ACADEMIC SENATE of CALIFORNIA POLYTECHNIC STATE UNIVERSITY San Luis Obispo, CA

AS-683-09

RESOLUTION ON ARCHIVING SENIOR PROJECTS

1 2 3	WHEREAS,	Each academic department determines the standards for the successful completion of senior projects, including style guides; and
4 5	WHEREAS,	Each academic department determines whether or not to archive senior projects in the Kennedy Library; and
6 7 8 9	WHEREAS,	The Kennedy Library provides guidelines for formatting and archiving senior projects; and
10 11 12	WHEREAS,	In order to ensure faculty and students are aware of departmental and library policies governing the submission and archiving of senior projects; and
13 14 15	WHEREAS,	Graduate thesis submissions to the library have already made the advantageous transition to "electronic-documentation-only"; and
16 17 18 19	WHEREAS,	Undergraduate students already compile and prepare their senior project using electronic media for printing multiple hardcopies, as the current campus-wide normal practice; therefore be it
20 21 22 23 24	RESOLVED:	That the Academic Senate recommends the rapid transition to electronic submission of senior projects for archival in our Library "Digital Commons" or equivalent, as the new norm to enhance easier global access and the sustainability improvement; and be it further
24 25 26 27	RESOLVED:	That all academic departments make available to their students in writing all policies and procedures relevant to archiving senior projects; and be it further
28 29 30	RESOLVED:	That all policies and procedures shall conform to current Kennedy Library archiving requirements; and be it further
31 32 33	RESOLVED:	All departmental policies and procedures for archiving senior projects shall conform to University policies pursuant to the Family Educational Rights and Privacy Act (FERPA) and Intellectual Property Rights; and be it further

- RESOLVED: That the Provost's Office should request that all academic departments provide
 these policies and procedures for archiving senior projects to their faculty and
 students; and be it further
- RESOLVED: That these policies be made available in writing to all students in each department
 by winter quarter 2011.

Proposed by:	Academic Senate Instruction Committee
Date:	April 5 2009
Revised:	April 28 2009
Revised:	May 19 2009
Revised:	May 26 2009

State of California Memorandum

SAN LUIS OBISPO CA 93407

Date:

June 22, 2009

Copies: Fernflores, R. Koob, D. Conn, P. Bailey, D. Christy, L. Halisky, T. Jones, B. Konopak, M. Noori, D. Wehner, M. Suess, M. Miller

John Soares Chair, Academic Senate

Warren J. Baker

From:

To:

President

Subject: Response to Academic Senate Resolution AS-683-09 **Resolution on Archiving Senior Projects**

Based on consultation with Provost Robert D. Koob, this memo acknowledges receipt and approval of the above-entitled resolution. The Provost's Office will ask that policies and procedures for archiving senior projects be made available to departments by Winter Quarter 2011.

Please extend my appreciation to members of the Academic Senate Instruction Committee for its efforts to ensure faculty and students are aware of departmental and library policies governing the submission and archiving of senior projects.