegmental Committee of Academic Senates (ICAS) approved the Singular Lower Division General Education Pattern for Transfers, thus fulfilling its obligation as required by AB 928. He also shared that American Institutions as a graduation requirement works well with the framework. Further, he reported that, at the ASCSU plenary, Faculty Trustee Sabalius indicated that the budget situation for the next fiscal year is not looking healthy and that it is likely that the state will need to dip into its rainy-day fund, possibly leading to budget cuts. Finally, he shared that Cozen O’Connor’s review has been far more involved and extensive than was expected. A public written work will be produced for each CSU campus and an intensive report will be shared with trustees in May.
F. CFA: Lisa Kawamura, CFA SLO President, reported that she just returned from the CFA Spring Assembly and that lobby days are coming up this week. She is bringing two students and three faculty members to talk about the four reopening issues that she has discussed with the Senate over the past couple of months: pay, workload, health and safety, and parental leave. She also thanked everyone for turning in their Bargaining Surveys. Lastly, she formalized that there is no Cal Poly SLO SQE group.
G. ASI: Marirose Evenden, ASI Representative, reported that ASI is currently in second round interviews for the Director of Recreation Sports and the Director of University Union. They are also currently in the process of reviewing and preparing their budget and are currently in their election cycle with candidates actively campaigning. The presidential debate will be held on Thursday, April 20th at 11:00 AM in the UU Plaza, and the candidate meet and greet will be held Monday, April 24th at 11:00 AM in the UU Plaza. The ASI boarding meeting is coming up and they will be getting an update on semester conversions and discussing Resolution 23-03. ASI also shared that they do not think that it would be appropriate for them to be leaders in discussing “St. Fratty’s Day” with the community as they claim it does not fall under ASI’s purview.

IV. Special Report:

V. Consent Agenda:
A. Consent Agenda: The consent agenda has been approved.

VI. Business Items:
A. Resolution on the General Faculty Status of Part Time Lecturers: Steve Rein, Academic Senate Statewide Senator, introduced in first reading a Resolution on the General Faculty Status of Part Time Lecturers. This resolution states that part-time lectures will be represented on the Senate by up to seven representatives from any college or from Professional Consultative Services. This resolution will return in first reading at the next Academic Senate meeting.

VII. Discussion Item(s):
A. Discussion on Including A+ as a Future Possible Assigned Grade Code at Cal Poly: Brennan Brown, student, gave a presentation on Including A+ as a Future Possible Assigned Grade Code at Cal Poly which can be found here: https://content-calpoly.edu.s3.amazonaws.com/academicsenate/1/images/4.18%20Academic%20Senate%20Discussion.pdf

VIII. Adjournment: This meeting was adjourned at 4:55

Minutes submitted by:

Shefali Mistry

805-756-1258 - academicsenate.calpoly.edu
President’s Office Report for the Academic Senate May 9, 2023 Meeting

We have a few updates for you this week:

**Economic Impact Analysis Report Commissioned**

The university has hired local economic development and research non-profit REACH to conduct an analysis of the economic impact of Cal Poly on the Central Coast. Our most recent economic impact report was done in 2014 and is now badly out of date. We expect to have the new report this summer.

**Congratulations to Outstanding Business Students**

Finally, congratulations to the team of Cal Poly finance students who won the CFA Institute research Challenge Americas’ competition and advanced to the global finals in Washington, DC on May 3. This is the first time a Cal Poly team has made it to the global competition! [Results were not available at press time.]

Thank you for your kind attention.
Dean of Graduate Education Search

Please save the date for university visits scheduled for each finalist. All members of the campus community are invited to attend open forums for each finalist, and your feedback is crucial to the success of this search. The three one-day visits will take place May 15, May 18 and May 19. Information about each finalist and the times and locations for these open forums will be sent prior to the campus visit.

Kennedy Library Transformation Town Hall

On Monday, May 15, the Kennedy Library Transformation Team will host a panel featuring the design and build firms, Miller Hull and Hensel Phelps. This is an opportunity for students, faculty, staff and supporters to learn more about the upcoming Kennedy Library Transformation project before construction begins in summer 2023. During a Q&A portion, panelists will answer questions submitted prior to the event, as well as answer questions from those who attend. Other topics will include the project scope, summer quarter plans and temporary service and study locations. The town hall will be held from 5:30-6:30 p.m. in the Advanced Technologies Lab (No. 7). [Submit a question for the Q&A.]

Teacher-Scholar Mini-Grant Program Proposals due May 30

The 2023-24 Teacher-Scholar Mini-Grant Program is now open. This program has been developed to support Cal Poly’s institutional commitment to advancing discovery, integration, application and engagement in the context of teaching and learning. With support from the Office of the Provost, the Teacher-Scholar Mini-Grant Program expands internal funding to support all areas of teacher-scholar activities. All faculty unit employees are eligible to compete for funding, including lecturers, tenure-track, and tenured faculty. Proposals are due by 8 a.m. Tuesday, May 30, via the Cal Poly InfoReady system. A Teacher-Scholar Mini-Grant Program Information session [will be held on Zoom] at 1:10 p.m., Friday, May 5. Participants must be logged in with their Cal Poly credentials to join. Direct questions to research@calpoly.edu.

Please visit the [Cal Poly Report] for additional events, speakers and initiatives related to Diversity, Equity and Inclusion that may be of interest to faculty.
Commencement Tickets Available

Students who are set to participate in commencement this June can claim their guest tickets. Eligible students have received notification in their Cal Poly email.

Additionally, we hope to see all of our faculty in attendance on either June 17 or 18 to celebrate our student’s achievements.

Graduate Status Survey

Career Services will be sending all graduates a link to complete the Graduate Status Survey. This survey allows graduates to report their work, post-graduate education, or other service destination and related details to the university. Please encourage your graduating seniors to complete this survey. If you are interested in looking at past Graduate Status Reports you can find them online at: https://careerservices.calpoly.edu/gsr

Off-Campus Housing Support

On May 11, the Off-Campus Housing Coordinator will host a zoom program to discuss tenant rights in the SLO community. This is a great resource for any student living off campus next year. Registration is available here: https://deanofstudents.calpoly.edu/offcampushousing
LAIRD VISIT, May 21, 2023
Senator John Laird visited Cal Poly, SLO on Friday May 21, 2023. Our Political Action and Legislation chair, Cameron Jones scheduled time for CFA-SLO and the Academic Senate to meet with Senator Laird. We discussed how to keep Chick-fil-A off our campus, how to make administration responsible and accountable for using CSU budget monies to pay for instruction/faculty/student services. We also discussed the importance of security of long-term lecturers and increasing tenure density.

LOBBY DAYS, May 24-26, 2023
Several CFA members attended Lobby Days 2023. CFA-SLO took 3 faculty and 2 students and we were able to meet with 6 of our State reps. We met with Assemblymember Wood’s aide, Senator Portantino, Assemblymember Pellerin, Assemblymember Rubio’s aide, Assemblymember Alvarez’s aide and Assemblymember Jones-Sawyer’s aide. While the folks we met with were not our representatives from our voting district, we were able to advocate the bills we support/co-support with their offices directly.

CFA is sponsoring several bills: AB 238, California Student Teacher Support Grant Program (Muratsuchi), AB 672, Teacher Credentialing Task Force (Jackson), AB1123, Parental Leave for CSU Employees (Addis and Cervantes), and AB 1255 Ethnic Studies Credentialing Task Force (Carrillo), SB 11, CSU Mental Health Services (Menjivar)

CFA is co-sponsoring several bills: AB 644, Public Postsecondary Education Hate Crimes Surveys (Jones-Sawyer), AB 252, Divestment from Fossil Fuels (Gonzales, Stern and Warner) and SB808, CSU Terms of Employment: Settlements and Retreat Rights (Dodd)

BARGAINING
We are working on setting up another meeting with faculty about the Bargaining Survey Results and how the bargaining process works. We will let you know when we have a date.
ASI’s Report for the Academic Senate May 9, 2023 Meeting

ASI elections have concluded. 2023-2024 ASI President, Sam Andrews has been elected. Along with the new Board.

At our last board meeting the ASI Board of Directors approved the FY 2023-24 proposed budget. The board also voted unanimously to approve a resolution in support of the establishment of a disability cultural program and unanimously approved a resolution in support of adding an A+ to the Cal Poly Grading Scale.
The College of Liberal Arts (CLA) is requesting the suspension of the Gerontology Certificate Program

Please see the attached memo from Philip Williams, Dean of the College of Liberal Arts

Issues, concerns, and questions regarding this proposal should be directed to Angela Standifer with Academic Programs and Planning. If the concern is strong enough, any senator may request an item be removed from the Consent Agenda by May 2, 2023.

Pursuant to the process adopted by the Academic Senate on May 4, 2010, items removed from the Consent Agenda will be placed on the Senate agenda as business items and be presented as a resolution to the full senate.
MEMORANDUM

4/17/23

TO: Cynthia Jackson-Elmoore, Provost
FROM: Philip J. Williams, Dean

COPIES: Jennifer Jipson
         Thomas Gutierrez
         Derek Gragson
         Andrew Morris
         Angela Standifer
         Greg Bohr
         Daniel Parsons
         Jennifer Teramoto Pedrotti
         Josh Machamer
         Kate Murphy

SUBJECT: Suspension of the Gerontology Certificate Program

I hereby formally request suspension of the Gerontology Certificate Program. Please note that a Gerontology Minor will continue to exist.

Summary of the consultation with faculty in the program, Psychology and Child Development department, and College of Liberal Arts:
Discussion of the termination this certificate program initially took place with Drs. Bartlett and Valencia-Laver as they are most involved in the Gerontology programs. They were in favor of suspending the certificate. On 4/4/2023 this was put to a vote in our tenure-line faculty meeting and met with unanimous approval.

Summary of the main reasons for the proposed suspension:
2.1. This program has been functional defunct for many years, and we do not have intention of advertising it.
2.2. The courses listed in the program are traditional Cal Poly courses that typically meet during weekday hours between 9-5 p.m. This makes it difficult for non-students to access the coursework.
2.3. The courses included in the certificate program tend to be sought after by undergraduates, making it unlikely that seats would remain for certificate students.

Effective Date of Suspension.
Fall 2023

Provide the number of students remaining in the program (identified by active and discontinued).
None

Description of the plan and expression of understanding that the program will “teach out”
For a more detailed look at the activities around the library, visit the digital, online version of the Robert E. Kennedy Library Annual Report.

**Services at a glance**

**Reference & Consultation**

9,408 total responses to queries via chat, email, Zoom, and phone

3,063 provided by Librarians, Specialists, Digital Projects Lab Peer Assistants

4,890 provided by Library Research Assistance Technicians (LibRATs)

1,005 provided by remote, live overnight chat providers

**Library Instruction Sessions**

467 total instruction sessions facilitated

407 synchronous (in person or Zoom)

26 hybrid (e.g. asynchronous video followed by live, synchronous Zoom)

34 asynchronous online (e.g. assigned tutorials, Canvas modules)

13,573 students reached

**Research Guides Usage**

282 total research guides

186,192 total views

**PRINT AND ELECTRONIC COLLECTIONS**

$2.97M 2020-2021 expenditure

$1.95M 2021-2022 expenditure

$2.45M 2022-2023 budgeted
Digital Commons @ Cal Poly
September 2021 - March 2023
digitalcommons.calpoly.edu

Digital Commons @ Cal Poly is the online digital archive that shares and preserves Cal Poly research, scholarship, and campus publications.

READERSHIP DISTRIBUTION MAP

New publications hosted on Digital Commons @ Cal Poly

Graduate Series: Master of Science in Environmental Sciences and Management Projects

Series: OER Course Materials
WUI Fire Institute

Coming Soon: Digital Commons Exhibits

1,444 works posted
2,946,279 total downloads
234 countries

Top Downloads

MASTER’S THESIS
349,059 downloads

WORLD LANGUAGES AND CULTURES
SENIOR PROJECTS
229,056 downloads

ELECTRICAL ENGINEERING
SENIOR PROJECTS
196,820 downloads
General Education instruction workshops are conducted by library faculty and staff with co-teaching assistance from library peer instructors.

### Foundational Experiences Program
**September 2021 - March 2023**

**AY 2021-2022**
- 112 asynchronous and synchronous workshops
- 77 Research Workshop
- 31 Introduction to Data Visualization Workshop

**AY 2022-2023**
- 78 asynchronous and synchronous workshops
- 58 Research Workshop
- 20 Introduction to Data Visualization Workshop

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<td>183</td>
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<td>Students reached</td>
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In AY 2022-23, Special Collections and Archives continued to support research projects and scholarly publication and accepted new donations, including additions to the Organizational Records of the San Luis Obispo Mothers for Peace. Several audio visual collections were digitized for greater access, including Guadalupe Speaks and the Ethnic Studies Oral History Collections, the University Archives, and outtakes from Dark Circle, a 1982 documentary film on nuclear power. Instruction notably expanded with all first-year Architecture and Architectural Engineering students receiving an introduction to the unit’s California architecture collections.

“Social Graces” is one of five books from Bon Bon Mots: A Fine Assortment of Books by Julie Chen. Made to resemble a box of chocolates, each book features inventive paper engineering and binding structures. “With different ways to interact with each piece, from flipping to unfolding, this book made me realize that books can convey an author’s thoughts beyond the text,” said student curator Halle Gotico. Videos produced for the exhibit by student curator Noel Lopez show how the books operate from the reader’s point of view (stills pictured here).
**Project Schedule**

- Library building will close but all services will continue at centralized locations on campus
- Move out post-graduation/June 2023
- Construction start end of Summer 2023
- Construction end Summer 2025
- Target building opening Fall Quarter 2025

**Access to Physical Collections**

The majority of Kennedy Library’s physical collections will be packed and securely stored (dark storage) for the duration of the renovation project. A small portion of the physical collection that is frequently used (approximately 10,000-12,000 items) will be relocated and accessible in Crandall Gym (Building 60). Users may visit Crandall Gym to browse collections and check out books. Crandall Gym will also house new books acquired during the renovation project, the library’s Good Reads, and physical Course Reserves for students to check out. Additional frequently used materials will be stored in the library’s surge space in Building 82 (with library staff present) and those materials can be requested and available for pickup within one business day.

All physical collections in dark storage will be eligible for request and delivery through Interlibrary Loan (ILL). This option will be displayed in OneSearch beginning in summer 2023.

Kennedy Library understands the need for easy and ongoing access to items in our physical collections for scholarly/creative and/or curricular use. Faculty who need materials from the Kennedy Library collection for research, work or wish to place materials on course reserve, are encouraged to check them out of the library before the end of Spring Quarter 2023. All checked out materials will be automatically renewed, and can be held for the duration of the renovation.

**Special Collections and Archives and University Art Collections**

Special Collections and Archives materials will be safely and securely stored on campus during the renovation. Unit operations will be located in Building 26; however, instruction sessions and research appointments may be held elsewhere to accommodate larger class sizes and materials that require more space to be safely consulted. Campus art displayed in the library will also be safely and securely stored or temporarily relocated. Please contact archives@calpoly.edu with questions related to Special Collections and Archives or University Art Collection materials.

**Contacts**

For questions about the building or construction, contact Jill Baxter, jibaxter@calpoly.edu

All media and communication inquiries, contact Kassidy Church, kchurc01@calpoly.edu

For library programs, services, and general inquiries, contact library@calpoly.edu
**Interlibrary Loan (ILL)**

Kennedy Library is reprogramming the OneSearch catalog software to make all our physical collections in dark storage available from another library through Interlibrary Loan. Library personnel are optimizing the delivery of ILL materials prior to the building closure for the renovation, and this work will continue this spring and summer with further updates coming in fall 2023. Users may continue to request materials we do not own from our international network of lending partners through ILL.

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**Physical Course Reserves**

Kennedy Library’s physical Course Reserves service will return in fall quarter of the 2023-2024 academic year, and those materials will be available for checkout in Crandall Gym. More information will be forthcoming in late spring and summer.

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**Temporary Study Spaces**

There will be one temporary structure for student study in parking lot C7 at the corner of California Boulevard and North Perimeter Road. The second temporary structure for student study will be in parking lot H11. Both are located close to the Kennedy Library building. Chandler and San Luis Lounges in the University Union will also serve as designated student study spaces. University Housing is hosting a temporary student study space at the Sierra Madre Lounge seven days a week between 10:00 a.m. and 5:00 p.m.

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Connections

http://eepurl.com/il78RA
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, part-time lecturers (some 15% of our FTE faculty, about 1/3 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 supports and sends to the full faculty for a vote in Spring 2023 a revision of the Constitution in Article III, Section 1, part (c) to read:

“Part-time lecturers in an academic department/teaching area and part-time employees in Professional Consultative Services, other than those who are members of the General Faculty as defined in Article I, will be represented by one up to seven voting members in the Senate, of which no more than one will be from any college or from Professional Consultative Services”

; and be it further

RESOLVED: that should the General Faculty approve of this change to the Constitution, the Bylaws of the Academic Senate will be revised, effective, January 2024 so that section II, part A, section 3 will read:

”A The voting members of the Academic Senate representing part-time academic employees shall be elected by vote of all university part-time academic employees during fall quarter of at the same time as election of other senators each academic year. Such representative must have an academic year appointment in
the year they are elected and they must maintain a part-time academic year appointment in the following year in order to serve in this position”

and that section III, part B, section 1 will read:

“During the first week of winter quarter Within the month of February, the Academic Senate office shall solicit nominations to fill vacancies for the next academic year. At the same time, each caucus chair shall be notified, in writing, of such vacancies. Accepted nominations shall include a signed statement of intent to serve from the candidate. Eligibility to serve shall be determined for each college and Professional Consultative Services.”

and that section III, part B, section 7 will read:

“Election of representatives for part-time academic employees:

(a) during the first weeks of fall quarter following the timing stated in the Bylaws, section III, part B, section 1, the Academic Senate office shall solicit nominations for the position of Academic Senate representative for part-time academic employees for the following academic year. (b) after nominations have been received, election to these positions shall be conducted. A runoff election, if needed, shall be conducted the week following the conclusion of the election. Said positions shall be elected by vote of all university part-time academic employees at the time of the vote unless only one nomination to this position is received, in which case the Executive Committee of the Academic Senate shall have the authority to appoint said nominee to the position. (c) the term of the elected member shall start immediately after the election and serve until elections are held the following academic year”

and that section I, part B, section 5 will read:

“College Caucus

All of the senators from each college and Professional Consultative Services shall constitute the caucus for that college or Professional Consultative Services. Part-time academic
employees and a At-large members of the Academic Senate shall not be part of any college caucus.”

and that section II, part B, section 1 will read:

“Terms of office for senators: the elected term of office for senators shall be a two-year term or one-year term when the caucus membership changes by more than two representatives. An elected senator (according to Article III of the bylaws), can serve a maximum of four consecutive years and shall not again be eligible for election until one year has elapsed with the exception of ex officio members (e.g. past Senate Chair and Statewide Senators). A senator appointed to serve in a vacant position, unfilled after the winter elections shall serve until the completion of that term. A senator appointed to fill a temporary vacancy for an elected position shall serve until the senator being replaced returns for the completion of the term. If this temporary appointment is for one year or less, or if the senator is serving a one-year elected term, it shall not be counted as part of the four years maximum for elected senators. The term of the representative for part-time academic employees shall start immediately after the election and last until elections are held the following academic year. The representatives for part-time academic employees shall serve a one-year term with a maximum of four consecutive one-year terms.”

(deletions in **strikeout** and additions in *italics*).

Proposed by: Executive Committee
Date: April, 2023

RESOLUTION ON UNDERGRADUATE CURRICULUM FOR SEMESTER CONVERSION

Impact on Existing Policy: Supersedes AS 388-92; rescinds AS 234-87 and AS 609-04

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 388-92 describes the general structure and outline of curriculum at Cal Poly; and

WHEREAS, AS 234-87 and AS 609-04 specify a requirement of 8 quarter-units of free electives in each program or a justification as to why this requirement cannot be met; and

WHEREAS, the conversion to semesters will require maximum flexibility in the design of major programs; therefore be it

RESOLVED: that AS 234-87 and AS 609-04 and any other previous policy requiring free electives are rescinded; and be it further

RESOLVED: that programs are allowed and encouraged to incorporate free electives in their curricula, if doing so will not put the program above 120 semester units; and be it further

RESOLVED: that the general guidelines for undergraduate curriculum at Cal Poly in the attached policy shall be adopted.
i (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 UNDERGRADUATE CURRICULUM

1. Course Categories

Curriculum course categories shall be Major Courses, Support Courses, General Education Courses, and Free Elective Courses. Each category shall be subject to the following guidelines.

a. Major Courses

i. Definitions

1. Major courses comprise the basic knowledge in the discipline and are required of all students in the major.

2. Courses using the prefix of the major program must count as major courses.

3. Courses from any other prefix or discipline may be designated as major courses.

4. Unless otherwise designated, all courses in the major column will be counted towards the major GPA.

5. For students pursuing the same degree objective, more than 50% of their major courses or course areas must be the same (CSU ASA 2017-02).

6. Courses in the major which fulfill General Education (GE) requirements should be listed in the Major Course category with a reference (e.g. a footnote) to the GE area.

ii. Concentrations

1. A concentration is a coherent and specialized course of study within a student's major degree program. Degree programs are not required to include concentrations.

2. Policy on concentrations is given in AS-953-22

3. No single course should be required in every concentration offered
in a given degree program; such courses should be included in the major core or support.

4. The number of units in a concentration must be less than 50% of the sum of all major units (major core plus support plus concentration).

5. In a program that includes a concentration, an equivalently-sized Individualized Course of Study (ICS) may be included as an alternative.

6. The courses for a concentration or ICS shall appear in the major course column, and are included in the calculation of the major GPA.

b. Support Courses

i. Definition

1. A support course is any specified course outside of the home department. Courses with the home department prefix shall not appear in the support course category.

2. Support courses which fulfill General Education requirements shall appear in the Support Course category with a reference (e.g. a footnote) to the appropriate GE area.

3. Support courses are not included in the calculation of the major GPA.

c. General Education

i. Those areas and courses designated as fulfilling General Education requirements as defined by CSU Executive Order 1100 shall appear in the category of General Education Courses. Areas which can be met by major and support courses shall be designated by a comment or footnote such as "Required in Major or Support; also satisfies General Education (GE) requirement."

ii. GE courses are not included in the calculation of the major GPA, unless
they are also listed in the major core or concentration.

d. Free Electives

i. Free elective means a course chosen solely by the student with no curricular restrictions.

ii. Programs are not required to include free elective units in the degree program.

iii. Free electives are not included in the calculation of the major GPA.

2. Required semester units

a. Definitions

i. “Major units” include all units earned in major (core), support, and concentration. Conversely, “major units” are the total number of units earned minus units from GE and free electives.

b. Unit requirements

i. The minimum (and maximum, where applicable) numbers of total semester units required for the following baccalaureate degrees offered by Cal Poly are as follow:
   1. Bachelor of Arts (BA): 120 (Title 5 § 40500)
   2. Bachelor of Science (BS): 120 (Title 5 § 40501)
   3. Bachelor of Architecture (BArch): 120-150 (Title 5 § 40505)
   4. Bachelor of Fine Arts (BFA): 120-132 (Title 5 § 40506)
   5. Bachelor of Landscape Architecture (BLA): 120-150 (Title 5 § 40507)

ii. The minimum numbers of total semester units designated as major courses or course areas required for the following baccalaureate degrees offered by Cal Poly are as follow:
   1. Bachelor of Arts (BA): 24 (Title 5 § 40500)
   2. Bachelor of Science (BS): 36 (Title 5 § 40501)
   3. Bachelor of Architecture (BArch): 45 (Title 5 § 40505)
4. Bachelor of Landscape Architecture (BLA): 120-150 (Title 5 § 40507)

5. Note: Title 5 does not designate a minimum number of major units for the BFA degree.

iii. The maximum number of total semester units designated as major courses or course areas required for the BFA degree is 70 (Title 5 § 40506). Note: Title 5 does not designate a maximum number of major units for the BA, BS, BArch, or BLA degrees.

iv. The minimum numbers of upper-division semester units designated as major courses or course areas required for the following baccalaureate degrees offered by Cal Poly are as follow:

1. Bachelor of Arts (BA): 12 (Title 5 § 40500)
2. Bachelor of Science (BS): 18 (Title 5 § 40501)
3. Bachelor of Architecture (BArch): 27 (Title 5 § 40505)
4. Bachelor of Fine Arts (BFA): 18
5. Bachelor of Landscape Architecture (BLA): 27 (Title 5 § 40507)

c. Each baccalaureate degree offered by Cal Poly requires a minimum of 40 upper-division units.

d. Of the semester units in courses or course areas designated as major at least 10 should be designated in lower division courses or course areas.
RESOLUTION ON COURSES WITH CONDENSED TIME SCHEDULES FOR QUARTER-TO-SEMESTER CONVERSION

Impact on Existing Policy: Supersedes and updates AS-838-17; refers to but does not supersede or modify AS-922-21

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

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

3 WHEREAS, Coded Memorandum AA-2011-14 from the Chancellor’s Office defines a credit hour as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time"; and

4 WHEREAS, AS-922-21 further describes Cal Poly’s credit hour policy and procedures for reviewing and ensuring compliance with the credit hour definition; and

5 WHEREAS: The WSCUC definition of a credit hour reads in part that a credit-hour “approximates not less than: a. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week”, while CSU and Cal Poly policy understands a credit hour to be a 50-minute (not 60-minute) period, and
WHEREAS: The 50-minute credit-hour used in current Cal Poly policy allows instructors and students a transition time between tasks or break between/within class meetings, to reflect, absorb material, or rest and refresh (i.e. 10 minutes of each clock-hour freed up for these needs); and

WHEREAS, AS-838-17 requires that any quarter-system course or group of courses that in its new condensed format averages less than three days per unit must be approved by the appropriate College Curriculum Committee(s) and the Academic Senate Curriculum Committee at least 60 days before they are offered in a compressed time scale; and

WHEREAS, AS-838-17 provides as a reason for this policy that it may prove difficult to attain the approved Course Learning Objectives if students are expected to work more than 10 hours in any given day; and

WHEREAS, A one-unit course during a 15-week semester translates to approximately 45 total hours (including break or transitional time in each hour as described above) of student work; therefore be it

RESOLVED: any semester-system course or group of courses that in its new condensed format averages less than 4.5 days (including weekends) per unit must be approved by the appropriate College Curriculum Committee(s) and the Academic Senate Curriculum Committee at least 60 days before they are offered in a compressed time scale.

Proposed by: Academic Senate Curriculum Committee
Date: April 2023

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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.