I. Minutes: Approval of January 13, 2015 minutes. (pp. 2-3).

II. Communication(s) and Announcement(s): Administrative Hiring (MPP-2 or higher) (p. 4).

III. Reports:
A. Academic Senate Chair:
B. President’s Office:
C. Provost:
D. Vice President for Student Affairs:
E. Statewide Senate:
F. CFA:
G. ASI:

IV. Consent Agenda:

http://registrar.calpoly.edu/summaries-2015-17-catalog-changes - all items recommended for approval unless noted differently in the “Notes” column.

V. Special Reports:
B. Review of WASC Interim Report by Bruno Giberti, Department of Architecture.

VI. Business Item(s):
A. [TIME CERTAIN 4:00 PM] Resolution on Exceptions to Scheduling Class Time Conflicts: Dustin Stegner, chair of Instruction Committee, first reading (p. 5).
B. [TIME CERTAIN 4:10 PM] Resolution on Changes to the Bylaws of the Academic Senate: Gary Laver, Academic Senate Chair, first reading (pp. 6-10).

VII. Discussion Item(s):
[TIME CERTAIN 4:30 PM] (p. 12).
ARCH 131: Design and Visual Communication 1.1, GE D4, not recommended for approval.
ARCH 132: Design and Visual Communication 1.2, GE D4, not recommended for approval.
ARCH 133: Design and Visual Communication 1.3, GE D4, not recommended for approval.

VIII. Adjournment:
I. Minutes: M/S/P to approve the senate minutes from November 18, 2014.

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

III. Reports:
   A. Academic Senate Chair (Laver): The Academic Senate meeting for May 26 has been pushed back to May 19th due to the former following a Monday schedule. Due to the contract, there is money in the budget for giving faculty assigned time for exceptional service to students. The Academic Senate gets to determine criteria of how the assigned time is distributed.
   B. President's Office (Kinsley): The Vice President of Administration and Finance finalists will be on campus at the end of January and open forums will be held on January 16th, January 21st, and January 23rd. Any feedback about the candidates can be given to Keith Humphrey, Vice President for Student Affairs, who is chairing the search committee.
   C. Provost (Enz Finken): None of the three candidates for Associate Vice President for Facilities that were brought to campus were hired. A fourth candidate is currently being looked into. The optimizing IT study from last spring is putting together their committee.
   D. Vice President for Student Affairs (Humphrey): All Greek organization are now on social probation due to sexual assaults and over intoxication at recent events. The organizations will stay under probation until a plan has been developed by students.
   E. Statewide Senate (Foroohar/LoCascio): Foroohar reported that there is a new Executive Vice Chancellor for Academic and Student Affairs, Loren Blanchard. LoCascio reported on his upcoming meeting where they will be discussing what math is needed upon entering the CSU as well as junior college bachelor degrees being offered.
   F. CFA Campus President (Archer): The CFA office has the breakdown of the faculty that voted on the ratification of the contract. Just a day or two before the vote closed, two-thirds of the votes casted were from tenure track faculty and a little less than 1/3 were lecturers. The CFA is unable to obtain the number of yes and no votes from the CSU.
   G. ASI Representatives (Sullivan): The facilities master plan is underway and will be holding focus groups on January 20-22. The goal is for 300 students to attend and provide their input. Sullivan is in support of the Greek organizations being put under social probation.

IV. Special Reports:
   A. Report on Optimizing IT Steering Committee: Sean Hurley reported on the Optimizing IT Steering Committee’s findings after reading the report provided by an
external review team that assessed campus IT. The committee in general agrees with the recommendations provided by the review team.

Link to presentation:

V. Business Item(s):

A. Resolution on Final Examination Office Hour Policy: The resolution introduced by Dustin Stegner, Chair of the Instruction Committee, that requests an amendment to the final examination office hour policy to require faculty to hold office hours during finals week proportional to their teaching load was moved to a second reading. The following amendments were not approved:

Line 31 Faculty will schedule and conduct three office hours in person and/or online during the final examination period, proportional to their teaching load.

Line 36 RESOLVED: That reasonable exceptions to this policy may be made by the faculty member in consultation with his or her department head or chair.

M/S/F to approve the resolution on the final examination office hour policy.

VI. Discussion Item(s): none.

VII. Adjournment: 5:00 pm

Submitted by,

[Signature]
Alex Ye
Academic Senate Student Assistant
## Employee Profile

### Faculty Profile

<table>
<thead>
<tr>
<th>By College</th>
<th>October 2011</th>
<th></th>
<th>October 2012</th>
<th></th>
<th>October 2013</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Head Count</td>
<td>Instr FTE</td>
<td>Paid FTE</td>
<td>Head Count</td>
<td>Instr FTE</td>
<td>Paid FTE</td>
</tr>
<tr>
<td>Agri, Food &amp; Env Sciences</td>
<td>151.0</td>
<td>111.3</td>
<td>122.4</td>
<td>159.0</td>
<td>114.3</td>
<td>124.1</td>
</tr>
<tr>
<td>Architecture &amp; Env. Design</td>
<td>95.0</td>
<td>79.2</td>
<td>83.9</td>
<td>89.0</td>
<td>75.2</td>
<td>79.4</td>
</tr>
<tr>
<td>Engineering</td>
<td>207.0</td>
<td>157.0</td>
<td>166.2</td>
<td>225.0</td>
<td>159.5</td>
<td>167.0</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>324.0</td>
<td>234.9</td>
<td>243.4</td>
<td>315.0</td>
<td>241.4</td>
<td>250.5</td>
</tr>
<tr>
<td>Orfalea College of Business</td>
<td>79.0</td>
<td>63.0</td>
<td>66.0</td>
<td>81.0</td>
<td>64.7</td>
<td>67.7</td>
</tr>
<tr>
<td>Science &amp; Math</td>
<td>319.0</td>
<td>218.3</td>
<td>226.0</td>
<td>317.0</td>
<td>210.9</td>
<td>218.6</td>
</tr>
<tr>
<td>Other</td>
<td>69.0</td>
<td>49.3</td>
<td>55.3</td>
<td>73.0</td>
<td>17.9</td>
<td>59.7</td>
</tr>
</tbody>
</table>

*By Full-Time/Part-Time*

<table>
<thead>
<tr>
<th></th>
<th>Full-Time</th>
<th></th>
<th>Part-Time</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Head Count</td>
<td>Instr FTE</td>
<td>Paid FTE</td>
<td>Head Count</td>
</tr>
<tr>
<td>Agri, Food &amp; Env Sciences</td>
<td>800.0</td>
<td>722.4</td>
<td>770.7</td>
<td>815.0</td>
</tr>
<tr>
<td>Architecture &amp; Env. Design</td>
<td>444.0</td>
<td>190.5</td>
<td>192.5</td>
<td>444.0</td>
</tr>
<tr>
<td>Engineering</td>
<td>866.0</td>
<td>863.2</td>
<td>814.0</td>
<td>814.0</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>572.0</td>
<td>505.4</td>
<td>553.0</td>
<td>530.0</td>
</tr>
<tr>
<td>Orfalea College of Business</td>
<td>262.0</td>
<td>167.3</td>
<td>258.0</td>
<td>283.0</td>
</tr>
<tr>
<td>Science &amp; Math</td>
<td>254.0</td>
<td>194.0</td>
<td>250.0</td>
<td>273.0</td>
</tr>
<tr>
<td>Other</td>
<td>23.0</td>
<td>21.1</td>
<td>22.0</td>
<td>28.0</td>
</tr>
</tbody>
</table>

**Total Faculty**

|                                   | 1244.0       | 912.9    | 963.2       | 1259.0   | 883.9      | 966.9    |

### Staff Profile

<table>
<thead>
<tr>
<th>By Division</th>
<th>Head Count</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paid FTE</td>
<td>Head Count</td>
<td>Paid FTE</td>
<td>Head Count</td>
<td>Paid FTE</td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>5.0</td>
<td>5.0</td>
<td>7.0</td>
<td>6.8</td>
<td>7.0</td>
<td>6.8</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>572.0</td>
<td>505.4</td>
<td>553.0</td>
<td>497.1</td>
<td>565.0</td>
<td>507.8</td>
</tr>
<tr>
<td>Administration &amp; Finance***</td>
<td>262.0</td>
<td>167.3</td>
<td>258.0</td>
<td>143.5</td>
<td>283.0</td>
<td>156.8</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>254.0</td>
<td>194.0</td>
<td>250.0</td>
<td>187.6</td>
<td>273.0</td>
<td>193.6</td>
</tr>
<tr>
<td>University Advancement</td>
<td>23.0</td>
<td>21.1</td>
<td>22.0</td>
<td>28.0</td>
<td>26.2</td>
<td></td>
</tr>
</tbody>
</table>

*By Full-Time/Part-Time*

<table>
<thead>
<tr>
<th></th>
<th>Full-Time</th>
<th></th>
<th>Part-Time</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Head Count</td>
<td>Instr FTE</td>
<td>Paid FTE</td>
<td>Head Count</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>866.0</td>
<td>863.2</td>
<td>814.0</td>
<td>850.0</td>
</tr>
<tr>
<td>Administration &amp; Finance***</td>
<td>250.0</td>
<td>29.5</td>
<td>276.0</td>
<td>42.4</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>1116.0</td>
<td>892.7</td>
<td>1090.0</td>
<td>856.4</td>
</tr>
</tbody>
</table>

**Total Staff**

|                                    | 168.0        | 163.7    | 169.0     | 165.7    | 185.0    | 181.0    |

### Management Profile

<table>
<thead>
<tr>
<th>By Division</th>
<th>Head Count</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paid FTE</td>
<td>Head Count</td>
<td>Paid FTE</td>
<td>Head Count</td>
<td>Paid FTE</td>
<td>Head Count</td>
</tr>
<tr>
<td>President</td>
<td>4.0</td>
<td>3.0</td>
<td>6.0</td>
<td>5.8</td>
<td>5.0</td>
<td>4.8</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>78.0</td>
<td>74.7</td>
<td>83.0</td>
<td>80.4</td>
<td>91.0</td>
<td>87.7</td>
</tr>
<tr>
<td>Administration &amp; Finance</td>
<td>53.0</td>
<td>53.0</td>
<td>51.0</td>
<td>51.0</td>
<td>52.0</td>
<td>52.0</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>21.0</td>
<td>21.0</td>
<td>17.0</td>
<td>17.0</td>
<td>21.0</td>
<td>21.0</td>
</tr>
<tr>
<td>University Advancement</td>
<td>12.0</td>
<td>12.0</td>
<td>12.0</td>
<td>11.5</td>
<td>16.0</td>
<td>15.5</td>
</tr>
</tbody>
</table>

**Total Management**

|                                    | 168.0        | 163.7    | 169.0     | 165.7    | 185.0    | 181.0    |

*Full-Time/Part-Time category is based on the total paid FTE of all appointments for each employee*

** Totals may differ due to rounding

***Total does not include temporary employees

NOTE: All data taken from Cal Poly Fall 2013 Fact Book. 2014 totals to be available February 2014
WHEREAS, The current university policy on time conflicts is that “Students may not enroll in two classes that meet at the same time” (http://www.catalog.calpoly.edu/academicstandardsandpolicies/registration/); and

WHEREAS, The Registrar’s Office has created guidelines for approving time conflicts; and

WHEREAS, Departments and areas give students permission to enroll in two courses that have a time conflict without a university-wide policy approved by the Academic Senate; therefore, be it

RESOLVED: That the Academic Senate approve the following policy on scheduling class time conflicts:

“Students may not enroll in two classes that meet at the same time, except in the following cases:

• Music ensemble courses (examples from the 2013-15 catalog include MU 170 and MU 370);

• Courses that do not meet at their regularly scheduled times (examples from the 2013-15 catalog include senior project courses, POLS 111, SCM 150);

• Students who have registered for a course with a lecture/laboratory combination, but who have already passed the laboratory component of the course (so-called “ghost labs”) and have a time conflict with the scheduled laboratory time;

• Undergraduate students who, in order to facilitate graduation, have no other option, are within three quarters of graduation, and, in the process, do not circumvent other University policies, procedures, or deadlines;

• Graduate students who, in order to facilitate graduation, have no other option, and, in the process, do not circumvent other University policies, procedures, or deadlines.”; and be it further

RESOLVED: That the scheduled course conflict needs to be approved by all affected faculty, the student’s home department or area chair, and the student’s home college dean or representative.
RESOLUTION ON CHANGES TO THE
BYLAWS OF THE ACADEMIC SENATE

RESOLVED: That the Bylaws of the Academic Senate be modified as shown on the attached copy.

Proposed by: Academic Senate Executive Committee
Date: December 30, 2014
Revised: January 7, 2015
CHANGES TO THE BYLAWS OF THE ACADEMIC SENATE

1— Page 10
IV. OFFICERS
A. OFFICER POSITIONS
   3. Secretary
      The Secretary or designee shall record the minutes of all Senate and Executive Committee meetings and shall provide copies of these minutes to all senators in the case of Senate meetings and to all Executive Committee members in the case of Executive Committee meetings. The Secretary or designee shall provide written notice of meetings to the appropriate faculty and shall handle correspondence of the Academic Senate. The Secretary or designee shall create three copies a paper copy of the minutes of all meetings—one for the Chair, one to be passed to the library, and one to be filed in the Academic Senate office and a digital copy to be filed with DigitalCommons and posted on the Academic Senate website. The Secretary shall have available at each Senate meeting a current file of the actions of the Senate and a copy of the constitution and bylaws.

RATIONALE: Wording change to conform Bylaws to present practice.

2— Page 15
VIII. COMMITTEES
H. COMMITTEES
  2. Curriculum (and its subcommittees: Curriculum Appeals Committee, Graduate Programs Subcommittee, and U.S. Cultural Pluralism Subcommittee)

RATIONALE: Subcommittees were dissolved on 10.29.13 by resolution AS-770-13.

3— Page 16
VIII. COMMITTEES
I. COMMITTEE DESCRIPTIONS
   1. Budget & Long-Range Planning Committee
      (a) Membership
         Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, the Vice President for Administration and Finance or designee, and an ASI representative.

RATIONALE: Editorial change to conform to unit name.
- 8 -

4—Page 16

VIII. COMMITTEES

1. COMMITTEE DESCRIPTIONS

2. Curriculum Committee

(a) Membership

College representatives shall be either the current chair or a current member of their college curriculum committee. The Professional Consultative Services representative shall be an academic advisor from one of the colleges. Ex officio members shall be the Provost/Vice President for Academic Affairs, Associate Vice Provost for Academic Programs and Planning or designee, the Dean of Research, Director of Graduate Education or designee, the Vice Provost for Information Services/Chief Information Officer or designee, a representative from the Office of the Registrar, and an ASI representative.

RATIONALE: Academic Senate Curriculum Committee membership formally includes ex officio graduate representation via the Director of Graduate Education.

5—Page 17

VIII. COMMITTEES

1. COMMITTEE DESCRIPTIONS

2. Curriculum Committee

(b) Responsibilities

Graduate Programs Subcommittee

There will be a standing subcommittee of the Academic Senate Curriculum Committee responsible for the review of proposals for new/revised graduate courses and programs. The Graduate Programs Subcommittee shall not be comprised of a subset of the Curriculum Committee members, but instead, the subcommittee shall include one faculty member from each college with experience in graduate-level teaching and supervision, the chair of the Academic Senate Curriculum Committee (or a designee of the chair), and as an ex officio member, the Dean of Research. The Graduate Programs Subcommittee will forward recommendations regarding graduate courses and programs to the Academic Senate Curriculum Committee, which will consider them before making its recommendations to the Academic Senate.

RATIONALE: Subcommittee was dissolved on 10.29.13 by resolution AS-770-13.

6—Page 17

VIII. COMMITTEES

1. COMMITTEE DESCRIPTIONS

3. Distinguished Scholarship Awards Committee

(a) Membership

General Faculty representatives should include former recipients of the Distinguished Scholarship Award. Ex officio members shall be the Dean of Research one representative, from the Office of Research, appointed by the Provost/Vice President for Academic Affairs and two ASI representatives—one undergraduate and one graduate student.

RATIONALE: Editorial change to conform to unit name.
VIII. COMMITTEES

I. COMMITTEE DESCRIPTIONS

4. Distinguished Teaching Awards Committee
   (a) Membership
   General Faculty representatives should be former recipients of the Distinguished Teaching Award. If no prior Distinguished Teaching Award recipients from a particular college are available and willing to serve, the Executive Committee in consultation with the Distinguished Teaching Awards Committee chair may appoint a faculty member from that college who has a clear and compelling record of sustained, outstanding instructional performance. Ex officio members shall be the Dean of Research and Graduate Programs and two ASI representatives. These will have at least junior standing and will have completed at least three consecutive quarters and 36-quarter units at Cal Poly with at least a 3.0 grade point average.

RATIONAL: Earlier versions of Bylaws didn’t have this position as an ex officio member.

7. General Education Governance Board
   (a) Membership
   (2) The GEGB will also include one representative from the Office of the Registrar (ex officio, nonvoting) and one representative from Academic Programs and Planning (ex officio, nonvoting).

RATIONAL: Editorial change to conform to unit name.

9. Instruction Committee
   (a) Membership
   Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, the Vice Provost for Information Services/Chief Information Officer or designee, a representative from CTLT, a representative from the Office of the Registrar, and an ASI representative.

RATIONAL: With CTLT’s move to Academic Programs and Planning, Information Services does not have anyone appropriate to serve on this committee.
VIII. COMMITTEES

11. Sustainability Committee

(a) Membership
Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, the Vice President for Administration and Finance or designee, the Associate Provost for Programs and Planning or designee, the Director of Facilities Planning or designee, the Manager of Sustainable Energy and Utilities, one academic dean or Associate Dean, and two ASI representatives.

RATIONALE: Editorial change to conform to unit name.

(b) Responsibilities
The Sustainability Committee shall inform and support the activities of other committees whose scope encompasses environmental responsibility. The Sustainability Committee shall make recommendations to the Academic Senate, as appropriate, regarding the provisions of the Talloires Declaration (AS-622-04) and the CSU Sustainability Policy.

RATIONALE: Clarification of responsibilities.
WHEREAS, The Academic Senate and the California Faculty Association (CFA) are the two main representatives of the CSU faculty; and

WHEREAS, As faculty, we always stand for, and teach our students the value of transparency and democracy; and

WHEREAS, The CFA statewide leadership has refused to respond to repeated requests from the faculty to share information on the recent ratification vote of the new contract; therefore be it

RESOLVED: That the Cal Poly Academic Senate urge the statewide CFA leadership to respond to the faculty requests for detailed information on voting results (i.e., breakdown of votes for each campus and by different categories of faculty such as tenured/tenure track vs. non-tenure); and be it further

RESOLVED: That the Academic Senate urge CFA statewide leadership to commit to the principles of transparency and meaningful consultation with union members in future negotiations and in the overall management of union affairs; and be it further

RESOLVED: That this resolution be distributed to the ASCSU Executive Committee, campus Senate chairs, CFA statewide Board of Directors, and CFA chapter presidents.

Proposed by: Academic Senate Executive Committee
Date: January 30, 2015
### 2015-17 Catalog Changes

**College of Architecture and Environmental Design**

Note: The following curriculum changes, unless otherwise noted, have been recommended for approval by the Academic Senate Curriculum Committee.

* In this context, a program refers to a degree program, concentration, specialization, minor or certificate.

#### Summer 2015

<table>
<thead>
<tr>
<th>I. PROGRAM CHANGES (Added, Edited, Deactivated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. CURRICULUM CHANGES (addition/deletion of non-departmental courses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program*</td>
</tr>
<tr>
<td>Architectural Engineering, BS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. COURSE CHANGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number, Title</td>
</tr>
<tr>
<td>College of Architecture</td>
</tr>
<tr>
<td>Architectural Engineering</td>
</tr>
<tr>
<td>Architecture</td>
</tr>
<tr>
<td>ARCH 131: Design and Visual Communication 1.1</td>
</tr>
<tr>
<td>ARCH 132: Design and Visual Communication 1.2</td>
</tr>
<tr>
<td>ARCH 133: Design and Visual Communication 1.3</td>
</tr>
<tr>
<td>City and Regional Planning</td>
</tr>
<tr>
<td>Construction Management</td>
</tr>
<tr>
<td>Landscape Architecture:</td>
</tr>
</tbody>
</table>