CHAPTER 1

UNIVERSITY ORGANIZATION

Table of Contents

100 ESTABLISHMENT OF THE UNIVERSITY
110 FUNCTIONS
120 FUNDAMENTAL OBJECTIVES
130 EDUCATIONAL PROGRAM
140 ADMINISTRATION
150 ORGANIZATIONAL STRUCTURE
160 COUNCILS
170 CAMPUSWIDE STANDING COMMITTEES
171 Campuswide Standing Committee Guidelines
172 Functions, Membership and Meeting Schedules
180 AUTHORITY TO CHANGE POLICIES AND PROCEDURES
180.1 Campuswide
180.2 School- or Divisionwide
190 AUXILIARY AND CAMPUS ORGANIZATIONS
191 Foundation (A Nonprofit Corporation)
191.2 Board of Directors
191.4 University and Foundation Relationships
192 Associated Students, Incorporated
193 Campus-Recognized Organizations
195 Alumni and Community Relations
196 Alumni Association
197 Liaison with Alumni Association
198 Community Use of University Facilities
100 - 110

UNIVERSITY ORGANIZATION

100 ESTABLISHMENT OF THE UNIVERSITY

The California Polytechnic State University, San Luis Obispo, is a part of the California state system of higher education and is administered by the Trustees of The California State University.

When the Legislature established Cal Poly in 1901, it acknowledged the need for varied educational opportunities and outlined special goals for this institution. Those special goals were reaffirmed by The Trustees of The California State University and Colleges and the Legislature in 1961 when Cal Poly's enabling act was revised and reenacted.

From 1938 to 1966 Cal Poly was comprised of two separate state college campuses, the original campus at San Luis Obispo and one near Pomona called the Kellogg-Voorhis campus. In 1966 the Legislature separated the campuses making two individual state colleges. In 1972 the college at San Luis Obispo became the CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO.

110 FUNCTIONS

Certain functions of the California Polytechnic State University are held in common with all State University campuses:

"The California State University and Colleges shall have as its primary function the provision of undergraduate instruction and graduate instruction through the master's degree. Presently established two-year programs in agriculture are authorized, but other two-year programs shall be permitted only when mutually agreed upon by the Trustees of The California State University and Colleges and the Board of Governors of the California Community Colleges. The doctoral degree may be awarded jointly with the University of California, as provided in Section 66500, or jointly with a private institution of postsecondary education accredited by the Western Association of Schools and Colleges and provided the proposed doctoral program is approved by the California Postsecondary Education Commission. Faculty research is authorized to the extent that it is consistent with the primary function of The California State University and Colleges." (Education Code 66608)

Special emphases are authorized for California Polytechnic State University as follows:

"In addition to the functions provided by Section 66608 the California State Polytechnic University and the California Polytechnic State University shall be authorized to emphasize the applied fields of agriculture, engineering, business, home economics and other occupational and professional fields. This article shall be liberally construed." (Education Code 90404)
It is widely recognized that Cal Poly is an exception to the statement that the State University campuses are primarily regional institutions. Cal Poly does not seek to "offer all things for all people." A 1968 report of the Coordinating Council for Higher Education (now the California Postsecondary Education Commission) on the need for additional centers of higher education contained the following:

"San Luis Obispo has the greatest statewide drawing power of enrollment throughout the state (of) any of the other State Colleges. In 1966, only 22.6 percent of its total enrollment came from the enrollment area contiguous to the campus. This statewide character is due to the unique course offerings, particularly in the fields of agriculture and engineering."
FUNDAMENTAL OBJECTIVES

Basic objectives of the university are:

A. Emphasis on undergraduate education

B. Excellence in academic and professional endeavors

C. Emphasis on selected applied fields within the polytechnic spectrum offered at the university

D. Intellectual, professional, and personal growth among faculty and students

These objectives are carried out through instructional programs designed to impart to students those techniques and sciences necessary to perform successfully the occupations in which they will be employed. To balance this concentration on offerings designed primarily for occupational competence, the curricula must also emphasize general education subjects which help students to understand the world in which they live, assist them to express themselves, help them to live harmoniously with other people and to assume their appropriate citizenship and community leadership responsibilities. Currently, the offerings of the university are grouped under the instructional schools as follows: School of Agriculture, School of Architecture and Environmental Design, School of Business, School of Liberal Arts, School of Engineering, School of Professional Studies and Education, School of Science and Mathematics.

The Mission Statement of Cal Poly was most recently reviewed and revised in 1984-85 and is embodied in Administrative Bulletin 85-3 issued by the President on November 20, 1985.

EDUCATIONAL PROGRAM

To make maximum use of the student's interest in the chosen field of specialization as an incentive to study, course work in the field is begun in the freshman year. This concurrent or parallel arrangement of major and general education courses is in contrast to the conventional college program which groups general education courses and basic theory in the first two years while deferring the more specialized work until the last two years. Through early contact with the chosen major subject, the student is made aware of the value of the related sciences and therefore may be more diligent in their study.

The general education courses and the related courses which support the occupational instruction are offered in each of the four university years. This plan makes it possible to schedule in the later years those courses with content which requires greater maturity and experience. Students thus have a better opportunity to understand what they are studying and to obtain maximum values in general education.
ADMINISTRATION
The administrative organization of Cal Poly provides the structure by which all State and auxiliary enterprise functions of the university are administered. Those functions which are campuswide in scope and which require formulation, interpretation, or administration of campuswide policy are directed by the Vice President for Academic Affairs; Vice President of Business Affairs; Vice President of Information Systems; Vice President of University Relations; Director of Personnel and Employee Relations; Executive Dean, Facilities Administration; and the Dean of Student Affairs in conjunction with the President. Associate Vice Presidents, Deans, Associate Deans, and Directors are assigned to assist in campuswide administration.

Functions which are school or divisionwide in scope (of concern primarily to one school or division) are administered by the respective school dean or division head and are implemented by the appropriate department heads.

It is the general policy of the university to allow the heads of the several schools and divisions to establish and carry out policies and procedures by which the respective schools and divisions are operated insofar as those policies and procedures affect only the one school or division and are consistent with overall university policies and procedures. When policies and procedures are campuswide in their effect, they are processed through the line organization for approval.

ORGANIZATIONAL STRUCTURE
The California Polytechnic State University administrative organization, through group participation in decision making, provides an effective and efficient vehicle for the conduct of the university's programs. Provision is made through the use of councils, standing committees, and the Academic and Student Senates for consultation with faculty, staff, and students in the decisionmaking process. The charts on the following pages illustrate the organizational structure.

All University functions report to the Office of the President. Chart #1 provides an overview of the university's administrative structure with an emphasis on the instructional program and depicts the scope of responsibilities of the Vice President for Academic Affairs and Senior Vice President as well as the relationship of the supporting Academic Affairs Programs. Chart #2 further defines the administrative structure of the academic programs. The support functions of employee and personnel relations, university relations, facilities planning and operations, business affairs and information systems facilitate the University's work. The general administrative structure of these areas are depicted in Charts #3 through #8. The Vice President for Academic Affairs directs the instructional schools, the library, academic planning, athletics, curriculum and instruction, educational services, enrollment support services, extended education, graduate studies, institutional research and research development. The Dean of Student
Affairs directs student life and activities, counseling and testing, educational opportunity and disabled students, financial aid, health services, housing, placement and has a technical reporting relationship with the Associated Students, Inc. The Student Affirmative Action program is jointly administered by the Dean of Student Affairs and the Vice President for Academic Affairs.

Titles of the instructional schools are descriptive of their areas of instructional responsibility:

1. School of Agriculture
2. School of Architecture and Environmental Design
3. School of Business
4. School of Liberal Arts
5. School of Engineering
6. School of Professional Studies and Education
7. School of Science and Mathematics

Information on departments and curricula within each instructional school may be found in the current University Catalog.

The Vice President of Information Systems has responsibility for all centralized computing services, networking, telecommunications and audiovisual services. The Vice President of University Relations has responsibility for all of the development and university relations functions including public affairs, development, alumni relations, annual giving, and athletic development.

Business Affairs is a service division aiding all of the schools, divisions, and units of the university in accomplishing and furthering the instructional, student affairs, and other programs. Under the direction of the Vice President for Business Affairs, the division is organized into five departments. These are (1) fiscal operations, including accounting, cashiering, property management, payroll services, and the fiscal aspects of scholarships and loan administration; (2) budget planning and administration; (3) procurement and support services including purchasing, receiving, warehousing, central stores, mail services, general office, duplication/reproduction center, transportation services, and surplus/excess property; (4) housing management including business management and housekeeping service activities of the student housing program; and (5) public safety including law enforcement, environmental health and safety, radiation safety, parking and traffic control, and fire prevention.

Plant operations including plant engineering services, utilities systems, grounds, custodial services, and building maintenance and repair fall under the direction of the Executive Dean, Facilities Administration.

The California Polytechnic State University Foundation has the specific function of aiding, enhancing, and promoting the educational purposes of the university. Under the direction of the Executive Director, the Foundation provides a full range of services, including: food services, bookstore, sponsored programs, communications/media productions, business services, and university administered programs. (See CAM 190.)
*Director, Athletics jointly reports to President (policy related matters) and the Vice President, Academic Affairs (operational matters).
* Director, Athletics jointly reports to President (policy related matters) and the Vice President, Academic Affairs (operational matters).
**Includes Education Department and has a Teacher Education Coordinating Council chaired by the Associate Vice President for Academic Affairs and includes deans of the Schools of Liberal Arts, Science and Mathematics, Agriculture and Professional Studies and Education.
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

STUDENT AFFAIRS

ASI President and Board of Directors

Vice President for Student Affairs

Student Educational Equity Coordinator

Associate Vice President for Outreach and Retention

Associate Vice President for Student Development, Personnel and Budget

Associate Vice President for Student Services

Executive Director

Director Financial Aid

Director Outreach Services

Director Student Academic Services

Director Housing

Director Student Life and Activities

Director Campus Student Relations/Judicial Affairs

Coordinator Center for Women and Ethnic Issues

Director Health and Psychological Services

Director Career Services

CHART #3

Revised July 1991
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

UNIVERSITY RELATIONS

Executive Director for University Relations & Development

Director of Alumni Relations

Director of Communications and Special Events

Director of Development

Associate Vice President for University Relations Endowment Development/Univ. Dev. Services

Director of Gift Planning

Director of Annual Giving

CHART #4

1/ Vice President for University Relations - Vacant

Revised December 1991
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
SAN LUIS OBISPO
BUSINESS AFFAIRS DIVISION

Administrative Operations Analyst
Vice President for Business Affairs
Associate Vice President

- Director of Fiscal Services
- Director of Facility Services
- Director of Support Services
- Director of Public Safety Services
- Director of Budget Planning and Administration
- Director of Facilities Planning

Chart #7

April 1992
COUNCILS

Coordination of functions in the areas of academic affairs, and student affairs is achieved through the Academic Deans' Council and the Student Affairs Council. Actions on procedural matters are final when approved by the chairperson of the council; actions on policy matters are final when approved by the chairperson of the council or, when appropriate, the President. The President's Council provides for communication and interaction between all line organization units and all official consultative or internal constituent groups. The functions, membership, and meeting schedule for each council are described in CAM 170.

Consultation and coordination within schools, divisions, functional units, and departments are conducted through councils and committees established in those administrative areas.

Meetings of departments, universitywide councils, school councils, and the Academic Senate are not subject to the "open meeting" provisions of the Brown Act. Attendance at such meetings is discretionary and may be by invitation only.

In addition to the above councils which provide coordination within the administrative organization, the faculty is represented by an Academic Senate. The senate and its committees are organized in order that the faculty may participate fully in the formulation, recommendation, and continuing review of the general policies and operating procedures of the university consistent with the provisions of sections 3561(b) and 3562(r) of the California Government Code, (HEERA). (See Appendix for Academic Senate constitution and bylaws.)

CAMPUSWIDE STANDING COMMITTEES

The general consultative and/or policy-making groups such as the Academic Senate, President's Council, Academic Deans' Council, Student Affairs Council, Student Senate and Foundation Board of Directors are described in this chapter or elsewhere in this manual. Committees of faculty or student organizations are described in their respective constitutions, bylaws or codes. Ad hoc or special committees may be established by various appointing authorities for the purpose of making studies and recommendations on specialized programs; their functions and membership are listed in the notification of appointment.

Committees described in this section are administratively appointed campuswide standing committees. They are appointed by the University President, or a designee, in accordance with the following guidelines.
Campuswide Standing Committee Guidelines

A. These guidelines are intended to provide for an effective committee system to assist in carrying out the functions of the university, and at the same time to minimize duplication of functions and to avoid excessive time demands on individual faculty or administrative staff members.

B. The committees falling within the scope of these guidelines are those concerned with aspects of campus operation broader than individual schools, divisions, or departments.

C. The committees involved are limited to those appointed by the President, or a designee, including those appointed following consultation with the Chairperson of the Academic Senate, with the President of the Associated Students, Inc., and with appropriate administrative officers of the university to obtain nominations or appointment of committee representatives. Representatives of support staff members are appointed by the President.

D. Standing committees will be provided in areas of campus operation where a continuing need for consultation and advice exists. Committee guidelines should provide for overlapping terms of membership wherever feasible, and appointing authorities should provide an up-to-date written statement as to the functions and purposes to be served by each committee. Ad hoc temporary committees should be appointed only when the subject cannot be adequately handled by a standing committee, and should be appointed with a definite statement of assignment and time limit for operation.

E. Systematic and up-to-date records will be maintained by the committees falling within these guidelines, along with information on the functions, membership, and status of such committees, to assist all appointing powers in avoiding undue proliferation of committees and undue demands on individuals. (See "G" below.) (Individual schools, divisions, and departments should also maintain systematic and up-to-date records of their committees and assignments for the same purposes.)

F. Where committee functions or purposes involve only administrative, staff, and faculty concerns, the membership of such committees will involve representatives of these three constituent groups. Where committee functions or purposes involve student concerns, such committees shall include student representatives.

G. A standing University Committee on Committees is established to coordinate the functions, operations, and membership of campuswide standing committees which are appointed by the University President, or a designee. The University Committee on Committees includes as members: the President, the Vice President for Academic Affairs, the Dean of Student Affairs, the Chairperson of the Academic Senate, the President of the ASI, the Executive Assistant to the President, and a secretary to be designated by the President who shall act as nonvoting secretary to the committee.
The President will act as committee chairperson and preside during the annual meetings; for other meetings and to coordinate the operations of the Committee, the Executive Assistant to the President will act for the President.

1. The University Committee on Committees will receive and consider the annual reports of other campuswide standing committees; will receive and review annual reports from the heads of each school and division as to intraschool or intra-division committees. It will operate to assure equitable utilization of personnel on committees, secure appropriate representation of constituent groups, and minimize the overlapping of committee functions.

2. The University Committee on Committees will hold an annual meeting, if necessary, to be held after the committee membership has been established for the ensuing academic year, presided over by the University President. The agenda for the annual meeting will include a review of the functions of current campuswide standing committees and nominations needed to fill remaining vacancies. Other meetings as needed, upon request of the University President or any committee member, will be coordinated by the Executive Assistant to the President.

H. For information purposes, one copy of the final or annual report of each campuswide standing committee or ad hoc committee should be filed with the secretary of the University Committee on Committees.

I. The Campus Administrative Manual will reflect the function and purpose of the University Committee on Committees and other campuswide standing committees. All members of these committees as listed in the Campus Administrative Manual shall be voting members unless they are specifically designated as nonvoting.

172 Functions, Membership, and Meeting Schedules

Described below are the functions, membership, and meeting schedules of campuswide standing committees. The list includes only those committees appointed by the University President, or a designee, whose functions fit the criteria for administratively appointed campuswide standing committees.

Committees appointed by the Academic Senate are not included; they are listed in the senate's constitution and bylaws. (See Appendix.)

Administratively appointed special or ad hoc committees, which are of more limited scope or function than standing committees, also have been omitted. They operate in accordance with their appointment instructions. Their membership normally will include individuals nominated by the appropriate officer of each of the constituent groups—faculty, staff, students, and administration.
1. Academic Deans' Council

The Academic Deans' Council is an administrative council which is advisory to the Vice President for Academic Affairs and the University President.

a. Functions

To study and make recommendations about academic and administrative matters affecting education.

b. Membership

Voting members:
- Dean, School of Agriculture
- Dean, School of Architecture and Environmental Design
- Dean, School of Business
- Dean, School of Liberal Arts
- Dean, School of Engineering
- Dean, School of Professional Studies and Education
- Dean, School of Science and Mathematics
- Associate Vice President for Academic Affairs and Programs
- University Dean
- Vice President for Student Affairs

Nonvoting members:
- Vice President for Academic Affairs, who chairs the Council meetings
- Visitors on invitation
- Associate Vice President for Academic Resources

C. Meetings

Twice each month during academic year. Special meetings on call of the chairperson.

NOTE: The campuswide standing committees have been alphabetized and renumbered. The following committees have been deleted:
- Administrative Council (deleted 8/83)
- Coordinating Committee for Teacher Education (deleted 8/87)
- Student Affirmative Action Advisory Committee (deleted 6/85)

Addition: March '90
2. Academic Planning Committee

a. Functions

The Academic Planning Committee is advisory to and reports to the Vice President for Academic Affairs. The committee is charged with the development of a comprehensive planning process for the ongoing assessment of both internal and external factors which influence the University. It is to provide advice and recommendations regarding the goals of the University and the most effective and orderly ways in which to achieve those goals. Specifically, the committee should strive to recommend any needed clarification and articulation of the philosophy of the University and its educational purposes; recommend mechanisms for systematically incorporating into the planning process pertinent internal and external data; propose programs, structures and support systems which are derivatives of the planning processes; recommend appropriate reference points for the evaluation of academic planning; and advise and recommend on other matters as requested.

b. Membership

Associate Vice President, Academic Affairs and University Dean (Chairperson)
Two faculty at large, chosen by the University President
Four administrators chosen by the Academic Vice President
Three faculty nominated by the Chair, Academic Senate
One student representative nominated by ASI President

(annual appointment)

The term of office shall be three years. To ensure continuity of service, initial appointments will be for either one-, two-, or three-year periods. Subsequent appointments shall be for three-year periods.

c. Meetings

To be established by the committee.
3. Athletic Advisory Commission

a. Functions

The Athletic Advisory Commission serves as an advisory body to the Vice President for Academic Affairs and the President. The commission shall be responsible for insuring that the goals of the athletic programs are consistent with the educational objectives of the University and that the educational pursuits of student athletes maintain priority over their involvement in intercollegiate sports. The commission shall inform the President of the state of the athletic programs and shall submit recommendations regarding any needed revisions in both policy and practice as they pertain to the programs.

Specifically, responsibilities of the commission shall include: 1) conducting a yearly review of both short and long-range plans of the intercollegiate athletic program including acquisition and allocation of resources; 2) reviewing the relationship between the Physical Education and Recreation Administration Department and Intercollegiate Athletics Department; 3) reviewing and making recommendations as appropriate to insure that the intercollegiate athletics program provides equity of opportunity for women and men; 4) reviewing the academic status and progress of intercollegiate athletes toward a degree and recommending any special programs designed to aid athletes in their educational pursuits; and 5) reviewing the athletic recruitment program.

b. Membership

The commission appointments are made annually by the University President from nominations as indicated below. The commission elects its own chairperson. Appointments may not include staff members of the intercollegiate athletics program or students participating on an intercollegiate team. Commission membership is as follows:

One representative from Academic Affairs area, selected from nominations by the Vice President for Academic Affairs
One representative from Administration, appointed by the President
One representative from the Student Affairs Division, selected from nominations by the Dean of Students Affairs
Six representatives from the Associated Students, Inc., selected from nominations by the ASI President
Three representatives selected from nominations by the Chairperson of the Academic Senate (at least two of which shall be teaching faculty)
The Head of the Physical Education and Recreation Administration Department
Faculty Athletic Representative(s)
The following are designated as ex officio nonvoting members:

(1) The Director and Associate Directors of the Intercollegiate Athletics Program.

(2) The Title IX Coordinator.

(3) Women’s Primary Athletic Administrator.

The term of office will be two years. To ensure continuity of service, initial appointments will be for either two-or three-year periods. Subsequent appointments will be for a two-year period. No appointee will serve for more than six consecutive years.

c. Meetings

Meetings shall be held quarterly during the academic year or more frequently as scheduled by the commission chairperson. It is expected that the commission will meet at least once a year with the University President.

4. Campus Planning Committee

a. Functions

Each state university and college was required by resolution of the Trustees on May 12, 1961, to establish a committee whose basic membership and functions were prescribed by the Trustee action. The committee’s primary function is to assist the President in the coordination, development, and control of a long-range plan for the physical development of the campus, within a framework of policy established by the Trustees of The California State University. The committee serves in an advisory capacity in relation to the following:

(1) Development and maintenance of a long-range plan for the physical development of the campus.

(2) Selection of sites for each new building and other physical facilities on any university-owned property.

(3) Review the work of the architects during the schematic drawings phase.

(4) Review of recommendations on the five-year and other long-range building programs.

September 1987
Review of all proposed projects to be constructed on the campus that will have an architectural and/or environmental impact. These projects will include, but are not necessarily limited to, structures, roads, walks, signs, etc.

Study and review such other areas as may be delegated to it by the University President.

Work with city and county planning commissions on matters related to campus development, zoning in areas surrounding the university, streets and highways leading to and from the campus, and other matters.

b. Membership

President (Chairperson)
Vice President for Academic Affairs (Vice Chair)
Vice President for University Relations
Vice President for Student Affairs
One representative from School of Agriculture nominated by Dean
One representative from the School of Architecture and Environmental Design nominated by the Dean
Vice President for Business Affairs
Consulting Architect
Facility Planner, Chancellor's Office
Representative, Academic Senate (nominated by the Chairperson of the Academic Senate)
Representative of the staff (appointed by the President)
Chairperson, Student Planning Commission
Director of Community Development, City of San Luis Obispo
Representative of the County of San Luis Obispo (nominated by the Chair of the Board of Supervisors)
Chairperson, Landscape Advisory Committee

Campus membership is appointed by the University President.

c. Meetings

Campus Planning Committee meetings are scheduled quarterly or more often if necessary.
4.1 Landscape Advisory Committee

a. Functions

The Landscape Advisory Committee is a subcommittee of the Campus Planning Committee. The committee is charged with the ongoing assessment of the landscape of the campus and in particular how the landscape treatment can serve an educational role while still recognizing such aspects as appearance, function, budget, maintenance, and safety. The committee will make recommendations for landscaping of new projects and replacement plantings. Recommendations may be concerning species to be planted but may also include landscape plans in concert with the Trustee-appointed professional. The committee is further charged to develop a master plan for campus landscaping formulated to ensure that in the years ahead the campus will continue to be of academic value and provide an aesthetic and functional environment. For operating effectiveness, the committee is advisory and reports to the Executive Dean, Facilities Administration.

b. Membership

The committee appointments are made by the University President as indicated below. The chairperson shall be a faculty member and elected by the committee. The term of office for faculty members is two years; for other members, one year. To ensure continuity of service, initial appointment from each academic department will be for either one to two-years. Subsequent appointments shall be for a two-year period.

Voting members:
Two faculty members from the Biological Sciences Department, selected from nominations submitted by the department
Two faculty members from the Landscape Architecture Department, selected from nominations submitted by the department
Two faculty members from the Ornamental Horticulture Department, selected from nominations submitted by the department
The Director of Plant Operations or designee (ex officio)
One student representative selected for a one-year term from nominations from the ASI President
The Chair of the Landscape Advisory Committee will serve as a voting member of the Campus Planning Committee.

c. Meetings

Once each month during the academic year. Other meetings on call of the chairperson.
5. Commencement Committee

a. Functions

The Commencement Committee recommends procedures relating to Cal Poly's commencement activities and accomplishes various functions for commencement, including:

Field arrangements, line-up of candidates, faculty processional, program preparation, preparation of required lists of candidates for faculty and program printing. The committee coordinates other functions related to commencement including candidate and school marshal instruction, preparation and printing of the final plan, and handling of special guests.

Final graduation checks, application for graduation, diploma orders, and mailings are handled by the Records Office and University Bookstore in coordination with the University Commencement Committee.

The Commencement Committee is appointed by and reports to the University President.

b. Membership

The Commencement Coordinator, appointed by the President, is Chairperson of the committee.

Two student representatives, one of which is to be the chairperson of the Senior Week Activities Committee, recommended by ASI president.

One faculty member from each instructional school, nominated by the school deans after consultation with the respective Academic Senate School caucus.

Registrar

One staff representative nominated by the Dean of Student Affairs.

The term of office shall be two years.

c. Meetings

To be established by the committee. Recommended as once each month September to March, and weekly during April, May, and June.

*Revised April 1989
6. Commencement Speaker Screening Committee

a. Functions

The Commencement Speaker Screening Committee serves in an advisory role to the President. The Committee shall be responsible for soliciting proposals from the campus community for suitable Commencement speakers.

The Committee shall take the initiative immediately after the beginning of Winter Quarter to request recommendations from students, alumni, faculty, staff and administrators for names of nominees for Commencement speakers. The closing date for nominations for mid-year commencement is April 14 and for June commencement October 15. The Commencement Speaker Screening Committee will review and submit names, with pertinent information on each endorsed speaker, to the President by no later than June 15 for mid-year commencement and no later than November 15 for June commencement. The President's choice is not bound by the recommendations of the Commencement Speaker Screening Committee. The recommendations are provided so the wishes of the campus community can be incorporated in the selection of a speaker, however, the President may have information not known to the Commencement Speaker Screening Committee which may be a factor used by the President in the final selection process.

In considering endorsement of Commencement speaker nominees, the Committee should review the relationship of the speaker's background and qualifications to the instructional program, the objectives of the University and/or its graduates. Also, the prominence, availability, speaking ability and honorarium or expenses should be considered.

The Committee will normally have a budget of $500 honoraria plus expenses for a Commencement speaker. Prospective speakers will be nominated by the Committee as well as solicited from the public at large. The speaker may be selected from the categories of Cal Poly friends (e.g., Corporate), President's Cabinet members, outstanding alumni, and retired or active faculty. The Committee will forward nominations for the speaker to the President via the Commencement Committee, for approval.

Upon approval and acceptance by the speaker, the President will notify the Commencement Committee to coordinate a press release through the Public Affairs Office.

*Revised February 1991
b. Membership

On or before January 15, each School Dean, after consultation with the Academic Senate School caucus, will forward to the President, the name of a faculty member to serve as the School's representative on the Commencement Speaker Screening Committee. Individuals nominated should be available during the subsequent academic year to serve on the Committee. On or before January 15, the Chairman of each school council will forward the name of one student to serve on the Commencement Speaker Screening Committee during the academic year. Students selected should be at a class level which places them in the likelihood of participating in the Commencement ceremony for which the speaker will be selected. The President will appoint an administrator to convene the Committee.

c. Chairmanship

The first meeting of the Committee will be called by the administrative member appointed by the President. At the first meeting, the Committee will elect a Chairperson.

d. Meetings

Meetings will be held as frequently as necessary. However, the first meeting of the Winter Quarter should be called for the first week of instruction so the Committee can complete its deliberations and furnish the President with a list of the Commencement speaker nominees in conformance with the schedule listed under "Functions" above.

e. Term

Each member will serve one calendar year beginning in January.

* Revised February 1991
7. Computing Advisory Committees

a. Functions

Two advisory committees are responsible for providing input from users of computing and communications services to the Information Resources Management Policy and Planning Committee and to the Vice President for Information Systems and for communicating information about computing and communications to the constituencies they represent. Each committee is charged to provide recommendations on both operational matters and planning and policy matters. Recommendations from the two committees will be studied by the Vice President for Information Systems who will determine the impact, benefits, costs, and other factors involved in implementing the recommendation and forward that analysis to the Information Resource Management Policy and Planning Committee for appropriate action.

b. Membership

Each committee will have one or more representatives from each organizational unit named below, nominated by the indicated manager. The nominating manager will be kept informed on committee activity and will provide guidance and support to committee activity whenever appropriate. In addition, the committee members will be responsible for dissemination of information to and feedback from their areas of representation.

7.1 Administrative Advisory Committee:

A total of five representatives (with at least three being managerial level) nominated by the Vice President for Academic Affairs in accordance with the following:

- One representing Academic Administrative Offices at School and Departmental Level
- One representing Admissions, Records and Evaluations
- One representing the University Library
- Two at-large representatives

Three representatives (with at least two being managerial level) from Business Affairs and Facilities Administration nominated by the Vice President for Business Affairs

Two representatives (with at least one being managerial level) from Student Affairs nominated by the Vice President for Student Affairs

One representative from University Relations nominated by the Executive Director for University Relations and Development

One representative from Personnel Relations nominated by the Director of Personnel and Employee Relations

December 1991
One representative from CPSU Foundation nominated by the Executive Director of the Foundation

One managerial level representative from Information Systems nominated by the Vice President for Information Systems

The following are designated as ex officio nonvoting members:

One representative from the Instructional Advisory Committee on Computing nominated by the Chair of the Instructional Advisory Committee on Computing

Past Chair, Administrative Advisory Committee on Computing

### 7.2 Instructional Advisory Committee on Computing:

One representative from each instructional school nominated by the School Deans after consultation with the respective Academic Senate School Caucus.

One representative from the University Library nominated by the Dean of Library Services

Two student representatives nominated by the ASI President

The following are designated as ex officio nonvoting members:

One representative from Information Systems nominated by the Vice President for Information Systems

One representative from the Administrative Advisory Committee nominated by the Chair of the Administrative Advisory Committee

One representative nominated by the Vice President for Academic Affairs

Past Chair, Instructional Advisory Committee on Computing

Committee appointments are made annually by the University President from nominations as indicated above. The term of service shall be two years, unless otherwise specified. To ensure continuity of service, initial appointments shall be one- or two-year periods.

c. Meetings

Each committee will meet with sufficient frequency to ensure a positive and effective voice in university computing affairs.

August 1990
8. Development Advisory Committee

a. Functions

The primary function of this committee is to be a consultative committee which will periodically review policy and procedures and make recommendations on the operation of the development program.

b. Membership

Chaired by the President or his designee
Vice President for University Relations
Vice President for Academic Affairs
Director of Development, Secretary
Two Academic Deans, selected by the President or Vice President for Academic Affairs
Vice President for Student Affairs
Vice President for Business Affairs
Director of Public Affairs
Chair of the Academic Senate
President of the Associated Students, Inc.

c. Meetings

On call as the need arises.

9. Disabled Students Advisory Committee

a. Functions

The Disabled Students Advisory Committee is advisory to the Disabled Student Services program. The committee is charged with monitoring architectural access to campus programs and resources and reducing attitudinal barriers. Members shall recommend appropriate changes or modifications in services provided by Disabled Student Services, assist with outreach and retention efforts, support awareness activities, as well as review evaluations of the program.

b. Membership

The members of the Disabled Students Advisory Committee are appointed by the Vice President for Student Affairs.

Two community members (one shall be nominated by the Supervisor of the San Luis Obispo office of the State Department of Rehabilitation and the other shall be selected from among nominees submitted by disability groups in the community.

Three students (two shall be selected from among those nominated by the Coordinator of Disabled Student Services to represent different disabilities and one shall be the current president of ASI Disabled Students Unlimited. February 1991
Four faculty members (Faculty members with expertise or special interest in physical and/or learning disabilities shall be nominated by the Academic Senate; both technical and non-technical departments should be represented.

Three administrators/staff members (one of whom shall be the current Placement liaison to Disabled Student Services, one shall be a representative of the Health Center to be selected from among those nominated by the Health Center Director, and one shall be a representative of the Library to be selected from among those nominated by the Dean of Library Services.

One member at large selected by the Vice President for Student Affairs.

Coordinator of Disabled Student Services (ex officio)

c. Meetings

Meetings shall be held once each quarter during Fall, Winter and Spring quarters with additional meetings scheduled, if necessary.
10. El Corral Bookstore Advisory Committee

a. Functions

To assist in evaluating the effectiveness of bookstore operations and make recommendations on policy and major procedures for bookstore operations.

b. Membership

El Corral Bookstore Manager (Chairperson)
Vice President of Business Affairs
Two faculty representatives nominated by the Chairperson of the Academic Senate; to provide continuity, one faculty member will be nominated each year for a two-year term
One staff member appointed by the President for a two-year term
Four student members nominated by the President of the ASI; to provide continuity, each year two student members will be nominated for two-year terms

The committee is appointed by the University President and reports to the Foundation Board of Directors through the Foundation Executive Director.

Term of office shall be two years. It is recommended that no appointee serve more than two years.

c. Meetings

Monthly or more frequently as scheduled by the committee chairperson.
11. Resource Use Committee  
(Formerly University Energy Conservation Committee)

a. Functions

The primary function of this committee is to review, prioritize and recommend conservation measures related to university policies and practices dealing with natural resource utilization. The committee should consider issues related to water and energy use, recycling and other policies relating to natural resource utilization by the campus. The committee is advisory to and reports to the University President.

b. Membership

Three faculty members nominated by the Chair of the Academic Senate  
One representative of the Housing staff nominated by the Vice President of Student Affairs  
One representative of the University Union staff nominated by the Vice President of Student Affairs  
One representative nominated by the Vice President, Business Affairs  
One representative nominated by the Executive Director of the Foundation  
The Director of Plant Operations  
Three students nominated by the President of the ASI

With the exception of ASI representatives and the Director of Plant Operations, appointments will be for two years with initial appointments by lot for one or two-year terms to provide continuity of membership.

The committee will elect its own chair.

c. Meetings

The committee will meet at least quarterly and on call of the chair.

*Revised January 1990*
12. Equal Opportunity Advisory Council

a. Functions

The Council serves as the advisory body to the President for the general implementation of the Campus Affirmative Action Program and other equal opportunity policies and practices as they affect employees and students.

The primary charge of this Council is to review these programs and inform the President of the progress of implementation and degree of compliance with governing directives. The Council submits reports at least annually to the President and provides recommendations as to improvements and revisions in policy and practice needed to ensure equal opportunity for all individuals within the scope of approved campus programs. It is not within the authority of the Council to consider individual complaints of discrimination, however examination of appointment documents or other materials on individual cases may be necessary in reviewing general issues or policy matters relating to equal opportunity. Requests for review of file materials on individual complaints should be channeled through the appropriate ex officio staff member of the Council. Copies of meeting minutes are submitted to the President.

b. Membership

Council appointments are made annually by the University President from nominations as indicated below. The committee elects its own chairperson. The chairperson, or designee, is a member of the President's Council. Committee membership is as follows:

One faculty representative from each instructional school nominated by the School Deans after consultation with the respective Academic Senate School caucus.

Two representatives from the Academic Affairs area nominated by the Vice President for Academic Affairs.

Two representatives from the Administration area, appointed by the President.

Two representatives from the Student Affairs area, selected from nominations by the Dean of Student Affairs.

Two representatives from the Associated Student, Inc., selected from nominations by the ASI President.

The following are designated as ex officio nonvoting members:

(1) Affirmative Action Coordinator (Employee)
(2) Director of Student Academic Services
(3) Educational Equity Officer
(4) Director of Personnel and Employee Relations
(5) Title IX Coordinator

* Revised April 1989
The Affirmative Action Coordinator shall serve as Executive Secretary.

In order to ensure strong representation of ethnic minority groups and women on the Council, appointments should include at least three representatives from among women and minority groups. The term of service shall be three years, except for students who shall serve a two year term. To ensure continuity of service, initial appointments will be for either one-, two- or three-year periods. Subsequent appointments shall be for two years in the case of students, and for other committee members a three-year term.

c. Meetings

Monthly during the academic year, or more frequently as scheduled by the Council chairperson. It is expected that the Council will meet at least once a year with the University President.

13. Extended Education Committee

a. Functions

To evaluate present procedures, policies, and guidelines and to seek methods for improving the university's extension, summer session, and other continuing education activities.

b. Membership

The committee is appointed by the University President and reports to the Vice President for Academic Affairs.

Director, Extended Education (Chairperson)
One faculty representative from each instructional school, nominated by the school deans after consultation with the respective Academic Senate School caucus
One representative from Enrollment Support Services nominated by the Vice President for Academic Affairs
One representative from the Business Affairs Division, nominated by the Vice President of Business Affairs
One ASI student representative, nominated by the ASI President (annual appointment)

*Revised April 1989
The term of office shall be two years, unless specified otherwise.

c. Meetings

Quarterly or on call of the chairperson.

14. Facilities Use Committee

a. Functions

To interpret regulations concerning use of campus facilities by university groups and nonuniversity groups, and be advisory to the Director, Extended Education and the Director, Student Life and Activities.

b. Membership

The committee is appointed by the University President.

Vice President, Academic Affairs (Chair)
Director, Extended Education (Vice Chairperson)
Public Affairs Officer
Dean, School of Liberal Arts
Dean, Professional Studies and Education
Vice President, Business Affairs
Director of ASI Business Affairs
Director, Student Life and Activities
One representative nominated by the Chairperson of the Academic Senate
Executive Dean, Facilities Administration
President of the Associated Students, Inc.
Chairperson of the University Union Advisory Board
Members of the appropriate programming organizations on invitation

The term of office shall be two years for representatives of Academic Senate and Staff.

c. Meetings

On call by the chairperson.
15. Foundation Food Service Advisory Committee

a. Functions

To assist in evaluating the effectiveness of campus food service operations and to make recommendations on policy and major procedures for food service operations.

b. Membership

Foundation Food Service Director (Chairperson)
One representative nominated by the Director, Health Services
One representative nominated by the Vice President, Business Affairs
One faculty representative nominated by the Chairperson of the Academic Senate
One staff member appointed by the President
Two student members nominated by the ASI President; to provide continuity, each year one student member will be appointed for a two-year term
Two campus resident students, nominated by the chairperson of the Interhall Council (annual appointment)

The committee is appointed by the University President and reports to the Foundation Board of Directors through the Foundation Executive Director.

The term of office shall be two years, unless specified otherwise.

c. Meetings

Quarterly or more frequently as scheduled by the chairperson.

16. Graduate Studies Committee

a. Functions

Administrative direction and control of authorized master's degree programs will be through normal school and department line channels. Coordination of graduate programs among schools and departments, and recommendation of campus guidelines for curricula and courses, for admission to graduate programs, and for awarding of graduate degrees will be accomplished by this committee.
b. Membership

The committee is appointed by the University President and reports to the Vice President for Academic Affairs.

Associate Vice President for Graduate Studies, Research and Faculty Development (Chairperson)

One representative from the Library nominated by the Dean of Library Services

One faculty representative from each instructional school, nominated by the school deans after consultation with the respective Academic Senate School caucus

One graduate student representative nominated by the President of the ASI (annual appointment)

One representative from Student Affairs nominated by the Vice President for Student Affairs

One representative from the Center for Teacher Education nominated by the Associate Vice President for Academic Affairs and University Dean

The term of office shall be two years, unless specified otherwise.

c. Meetings

Monthly, or more often on call of the chairperson.

17. Instructional Department Heads Council

a. Functions

This council serves in an advisory capacity to the Vice President for Academic Affairs.

To review existing and proposed policies and procedures which affect the instructional departments and to submit recommendations for improvements if deemed necessary to the school deans and the Vice President for Academic Affairs for review and appropriate action.

To propose policies and procedures which would affect instructional departments.

To improve horizontal communications among the instructional department heads.

To provide a means of uniform interpretation on a horizontal basis of policies and procedures which affect the instructional departments.

To provide a means for instructional department heads to express a coordinated viewpoint on philosophy, policies, and procedural matters which affect the instruction departments.

December 1991
b. Membership

The total membership of the Instructional Department Heads Council shall consist of all department heads in the instructional schools.

The executive committee of the council shall consist of Instructional Department Heads as follows: three representatives from each of the instructional schools to be elected by the Department Heads of the school which they represent with consideration given to continuity.

The chairperson of the council shall also be the chairperson of the executive committee and shall be elected from the membership each spring by the council for a term of office of one year commencing the following September 1.

c. Meetings

The Instructional Department Heads Council total membership shall meet at least once during each academic year and at other times as designated by the chairperson.

The executive committee of the council shall meet at least once during each academic quarter and at other times as designated by the chairperson.

Meetings also shall be called by the chairperson on petition by 25 percent of the membership of the specific body.

The presence of two-thirds of the membership of the respective body at a meeting shall constitute a quorum for the purpose of conducting business.

18. Liberal Studies Committee

a. Functions

1. To provide guidance to the Liberal Studies Program and personnel.

2. To monitor courses in the Liberal Studies Curriculum to ensure the effectiveness of the Program in preparing well-educated candidates for the Multiple Subject Credential or for other career options.

3. To keep current on the Multiple Subject Teacher Credential Standards and update the Liberal Studies curriculum as required to maintain compliance with requirements for that credential as prescribed by the Commission on Teacher Credentialing.

4. To oversee the subject matter competency assessment of Multiple Subject Credential candidates.
5. To advise students in the Liberal Arts Program.

b. Membership

The committee is appointed by the University President on the recommendation of the Vice President for Academic Affairs and reports to the Vice President for Academic Affairs.

Liberal Studies Coordinator (Chairperson)

One representative from the University Center for Teacher Education, nominated by the University Center for Teacher Education Director

Two representatives, one from Science and the other from Mathematics, nominated by the Dean of the School of Science and Mathematics after consultation with the Academic Senate school caucus

Three representatives, one for language/literature, one for fine arts/humanities, and one for History/Social Sciences, nominated by the Dean of the School of Liberal Arts after consultation with the Academic Senate school caucus

One representative for Physical Education/Human Development, nominated by the Dean of the School of Professional Studies after consultation with the Academic Senate school caucus.

One student representative, nominated by the ASI President

All memberships are for two years, staggered terms.

c. Meetings

As scheduled by the chairperson.

19. President's Council

a. Functions

This council serves in an information exchange forum and coordinating body. Particular emphasis is provided in scheduling of meetings and setting of agendas to provide for communication, understanding, and integration of consultation among campus constituent groups on planning and resource issues. The primary focus of the council is to assure that issues are raised in a timely manner and that all campus groups are aware of the timelines and consultative processes that will be utilized in reaching a decision on any given issue. Agendas for the council will include information which assures that constituent groups are aware of the outcome of the consultation.

In appropriate instances, the President may request advice and seek recommendations from the council.

December 1991
b. Membership

President (Chairperson)
Vice President, Academic Affairs (Vice Chair)
Vice President, University Relations
Vice President, Business Affairs
Vice President, Information Systems
Vice President, Student Affairs
Associate Vice President for Academic Affairs and University Dean
Dean, School of Agriculture
Dean, School of Architecture and Environmental Design
Dean, School of Business
Dean, School of Engineering
Dean, School of Liberal Arts
Dean, School of Professional Studies
Dean, School of Science and Mathematics
Dean, Library Services
Director, Personnel and Employee Relations
Executive Dean, Facilities Administration
Foundation Executive Director
Educational Equity Officer
Chairperson, Equal Opportunity Advisory Council
Chairperson, Academic Senate
Chair, Academic Senate Budget Committee
Chair, Academic Senate Curriculum Committee
Chair, Academic Senate Long Range Planning Committee
Chair, Academic Senate Personnel Policies Committee
Chair, Academic Senate Research Committee
Chair, Academic Senate Status of Women Committee
President, Associated Students, Inc.
Chairman of the Board, Associated Students, Inc.
Vice President, Finance, Associated Students, Inc.
Director, University Center for Teacher Education
Executive Assistant to the President (Secretary)

c. Meetings

At least monthly -- frequency dependent upon timing of agenda items.

20. President's Advisory Committee on Budgets and Resource Allocation

a. Functions

As an informational and advisory body, it is the responsibility of this committee to review campus policies and procedures related to the allocation of selected resources to University budget program areas, i.e., Instruction, Academic Support, Student Services, and Institutional Support. The committee will also review allocations to these same program areas. The committee is advisory to and reports to the President. Following are examples of items which the committee may review and advise on.

March 1992
1. Program Change Proposals
2. Campus Contingency Budget and Unmet Needs Allocations from the annual Support Budget
3. Mid-year financial status
4. Proposed five year and annual Capital Outlay program
5. Annual Minor Capital Outlay Program proposals
6. Annual Special Repairs proposals
7. Campus budget reductions

Meetings of the committee will be scheduled by the chair as appropriate to coincide with applicable decision dates.

b. Membership

Vice President for Academic Affairs (Chair)
Vice President for Business Affairs
Vice President for Student Affairs
Vice President for Information Systems
Chair, Academic Senate or designee
President, Associated Students, Inc., or designee
President of the local chapter of the California Faculty Association

Staff support will be provided by the Associate Vice President for Academic Resources, the Budget Officer, the Associate Vice President for Student Affairs, and other personnel as might be required on an ad hoc basis.

21. Advisory Committee on Instructional Program Resources

a. Functions

This committee reviews and makes recommendations regarding instructional resource allocations which are based on established procedures; reviews instructional resource allocation policies and procedures and recommends changes as appropriate; and as directed, recommends new policy and procedures. The committee reports to, and is advisory to, the Vice President for Academic Affairs.

b. Membership

Associate Vice President for Academic Affairs (Chair)
Chair, Academic Senate (or designee)
President, Associated Students Incorporated (or designee)
Vice President for Business Affairs (or designee)
Associate Vice President for Academic Resources

December 1991
22. Public Safety Advisory Committee

a. Functions

To make recommendations regarding safety policies and procedures which should be adopted to eliminate adverse health and accident producing conditions; to consider campus facilities and aspects of those facilities relating to safety hazards and recommend corrective actions prior to inspection visits by the responsible safety enforcement agencies; to review and recommend action on reports and requests made by the inspectors of safety enforcement agencies; to initiate and maintain a traffic management plan responsive to the needs of the campus and residential community contiguous to the campus and provide the campus with an annual appraisal of this plan; to evaluate and use statistics related to traffic movement and parking on campus toward making recommendations on policies for traffic safety; to promote a general awareness of campus vehicular and pedestrian traffic problems and traffic management plan changes; to promote compliance with all applicable state and local legislation pertaining to traffic safety; to evaluate available state and federal grant programs for promoting safety in all of its aspects both environmental and traffic; to review complaints and recommendations pertaining to traffic, parking, and other related safety issues; to recommend the establishment of programs to develop safety consciousness in the members of the campus community; to review other general campus law enforcement issues as appropriate.

It is anticipated that this committee will have two permanent subcommittees, one of which will deal primarily with environmental health and safety functions and the other which will deal primarily with parking and traffic safety matters.

The committee reports and makes recommendations to the President's Office.

b. Membership

Vice President, Business Affairs (Chair)
Civil Engineering Department faculty member with traffic engineering expertise - nominated by the Dean of the School of Engineering
Director of Public Safety
Assistant Director, Police and Parking
Assistant Director, Fire Section, Public Safety Department
Director, Plant Operations
Assistant Director, Environmental Health and Safety Section, Public Safety Department

September 1987
Assistant Director, Radiation Safety
Academic Senate - two representatives nominated by Academic Senate Chair
Staff - one representative appointed by the President
Associated Students - two representatives nominated by the ASI President
Student Affairs Representative - nominated by Vice President for Student Affairs
CSEA (Unit 2) representative
CSEA (Unit 5) representative
SETC (Unit 6) representative
CSEA (Unit 7) representative
CSEA (Unit 9) representative
Foundation Representative - nominated by Foundation Executive Director
Academic Affairs Representative - nominated by the Vice President for Academic Affairs
Faculty member - nominated by California Faculty Association President

Terms of committee members, other than members by virtue of position held, are for two years.

c. Meetings

At least once a quarter, on call by the Chairperson.

23. Radiation Safety Committee

a. Functions

The Radiation Safety Committee shall advise the Vice President for Academic Affairs on all policy matters relating to radiation safety; formulate campus radiation safety policies in compliance with regulations of the State of California Department of Public Health for approval by the Vice President for Academic Affairs; jointly (with the Director of Public Safety) monitor the performance of the Radiation Safety Officer as it relates to implementation of policy and the adherence to procedures particularly in the following areas:

(1) evaluating all proposals for, and maintaining surveillance over, all uses of radiation producing machines and radioactive materials and

(2) assuring that all such uses conform to provisions of the Campus Radiation Safety Manual, and county, state and federal regulations as directed by the Vice President for Academic Affairs.

*Revised February 1991
The Radiation Safety Committee shall maintain a liaison with the Director of Public Safety to whom the Radiation Safety Officer reports administratively as a member of the Public Safety Department. The Radiation Safety Officer shall serve as Radiation Safety Committee liaison to the Public Safety Advisory Committee. The Radiation Safety Committee may recommend changes in the duties of the Radiation Safety Officer and will participate in the selection of the Radiation Safety Officer when a vacancy occurs.

Recommendations for action from the committee should be addressed to the Radiation Safety Officer and/or appropriate dean/division head for action or forwarding to the Vice President for Academic Affairs for review and action. The committee will provide an annual report to the Vice President for Academic Affairs summarizing committee activities and actions.

b. Membership

The committee membership is appointed by and reports to the Vice President for Academic Affairs as the President's designee. The chairperson will be selected by the Vice President for Academic Affairs, and must meet the qualifications of the Department of Public Health as required for licensure by that agency.

The Radiation Safety Committee will consist of:

One faculty member from each instructional school using radiation sources, nominated by the school dean after consultation with respective Academic Senate School caucus (currently Agriculture, Engineering, Science and Mathematics)
One supervising science technician, nominated by the Dean of the School of Science and Mathematics
One Health Center physician to service as medical consultant, nominated by the Vice President for Student Affairs
Radiation Safety Officer (Executive Secretary)

The term of office shall be two years. Terms of office will be staggered so as to assure committee continuity.

c. Meetings

Once each quarter and on call of the chairperson.

* Revised April 1989
24. Registration and Scheduling Committee

a. Functions

To evaluate present procedures, policies, and guidelines used in registration and scheduling of classes and to recommend changes in existing procedures. To evaluate and recommend new concepts in registration and scheduling.

b. Membership

The committee is appointed by the University President and reports to the Vice President for Academic Affairs or designee. The committee elects its own chairperson.

One representative from Student Affairs nominated by the Vice President for Student Affairs
One representative from each instructional school, nominated by the deans after consultation with the respective Academic Senate School caucus
One representative from the Business Affairs division, nominated by the Vice President Registrar
Director, Admissions, Records and Evaluations
One staff representative appointed by the President
Three students nominated by the President of the ASI (two students to be members of Student Senate nominated annually)
Representative from Instructional Department Heads Council

The following are designated as ex officio nonvoting members:

Resource Director, Information Systems
Director, Institutional Studies

Terms of office shall be two years, unless otherwise specified.

c. Meetings

On call of the chairperson.

*Revised April 1989
** Revised January 1990
***Revised October 1990
25. Student Affairs Council

a. Functions

The Council serves as a forum for issues affecting student life and welfare. It serves as a communication link with and for students, and serves as a vehicle for student input on university policies, planning, and budget. The Council initiates the formulation of policies and procedures affecting student life and welfare; reviews and make recommendations regarding issues, policies, and procedures initiated by other groups, and acts as the coordinating body on student affairs matters which cross divisional and/or school boundaries. Its actions on procedural matters become final when approved by the Vice President for Student Affairs; its actions on policy matters become final when approved by the Vice President for Student Affairs and/or the President.

b. Membership

Vice President for Student Affairs (Chairperson)
Student Affairs professional staff members, nominated by Vice President for Student Affairs (4) and appointed by the President
ASI President or designee, ex officio
Student School Council Chairs, ex officio (7)
Academic Affairs representative, nominated by Vice President for Academic Affairs and appointed by the President
Business Affairs Program Area representative, nominated by Vice President, Business Affairs and appointed by the President
Faculty member, nominated by Chair of Academic Senate
Chair of Academic Senate Student Affairs Committee, ex officio
Visitors on invitation.

c. Meetings

As scheduled by the Committee Chair.

*Revised Jan. 1990
26. University Committee on Committees

a. Functions

To oversee the operations, functions, and membership of all campuswide standing committees which are appointed by the University President or a designee, and to recommend any needed changes therein. To review and recommend on the establishment of additional campuswide standing committees, or on the deletion or combination of existing campuswide standing committees. Upon request of the University President, to formulate recommendations on the establishment, functions, and membership of ad hoc campuswide special committees.

The University Committee on Committees is advisory to the President.

b. Membership

University President (Chairperson)
Vice President for Academic Affairs
Vice President for Student Affairs
President of the Associated Students, Inc.
Chairperson of the Academic Senate
Executive Assistant to the President
A nonvoting secretary designated by the University President

c. Meetings

If necessary, an annual meeting, to be held after the committee membership has been established for the ensuing academic year, presided over by the University President. Other meetings as needed, upon request of the University President or any committee member, to be coordinated by the Executive Assistant to the President.

27. University Union Advisory Board

a. Functions

The function of the University Union Advisory Board is to develop, review and recommend policy to govern the operations of the Julian A. McPhee University Union. The detailed responsibilities and background on the UUAB are contained in Administrative Bulletin 91-2, University Union Advisory Board Operational Guidelines.

**Revised Feb. 1991**
b. Membership

The UUAB is a 15-member board comprised of 11 voting members, seven of whom are students, with four non-student voting members. There are four non-voting members and two support staff.

Student Voting Members:
- ASI President or Designee
- Union Executive Committee Chair
- Cultural Advisory Committee Chair
- Residence Hall Representative nominated by the Chair of the Inter-Hall Council
- Four at-large Student representatives nominated by the UUAB Screening Committee

Non-Student Voting Members:
- Academic Senate representative, nominated by the Chair of the Academic Senate
- Alumni representative, nominated by the Vice President for Student Affairs upon consultation with Alumni Association
- Student Affairs representative, nominated by the Vice President for Student Affairs
- Business Affairs representative, nominated by the Vice President for Business Affairs

The following are designated as non-voting members:
- President's representative, appointed by the President
- Cal Poly Foundation representative, nominated by the Executive Director, Foundation
- University Union Director

Support Staff:
- Advisor
- Secretary

c. Meetings

Regular meetings shall take place at least once per quarter during Fall, Winter, and Spring Quarters.

*Revised February 1991*
Child Care Advisory Committee

a. Functions

The Child Care Advisory Committee serves as an advisory body to the President. The Committee shall be responsible for:

1. Developing policy for approval by the President regarding child care on campus.

2. Implementing Trustee policy regarding child care on campus.

3. Keeping the President apprised of child care needs of students, staff, and faculty.

b. Membership

The Committee appointments are made annually by the President from nominations indicated below. The Committee elects its own chairperson. Committee membership is as follows:

One representative from Business Affairs to be selected from nominations by the Vice President for Business Affairs.

One representative from the Student Affairs Division selected from nominations by the Dean of Student Affairs.

One representative from Academic Affairs, selected from nominations by the Vice President for Academic Affairs.

One representative selected from faculty, nominated by the Chairperson of the Academic Senate.

One representative selected from nominations by the Children's Center Board of Directors.

One representative who is a student parent, selected by the Parents' Advisory Committee of the ASI Children's Center.

Two student representatives selected from nominations by the ASI President; at least one must be a current member of the ASI Finance Committee and one student, at large.

The ASI Business Manager or a representative from that office.

The following are designated as ex officio nonvoting members:
1. The Children’s Center Director

2. A representative from the Psychology and Human Development Department.

Terms of office shall be for two years, except for the ASI student appointments. To ensure continuity of service, half of the initial appointments shall be for two-year appointments, and half shall be for three years; subsequent appointments will be for a two-year period. The student Finance Committee representative, whenever possible, should have a two-year term. The ASI student appointment designated as "at large" will be for a one-year term.

c. Meetings

Meetings shall be held quarterly during the academic year or more frequently as scheduled by the committee chairperson.

Animal Welfare Committee

a. Functions

The Animal Welfare Committee (AWC) will:

1. Make written recommendations to the Associate Vice President for Graduate Studies, Research and Faculty Development regarding policy for Cal Poly’s animal facilities and/or personnel training program, and reviews concerns involving the care and use of animals.

2. Review at lease semiannually the institution’s program for humane care and use of animals and inspect at lease semiannually all of the institution’s animal facilities, including satellite facilities.

3. Review and approve applications or proposals to the Public Health Service (PHS) related to the care and use of animals, or to proposed significant changes in the use of animals in ongoing activities, and suspend approval for the conduct of research involving animals that violates the campus principles for humane care.

4. Prepare reports of the Animal Welfare Committee evaluations and submit them to the Public Health Service via the Associate Vice President.

*Added April 1989
b. Membership

The Animal Welfare Committee is appointed by the President, and reports directly to the Associate Vice President as the President's designee. The Animal Welfare Committee membership consists at a minimum of the following:

1. Chairperson, nominated by the Associate Vice President for Graduate Studies, Research and Faculty Development.

2. One Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program responsibility for activities involving animals at the institution, nominated by the Dean of the School of Agriculture.

3. Two practicing scientists experienced in research involving animals, one member to be nominated by the Dean of the School of Science and Mathematics and one to be nominated by the Dean of the School of Agriculture.

4. One member whose primary concerns are in a non-scientific area (for example, ethicist, lawyer, member of the clergy). This member is nominated by the Chair of the Academic Senate.

5. One individual who is not affiliated with Cal Poly in any way other than as a member of the Animal Welfare Committee, and is not a member of the immediate family of a person who is affiliated with the institution. This member is nominated by the Associate Vice President for Graduate Studies, Research and Faculty Development.

6. Campus Environmental Health and Safety officer (ex officio, nonvoting)

7. One member nominated by the Dean of the School of Agriculture.

An individual who meets the requirements of more than one of the above six categories may fulfill more than one requirement. However, the Animal Welfare Committee may not consist of fewer than five members.

The terms of service are three years, to be staggered so that no more than one half of the Animal Welfare Committee membership is new at any one academic year. Any member of the Animal Welfare Committee may be eligible for reappointment to multiple terms of office, consecutive or otherwise.

December 1991
30. Substance Abuse Advisory Committee (SAAC)

a. Functions

Established in response to the CSU Action Plan for Substance Abuse (AAES 90-93; January, 1990), the Substance Abuse Advisory Committee (SAAC) is advisory to the University President concerning all issues pertaining to substance abuse on campus. The committee is charged with planning and coordinating a comprehensive educational program; developing and reviewing administrative procedures related to alcohol and drug abuse; and monitoring and ensuring compliance with campus, system, state and federal policies.

b. Membership

The SAAC will be a universitywide standing committee composed of faculty, staff, student and community members. Faculty and staff appointees will serve staggered two-year terms. To ensure continuity of service, initial appointments may be for a one or two-year period. Students and community representatives will serve one-year terms. Members may be reappointed as necessary.

The Chair of the SAAC will be appointed by the University President.

The Chair of the committee
One representative from the Personnel and Employee Relations area, nominated by the Director, Personnel and Employee Relations
One representative from the Business Affairs area, nominated by the Vice President for Business Affairs
One representative from the Student Affairs area, nominated by the Vice President for Student Affairs
One representative from the Academic Affairs area, nominated by the Vice President for Academic Affairs
One representative from the Academic Senate, nominated by the Chair of the Academic Senate
One representative from the Foundation, nominated by the Executive Director of the Foundation

The ASI President
One Student-at-large, nominated by the Director, Student Life and Activities, selected from a student group, e.g., Student Health Advisory Council, Inter-Fraternity/Pan-Hellenic Councils
Two community members (e.g., from the County Mental Health or Alcohol Services, law enforcement agencies)

c. Staff Support

Committee Support will be provided by appropriate staff from the Health Center, Counseling Center, Personnel and Employee Relations, Environmental Health and Safety, or other areas as appropriate.

February 1991
d. Meetings

Meetings will be held once each quarter during Fall, Winter and Spring quarters, or at the discretion of the chair.

31. Coordinating Committee on Aids & HIV Infection (CAAH)

a. Functions

Established in response to the CSU AIDS Policy and Guidelines (AAES 88-27), the Cal Poly Coordinating Committee on AIDS and HIV Infection is advisory to the President, reporting via the Vice President for Student Affairs. The committee is charged with planning and coordinating a comprehensive educational program; developing and reviewing administrative procedures related to AIDS and HIV Infection; and monitoring and ensuring compliance with campus, system, state, and federal policies.

b. Membership

The CCAH will be a universitywide standing committee composed of faculty, staff, student, Foundation and community members. Faculty, staff and Foundation appointees will serve staggered two-year terms. To ensure continuity of service, initial appointments may be for a one or two year period. Student and community representatives will serve one-year terms. Members may be reappointed as necessary.

The chair of the CCAH will be the Director, Cal Poly Health Center. In addition to the chair, committee membership will include:

One representative from the Personnel Office nominated by the Director, Personnel and Employee Relations
One representative from the Business Affairs area, nominated by the Vice President for Business Affairs
One representative from the Student Affairs area, nominated by the Vice President for Student Affairs
One representative from the Academic Affairs area, nominated by the Vice President for Academic Affairs
One representative from the Academic Senate, nominated by the Chair of the Academic Senate
One representative from the Foundation, nominated by the Executive Director of the Foundation
The representative of ASI President, nominated by the ASI President
One Student-at-large, nominated by the Director, Student Health Center (e.g., Student Health Advisory Group)
Two community members (e.g., from the Director, County Health Department; Community AIDS Support Network)

*Added May 1990
c. Staff Support

Committee support will be provided by appropriate staff from the Health Center, Counseling Center, Personnel and Employee Relations, Environmental Health and Safety, or other areas as appropriate.

d. Meetings

Meetings will be held once each quarter during Fall, Winter and Spring quarters, or at the discretion of the chair.

32. Human Corps Advisory Committee (HCAC)

a. Functions

Established in response to California Assembly Bill 1820, the Human Corps Advisory Committee (HCAC) serves as the advisory body to the University Vice President for Student Affairs for the general implementation of the Human Corps program on the Cal Poly campus.

The primary charge of this group is to review the Human Corps program and formulate recommendations to the Vice President about the progress of implementation and degree of compliance with California Assembly Bill 1820. The Committee submits reports at least annually and recommends improvements and revisions in policy and practice.

Specific responsibilities of the committee shall include:

1. Recommending plans to substantially expand student participation in community service.

2. Conducting a yearly review of progress made by the campus in reaching the goals set forth in AB 1820.

3. Fostering interaction among the many and varied university-sponsored community service programs.

4. Serving as a catalyst for the development of new avenues to service for students.

5. Clarifying criteria for determining what activities reasonably qualify as community service when clarification is needed.

6. Identifying criteria to use in determining which community agencies have the training, management, fiscal resources, and track records for success in working with students.

*Added May 1990

**Added February 1991
b. Membership

The HCAC appointments are made annually by the Vice President for Student Affairs from nominations as indicated below. The committee elects its own chairperson. Committee membership will include:

One Human Corps Liaison from each School nominated by the School Dean in consultation with the respective Academic Senate caucus

Housing representative nominated by the Director of Housing

Financial Aid Office representative nominated by the Director, Financial Aid Office

Cooperative Education representative nominated by the Director, Cooperative Education and Placement

ASI Student Community Services representative nominated by the President, Student Community Services

Panhellenic Council representative nominated by the President, Panhellenic Council

Interfraternity Council representative nominated by the President, Interfraternity Council

c. Meetings

Meetings shall be scheduled twice each quarter during the academic year or more frequently as deemed necessary by the Committee chairperson.

d. Staff Support

Committee support will be provided by the appropriate staff from Student Life and Activities.

*Added February 1991
180 AUTHORITY TO CHANGE POLICIES AND PROCEDURES

180.1 Campuswide
Additions to or changes in policies and procedures outlined in this manual are to be made only upon approval of the President or a designee. The CAM Editor is authorized to make editorial corrections and minor procedure changes. (See CAM 721.2.)

180.2 School- or Divisionwide
Policies and procedures which do not affect employees of other divisions or the instructional program are the responsibility of the school dean or division head.
190 AUXILIARY AND CAMPUS ORGANIZATIONS

191 Foundation

191.1 The California Polytechnic State University Foundation is organized as a nonprofit corporation under provisions of Title 1, Part 1, Division 2, of the Corporations Code and Section 89900 et seq., of the Education Code of the State of California for the purpose of promoting and assisting the educational services of the California Polytechnic State University. (See also CAM 590.)

191.2 Board of Directors

The Articles of Incorporation include in the Bylaws provisions for naming the members of the Board of Directors and its officers. The Articles of Incorporation vest corporate powers in the Board of Directors. Board membership consists of: seven elected directors who serve three-year terms; one to three community directors appointed by the university president for one-year terms; and two student directors appointed by the university president to serve a one-year term. The University President has the option to serve as a member of the Board of Directors. Meetings of the Board of Directors may be called at any time by any of the following: (a) the Chair of the Board of Directors, (b) the President of the University, or (c) any four or more Directors of the Board. Regular meetings of the Board are generally scheduled monthly.

191.3 The Foundation Executive Director is responsible for and has commensurate authority to direct and coordinate Foundation-administered programs within the policy and procedures established by the Board of Directors. The Executive Director directs and coordinates Foundation activities/programs through Foundation department heads and the Executive Assistant to the President for purposes of insuring that Foundation daily operations and activities are compatible with university policy and procedures and for providing a linking relationship with the University President as legislatively required and operationally necessary.

191.4 University and Foundation Relationships

The relationships of the University, the Trustees of The California State University, and the Foundation are subject to the provisions of Title 5, Part V, Subchapter 6: Auxiliary Organizations, of the Administrative Code of the State of California. Lease agreements defining the activities of the Foundation concerning aid to instruction, housing, food service, and miscellaneous student and staff services are in effect. These agreements set forth areas of responsibility in respect to use of facilities, maintenance of facilities, provision of Foundation herds and flocks, provision of other services to the campus, financing of projects, keeping of accounts and other acts or services that aid in instruction or service. For further information on material contained in these agreements, see the Foundation Executive Director.

Revised June 1988
Associated Students, Incorporated
(See CAM 630.)

Campus-Recognized Organizations

The use of the university name, facilities, and services may be granted to certain organizations whose membership consists primarily of a combination of students, faculty, staff and/or auxiliary staff members, upon application to the University President. The application for recognition must state the purpose of the organization, the kinds of activities to be held on campus, and the names of the responsible officers of the organization. Officers should be currently associated with Cal Poly as students, faculty or staff members. The names of such officers should be submitted annually to the President at the beginning of the fall quarter or at any time a change is made.

This policy does not apply to employee organizations as that term is used within collective bargaining and as defined in the Higher Education Employer-Employee Relations Act (HEERA). Relations with collective bargaining employee organizations, and use of facilities by these organizations, are guided by Administrative Bulletin 79-2 and collective bargaining contracts.

All such groups must conform to campus regulations relating to nondiscriminatory membership, absence of hazing, and other appropriate rules currently in effect relating to existing Cal Poly organizations. Official recognition of organizations can be withdrawn if an organization ceases to be active or if it violates trustee or university policies and regulations.

Alumni and Community Relations

Alumni Association

The California Polytechnic State University Alumni Association, San Luis Obispo, was incorporated as a nonprofit organization on April 11, 1963, through articles of incorporation approved by the Secretary of State and on file in that office.

Membership in the national association is open to Cal Poly graduates or former students who have been enrolled for one quarter or more. Associate memberships are available to faculty and staff members.

Liaison with Alumni Association

The University maintains liaison with the Alumni Association through a campus office under the supervision of the Director of Alumni Relations. Activities of the Alumni Association include Homecoming and reunion activities, granting financial assistance toward publications for alumni and friends of the University, and providing loans and scholarships for worthy students. The association annually recognizes outstanding alumni and presents special programs by and for graduates of the University.

Revised June 1988 *
Community Use of University Facilities

The University permits the use of its facilities to meet special educational needs of the community and to accommodate local charities, community efforts, educational groups, youth organizations, etc., by allowing use of such facilities when not otherwise needed by the State. All costs to the State must be borne by the user. (See CAM 230 for policy and procedure for facility use.)