MEETING OF THE ACADEMIC SENATE  
Tuesday, February 8, 2005  
UU220, 3:10 to 5:00pm

I. Minutes: Approval of minutes for Academic Senate meeting of January 18, 2005 (pp. 2-3).

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

III. Reports:
A. Academic Senate Chair:
B. President’s Office:
C. Provost’s Office:
D. Statewide Senators:
E. CFA Campus President:
F. ASI Representatives:
G. Other: Elie Alexroth/Cornel Morton: Task Force on Women’s Safety and Campus Climate.

IV. Consent Agenda:
Curriculum proposals:
(Please review prior to meeting at www.calpoly.edu/acadprog/curriculum_summary dir2005.html).

V. Business Item(s):
A. Curriculum proposal: approval of proposed new course PHYS 141,4 units, inclusion in the 2005-2007 catalog: Jim Harris, CENG senator, second reading:
(Please review prior to meeting at www.calpoly.edu/acadprog/curriculum_summary dir2005.html).
B. Resolution on Accessibility to Information Technology Resources: Bailey/Fryer/Hanley, continuation of first reading (pp. 4-5).
C. Resolution on Final Assessments: Schaffuer, chair of the Instruction Committee, first reading (pp. 6-8).
D. Resolution on Amendment to the Constitution of the Faculty (Representation for the College of Education): Greenwald, CSM senator, first reading (pp. 9-11).

VI. Discussion Item(s):

VII. Adjournment:
I. Minutes: The minutes for the Academic Senate meetings of November 16 and 30, 2004 were approved.

II. Communications and Announcements:

   A. Curriculum Proposals: Material will be distributed at the February 8, 2005 Academic Senate meeting. More information will be provided in Susan Elrod's report.

III. Reports:

   A. Academic Senate Chair: (Hannings) Social Hour, co-hosted by the President's Office and the College of Architecture and Environmental Design, will be held Thursday, January 27 from 4-6 pm at Vista Grande Restaurant. Dr. Howard Brown, former Dean of the College of Agriculture passed away and a memorial service will take place Monday, January 24, at 1:30 pm at the arboretum. A faculty representative, preferably from the Orfalea College of Business or College of Architecture, is needed to serve on the Academic Council on Student Success. The Cal Poly Alumni Association (CPAA) has a vacancy for a faculty member to serve on their board which meets three times a year. CPAA would prefer a Cal Poly grad but that is not necessary.

   B. President's Office: (Howard-Greene) The Governor has come out with a budget that is designed to follow the commitments that were made in last year's compact, including a 4.4% increase in general fund that would cover a 2.5% enrollment growth for next year and a 3.5% compensation increase for faculty and staff. It also includes provisions for and 8% fee increase for undergraduate and students in teacher credential programs and a 10% fee increase for graduate students.

   C. Provost's Office: None.

   D. Statewide Senators: (Menon) Executive Vice Chancellor David Spence has accepted a position with the Southern Regional Education Board in Atlanta, Georgia and will be leaving in June. A CSU statewide senators meeting is scheduled for tomorrow in Long Beach.

   E. CFA Campus President: (Foroohar) A petition, for faculty only, is being circulated by CFA asking the governor for more money for the CSU. Last year through a letter writing campaign and other means CFA was able to restore $40 million to the budget. Based on that experience CFA is now asking for an increase in enrollment growth funding, at least a 4.5% increase in base budget, and money to implement ACR 73 (a bill passed two years ago to increase the number of tenure/tenure track faculty and decrease the class size).

   F. ASI Representatives: (Mednick) The textbook resolution will go to the Board of Directors on Wednesday and once it's approved, it will be presented to the Academic Senate.

   G. Other:

IV. Consent Agenda:

   Dee Ann Wells, Evaluations Office: PolyProgress update. Coding of majors from the 98-99 catalog and forward is now completed for the College of Architecture and Environmental Design, Orfalea College of Business, College of Liberal Arts and the College of Engineering. College of Science and Math has all majors coded for the 03-05 catalog. College of Agriculture will be completed by the end of the quarter. This system is only for undergraduate, single-major students at this time.

   Andrew Schaffner, Chair of the Academic Senate Instruction Committee: New registration procedures update. The Instruction Committee has identified 2 areas of concern, the first one being co-
requisite issues - course with co-requisite can’t be wait-listed. An immediate solution is not clear at this
time. The other area of concern is courses that are open but not filled to capacity on the first day of class
and how to add students with e-permits. Possible compromises being considered include keeping the
class open until the second day of class. Educating faculty and students on how to use the system is also
an area of concern that needs to be addressed.

Susan Elrod, Chair of the Academic Senate Curriculum Committee: Curriculum process. Process
for Academic Senate review of the remaining catalog proposals will be as follows: Summaries will be
posted on the web at www.calpoly.edu/-acadprog/curriculum/summarydir2005.html

Any items needing to be discussed must be pulled from the consent agenda and will be treated as second
reading items at the next Academic Senate meeting. Please notify Margret Camuso, in writing before
Monday, January 31, if you wish to pull any proposals from the consent agenda. The Curriculum
Committee voted to "not recommend" a new specialization in the masters degree program in Aerospace
Engineering, a proposal to change the name of the masters degree on Forestry and Sciences, and a title
change request. Any specific questions should be sent to Susan Elrod.

Cornel Morton, VP for Student Affairs: Report on student use and abuse of alcohol. The vast
majority of Cal Poly students use alcohol responsibly, however, students need to take the responsibility
for self governance before this problem can be resolved. Administratively, a letter goes out to each
student who is arrested as an underage violator and is followed by a letter to the parents after the second
offence. Overall, the expectation is to see a 5% reduction on the number of incident related violations.

Martin Bragg, Director of Health and Counseling Services, presented data from a web-based survey done
on campus. This survey consists of 1,100 responses from a random sample of 2000 students. Some of
the data indicated that in the first 8 weeks of school 1 in 5 students missed a class because of drinking and
1 in 4 fell behind in their school work because of drinking. The faculty, who carry a tremendous moral
weight with students, is one resource that has been underutilized so over the next year or so materials will
be provided to the faculty to assist students who are in a negative trajectory in order to minimize the
impact that drinking has on our campus. Sexual assault data is hard to figured out since it can be anything
from grabbing to rape but almost no sexual assaults occur without alcohol being involved. Jean DeCosta,
Dean of Students presented a preview of what is being done by the city and Cal Poly in regards to Mardi
Gras. A clear message is being sent to all students that there will be no Mardi Gras parade and
encourages them to behave responsibly and engage in self-governance. This campaign includes posters
around town, ads in the Telegram Tribune, radio and TV spots, and door-to-door canvassing.

V. Business Item(s):
A. Resolution on Accessibility to Information Technology Resources: Bailey/Fryer/Hanley, first
   reading. This resolution requests the Academic Senate’s endorsement of Cal Poly’s efforts to
develop an implementation plan and policy to ensure campus compliance with CSU policy and
existing law governing accessibility to campus information technology resources. Due to the
large number of speakers and lack of time, this resolution will return as a first reading item at the
next Academic Senate meeting.

VI. Discussion Item(s):

VII. Meeting adjourned at 4:45 pm.

Submitted by:

Gladys Gregory,
Academic Senate
WHEREAS, The policy of The California State University (CSU) is to make its programs, services, and activities accessible to students, faculty, staff, and the general public with disabilities; and

WHEREAS, Accessibility to information technology resources—such as web-based materials, programs and services—is mandated by federal and state law, including Section 508 of the U.S. Rehabilitation Act of 1973 and Section 11135 of the California Government Code; and

WHEREAS, The CSU and its campuses (including Cal Poly) are required to comply with these laws, and it is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability; and

WHEREAS, Executive Order 926 (http://www.calstate.edu/EOIEO-926.html), which went into effect on January 1, 2005, documents CSU policies on disability support and accommodation, including access to electronic resources, and delegates responsibility to campus presidents to develop plans for compliance; and

WHEREAS, Noncompliance may incur costly legal penalties and tougher sanctions against the University based on recent experiences by other California colleges and universities; and

WHEREAS, Cal Poly has committed existing resources to facilitate and support campus compliance. Information Technology Services, Robert E. Kennedy Library and the Disability Resource Center are coordinating efforts to identify and address individual needs to develop, implement and support resources for making campus information technologies more accessible; and

WHEREAS, CSU has established a system wide Center for Alternative Media to help expedite delivery of electronic texts (e-texts of instructional materials) to eligible CSU students with disabilities; and

WHEREAS, With the exception of mathematics and science textbooks, state law (AB 422) now requires publishers or manufacturers of printed instructional materials for students attending CSU to provide the same materials in an electronic format (at no charge to the University) to promote accessibility by students with disabilities; and

WHEREAS, University administration and campus computing advisory committees (IRMPPC, AACC, IACC, SC3) have charged ITS with coordinating development of a framework to achieve
campus compliance with respect to accessibility to information technology resources and services; therefore be it

RESOLVED: That the Academic Senate strongly endorse the value and efficacy to Cal Poly of the University demonstrating leadership and taking an active role by directing its principal ITS and related resources to develop and implement a comprehensive program, policy framework, and schedule for ensuring campus compliance with CSU policy and existing law governing accessibility to campus information technology resources; and be it further

RESOLVED: That the program define the necessary campus specific policies, standards, guidelines, procedures, and a reasonable timeframe to enable campus departments and employees to develop and implement compliant websites and digitized course materials and appropriate related digital and web accessible instructional and administrative services where compliant actions may be required; and be it further

RESOLVED: That the Academic Senate strongly endorse an active University role in establishing and maintaining a program of compliance with existing CSU policy and existing law governing accessibility to campus information technology resources; and be it further

RESOLVED: That the Academic Senate strongly encourage faculty to take an active leadership role in addressing the compliance issues as they impact the teaching and learning environments; and be it further

RESOLVED: That this University program be campus-specific and outline a reasonable timeline for compliance; and be it further

RESOLVED: That the Academic Senate encourage the University to immediately address individual requests for access that may fall outside the overall timeline for campuswide compliance; and be it further

RESOLVED: That the Academic Senate and appropriate faculty units be consulted during the construction of this program and before making program changes in the future.

Proposed by: William Bailey (Director, Employment Equity and Faculty Recruitment), Ann Fryer (Interim Director, Disability Resource Center), and Jerry Hanley (VP/CIO, Information Technology Services)

Date: December 14, 2004
Revised: January 7, 2005
Revised: January 31, 2005
WHEREAS, The Final Examination section (484.1) in the Campus Administration Manual (CAM) has not been revised since September 1982; and

WHEREAS, Since the 1982 revision of CAM, research in pedagogy has determined that student outcomes may be measured in a variety of ways; and

WHEREAS, CAM 484.2 requires final examinations to be given in all courses, unless exempted through a petition process; and

WHEREAS, Faculty may not always believe that final examinations are the best concluding assessment measure for particular courses; and

WHEREAS, Faculty should be given the flexibility to determine and use the most appropriate terminal assessment activities in their courses; and

WHEREAS, Some faculty in lecture courses have given final examinations during the final week of instruction, in violation of CAM 484.1 and 484.2; and

WHEREAS, The week scheduled for final examinations is expected to be used by faculty and students for significant assessment activities; and

WHEREAS, CAM 484.3 has raised confusion regarding the propriety of scheduling additional final examination times during final examination week; therefore be it

RESOLVED: That the existing CAM 484.1-3 be replaced with the attached revised CAM 484.1-3 language.
CURRENT

A. Lecture Courses

The university’s schedule for final examinations for lecture courses will be included in each issue of the quarterly Class Schedule. The schedule, drafted by the Associate Dean, Educational Services, and approved by the Vice President for Academic Affairs, will designate an examination time for each time block in which lecture sections are normally scheduled. Examinations will be held at the time designated in the schedule and, unless the class and instructor have been notified otherwise, at the location in which the class was assigned to meet during the quarter.

The maximum time for which a facility will be allotted for a lecture section final examination is as follows: one hour for a section meeting one or two hours per week; two hours for a section meeting three hours per week; three hours for a section meeting four or more hours per week.

B. Nonlecture Courses

Final examinations in nonlecture courses will be held during the last class meeting in the regularly assigned meeting location.

PROPOSED

CAM 484.1 Final Assessments

A. Courses with Lectures & Seminars (other than I-unit courses)

Course activity, including assessments, shall continue through the week designated for final assessments for all courses with a lecture component. Faculty are required to meet with students at the scheduled final assessment period and will use the week designated at the end of the quarter for the final assessing of student work. Faculty should decide the pedagogically appropriate assessment activity: for example, exams, receipt of term papers or projects, presentations, etc.

The university’s schedule for final assessment periods will be included in each issue of the quarterly Class Schedule. The schedule, drafted by University Scheduling Office and approved by the Vice President for Academic Affairs, will designate an assessment period for each time block in which lecture sections are normally scheduled and the location assigned.

Final assessments will be given in all sections of lecture and seminar courses unless exempt under the provisions contained in CAM 484.2.

The maximum time for which a facility will be allotted for final assessment is three hours.

B. Nonlecture Courses and I-unit Courses

Final assessments in nonlecture courses (labs/activity courses and I-unit courses) will be held during the last week of instruction in the regularly designated meeting time and location.
Final examinations will be given in all sections of lecture and nonlecture courses unless exempt under the provisions contained in CAM 484.2. Examination exemptions may be granted for such reasons as uniqueness of course content or method of instruction, and/or a more appropriate procedure for establishing a final evaluation of the student's performance in the course. Exemptions in the University Catalog

In unusual circumstances, a faculty member may petition for exemption after the course has begun. Requests for such exemption will be submitted in writing to the school dean through the department head for approval.

Assessment exemptions may be granted for such reasons as uniqueness of course content or method of instruction, and/or a more appropriate procedure for establishing an evaluation of the student's performance in the course. Exemptions ordinarily will be established at the time the course is proposed by the department for inclusion in the University Catalog. Requests for exemptions will be submitted in writing through the department chair/head for approval by the appropriate Dean with notification of approved exemptions sent to University Scheduling Office.

Under unusual circumstances, it may be deemed advisable to reschedule a final examination to be held at a time and/or location other than that for inclusion in the University Catalog. Requests for exemptions will be submitted in writing through the department chair for approval by the regularly scheduled. The instructor, in consultation with the Associate Dean, Educational Services, will determine whether the anticipated change can be made. If a suitable new time and location can be established, the instructor will then, in writing, submit the request through the department head to the dean of the school. The request will indicate the course and section to be changed, the reason for the request, the new time and place for the alternate examination, an indication that at least two-thirds of the class is in agreement with the change, and a statement that an examination will be held at the regularly scheduled time and place for those students who are unable or unwilling to attend the final examination at the rescheduled hour.

A. Early Assessments

No final assessments shall be given prior to the scheduled final assessment period without written approval of the appropriate Dean and notification sent to University Scheduling Office at least two weeks before the final assessment.

B. Common Assessments

Courses with three or more sections may hold assessments during "common assessment" times designated by the University Scheduling Office with approval by the department chair/head and appropriate Dean. Faculty who have requests approved must notify the University Scheduling Office at least two weeks before the final assessment. Any student who is unable to attend the common assessment time due a conflict with another course’s final assessment shall be permitted to arrange an alternate assessment time.

C. Alternate Assessments

Faculty may offer an additional assessment period during the final assessment week; however, the assessment must also be offered at the original time set aside in the class schedule. Courses with alternate assessment periods during the final period must notify the University Scheduling Office at least two weeks before the final assessment.
RESOLUTION ON AMENDMENT TO THE
CONSTITUTION OF THE FACULTY
(REPRESENTATION FOR THE COLLEGE OF EDUCATION)

WHEREAS, On June 4, 2004, the Academic Senate approved AS-616-04RD&BK,
Resolution on the Proposal to Rename the University Center for Teacher
Education to the College of Education; and

WHEREAS, On June 28, 2004, President Baker approved this resolution; and

WHEREAS, The Constitution of the Faculty specifies that a minimum of three senators
represent each college in the Academic Senate; and

WHEREAS, The College of Education currently has only fourteen faculty members;
therefore be it

RESOLVED: That the Academic Senate of Cal Poly conduct a General Faculty
referendum to amend Article III.1.a of the current Constitution of the
Faculty as follows:

Article III, Section 1: Academic Senate Membership

a. Colleges with fewer than 30 faculty members shall elect two senators.
All other Each college shall elect three senators, plus one senator for each
thirty faculty members or major fraction thereof. Any academic unit not
housed within a college, which is otherwise not represented within the
Academic Senate, shall have an opportunity to obtain representation in the
Senate and/or University committees through a petition to the Academic
Senate Executive Committee. The unit, upon petition, may be allocated
one senator for each thirty full time faculty members or major fraction
thereof who are solely affiliated with that unit.

Proposed by: Academic Senate Executive Committee
Date: January 25, 2005
FORMULA USED TO DETERMINE NUMBER OF COLLEGE POSITIONS ON THE ACADEMIC SENATE

Article III.1.a&b of the Constitution of the Faculty:

College representation: Each college shall elect three senators, plus one senator for each thirty faculty members or major fraction thereof. Any academic unit not housed within a college, which is otherwise not represented within the Academic Senate, shall have an opportunity to obtain representation in the Senate and/or University committees through a petition to the Academic Senate Executive Committee. The unit, upon petition, may be allocated one senator for each thirty full time faculty members or major fraction thereof who are solely affiliated with that unit.

PCS representation: One senator per each fifteen members, or major fraction thereof.

The number of college/PCS representatives in a given year is based on the prior year’s number of full time faculty since these are the only numbers available at the time of election.

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EXCERPTS FROM THE CONSTITUTION OF THE FACULTY and the BYLAWS OF THE ACADEMIC SENATE

Article III.1 of the Constitution of the Faculty (Academic Senate Membership):

a. Each college shall elect three senators, plus one senator for each thirty faculty members or major fraction thereof. Any academic unit not housed within a college, which is otherwise not represented within the Academic Senate, shall have an opportunity to obtain representation in the Senate and/or University committees through a petition to the Academic Senate Executive Committee. The unit, upon petition, may be allocated one senator for each thirty full time faculty members or major fraction thereof who are solely affiliated with that unit.

b. Designated personnel in Professional Consultative Services (excepting directors) shall be represented in the Academic Senate by the formula of one senator per each fifteen members, or major fraction thereof: (1) full time probationary or permanent Librarians; and (2) Full time probationary or permanent (a) Counselors; (b) Student Services Professionals [SSPs] I-, II-, and III-academically related; (c) SSPs III and IV; (d) Cooperative Education lecturers; (e) physicians; and (f) full time coaches holding a current faculty appointment of at least one year.

Article I.B.5 of the Bylaws of the Academic Senate (College Caucus):

All of the senators from each college or Professional Consultative Services shall constitute the caucus for that college or Professional Consultative Services. Part time academic employees shall not be part of any college caucus.

Article VII.A of the Bylaws of the Academic Senate (Executive Committee Membership):

The Executive Committee shall consist of the officers of the Senate who serve the committee in like capacity, plus one senator from each college and one from Professional Consultative Services elected by the appropriate caucus. The CSU academic senators, the immediate past chair of the Academic Senate, and the Provost/Vice President for Academic Affairs or her/his designee are ex officio members. The Provost/Vice President for Academic Affairs is a nonvoting member. A quorum shall consist of the majority of the voting members.