MEETING OF THE ACADEMIC SENATE  
Tuesday, November 15 2011  
UU220, 3:10 to 5:00pm

I. Minutes:  
Approval of minutes for Academic Senate meetings of October 4 and October 25 2011 (pp. 2-5).

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

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

III. Special Reports: none.

IV. Consent Agenda:
Curriculum review—exceptions to the catalog review cycle:

<table>
<thead>
<tr>
<th>Program/Major</th>
<th>Action</th>
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<tbody>
<tr>
<td>Fire Protection Engineering Applications</td>
<td>Reviewed and recommended for approval</td>
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<td>(graduate certificate program)</td>
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<tr>
<td>Fire Protection Engineering Science</td>
<td>Reviewed and recommended for approval</td>
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<td>(graduate certificate program)</td>
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<tr>
<td>International Business concentration in BS</td>
<td>Reviewed and recommended for approval</td>
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<tr>
<td>Business Administration (discontinue)</td>
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VI. Business Item(s):
A. Resolution on Consent Agenda Review Duration for Curricular Proposals: Schaffner, chair of the Curriculum Committee, second reading (pp. 6-8).

B. Resolution on Course Outcomes/Objectives: Derelian, WASC/Academic Senate Integrated Student Learning Work Group, first reading (pp. 9-10).

VII. Adjournment:
I. Minutes: none.

II. Communication(s) and Announcement(s): the faculty has been notified that a new earlier application deadline for CSU International Programs has been instituted this year. The new deadline is December 15 2011.

III. A. Reports:

A. Academic Senate Chair: (Fernflores) The Chair reported on an editorial change made to Article II.3 of the Constitution of the Faculty. This change added the word or electronic to the following sentence: “A majority of those voting in a mail or electronic ballot is needed to pass an initiative.” An brief Powerpoint presentation was provided to familiarize new senators with the Senate process.

B. President’s Office: (Kinsley) Cal Poly’s new Chief of Staff invited Executive Committee members to bring suggestions and ideas to her office any time. “The door is always open.” The transcription of the President fall conference address is now available.

C. Provost: (Koob) It has been agreed that the Senate’s primary role in implementing the new general education (GE) policy will be administrative. Mary Pedersen’s position as Associate Vice Provost for Programs & Planning will have responsibility for both curricular and GE oversight. This year’s enrollment target was 16,000 FTES. Enrollment as of the second week of classes totals 16,041.

D. Statewide Senate: (Foroohar) Bernadette Cheyne (Humboldt) has been appointed the new Faculty Trustee. The Board of Trustees has passed a resolution making campus visits by presidential candidates optional during the presidential selection process. The reason for this action was to provide greater confidentiality to individuals applying for the position of campus President.

E. CFA Campus President: (Thorncroft) Meet and Greet invitations have been sent to all colleges. Every Thursday, a different college will be invited to meet at Julian’s for coffee. Thorncroft gave an explanation the status of contract issues dating back to 2008. An informational picketing will occur on this campus on November 8. Campuses will need to decide by November 17 if there should be a faculty strike.

F. ASI Representative: (Titus) ASI had its fall kickoff this weekend with over 50 student government members. Tomorrow is its first Board of Directors meeting in UU 220 at 5pm for anyone who wishes to attend.
III.B Special Reports:
(1) David Conn, Associate Vice Provost for Inclusive Excellence and Director of Ombuds Services, gave a WASC update. Everyone was invited to a fall conference session to look at the preliminary draft of the report to be submitted to WASC. A revised draft will be available by mid-October, comments will be received during November and December, and the final is due to WASC by January 9 2012. The WASC visiting team will be on campus April 3 – 6. Please keep these dates open for meetings with the team. More information will be available at a webinar on October 26.
(2) Josh Machamer, chair of the GE Governance Board and Andrew Schaffner, chair of the Curriculum Committee talked about changes to both the GE and curriculum review process. (Machamer) The Governance Board will be looking at core knowledge and transferrable skills and making the GE process smoother. (Schaffner) The Curriculum Committee is actively revising the Curriculum Handbook, looking at aligning individual courses with program learning objectives, eliminating courses that have not been taught in many years, and various modes of delivering instruction. None of these should create a new curriculum requirement for students to graduate.

IV. Consent Agenda: none.

V. Business Item(s):
A. Resolution on Modification to Bylaws of the Academic Senate, Section III: Election Procedures: Executive Committee, first reading. Lack of time prevented discussion of this resolution. It will return as a first reading item at the October 25 2011 meeting.

B. Resolution on Protecting the “American Institutions” Requirements at Cal Poly: Lewis Call, senator and assistant professor of History, first reading. Call gave an inclusive history of this issue that resulted in the Chancellor’s Office allowing the “American Institutions” requirement to be waivered for a large number of students. It may turn out that this resolution has little impact on Cal Poly or its curriculum; however, it is felt to be important that Cal Poly stand in solidarity with other campuses that are affected and by adopting a resolution as a statement of principle.

VI. Discussion Item(s):

VII. Adjournment: 5:00pm

Submitted by,

Margaret Camuso,
Academic Senate
I. Minutes: none.

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

III.A Reports:
   A. Academic Senate Chair: (Fernflores) The Provost search was successful. The new Provost, Kathleen Enz Finken, will start in early February. The Chair turned the floor to Adrienne Miller, Office of Student Rights and Responsibilities. Miller addressed the issue of faculty notes being posted online and sold for profit by students. Student response has been apologetic, and the notes have been pulled by the students when they are told this is a copyright violation.

   B. President’s Office: none.

   C. Provost: (Koob) The Provost reported that Cal Poly has a 76% graduation rate for six-year students. This exceeds the target set by the Chancellor to be achieved by 2015.

   D. Vice President for Student Affairs: none.

   E. Statewide Senate: none.

   F. CFA Campus President: (Thorncroft) Senators were reminded that strike vote commit cards have been sent out. It is important to vote in this action, which might include a strike, so that faculty views can be represented.

   G. ASI Representative: (Tabrizi) ASI is getting ready to launch the new Recreation Center in January 2012. The center will be open to students, faculty, staff, alumni, and spouses. Chase Bank has now opened at the University Union. ASI’s student government has added 40 new members.

III. Special Reports:

   Brian Tietje, Dean for Continuing Education, gave a report on Early Start. Executive Order 1048 established a compliance matter for campuses to provide an Early Start experience for students who are in the lower quartile of performance in English and Math during their junior year at high school. Tietje was appointed as the campus point of contact for the Early Start program. Brenda Helmbrecht from English and Sonja Schuster from Math are the instructors of record. Both courses will have a significant online component. Students across the CSU have the choice of which campus they want to enroll at. Fees will be the same across campuses.
IV. Consent Agenda:
Curriculum review—exceptions to the catalog review cycle:
  • BS Chemistry: curriculum change—combine Advanced Chemistry electives in to a single list
  • MATH 474: Advanced Topics in Geometry and Topology (1) 1 sem
  \( \text{M/S/P by consent.} \)

V. Business Item(s):
A. Resolution on Protecting the “American Institutions” Requirements at Cal Poly:
   Lewis Call, senator and assistant professor of History, second reading. Two changes were made to the resolution: On lines 43, 44, and 65, “blanket” waivers was changed to “program-wide” waivers. Brown offered a friendly amendment to add senator Sam Blakeslee to the distribution list (noted in the last resolved clause) to receive a copy of the resolution. \text{Friendly motion was received. M/S/P to adopt the resolution with the noted changes.}

B. Resolution on Modification to Bylaws of the Academic Senate, Section III:
   Election Procedures: Executive Committee, first reading. This resolution adds wording to the Bylaws of the Academic Senate to include procedures for voting on campus and statewide issues as well as ballot elections for individuals. M/S/P to move to second reading. M/S/P to adopt the resolution.

C. Resolution on Consent Agenda Review Duration for Curricular Proposals:
   Schaffner, chair of the Curriculum Committee, first reading: Last year a Kaizen study was done reviewing the curriculum process from start to finish. The Academic Senate Curriculum Committee (ASCC) is trying to move towards a completely paperless process by accepting electronic signatures. A lot of time is wasted by documents sitting on desks waiting for signatures. At the ASCC level, there is not much room to trim the time. This resolution recommends shortening the Consent Agenda notice time provided to senators from three weeks to two weeks. \text{Resolution will return at the next Senate meeting as a second reading item.}

VI. Discussion Item(s): none.

VII. Adjournment: 4:35pm

Submitted by,

\[ \text{Margaret Camuso,} \]
\[ \text{Academic Senate} \]
WHEREAS, Senators are given three weeks to review Academic Senate Consent Agenda items, which include curricula that have been recommended for approval by the Academic Senate Curriculum Committee (ASCC) [see: http://www ess calpoly edu/_records/curric-handbook/curric-roles-respons.html ]; and

WHEREAS, Faculty who have objections and concerns about curricular changes are encouraged to bring these concerns to the earliest cycles of review for which they are involved [department, college, university (ASCC)]; and

WHEREAS, When faculty concerns over curricular proposals cannot be addressed at the department, college, or university level, faculty have the first two weeks of the three week consent period to have a senator pull the curriculum item from the Consent Agenda, thus moving the item to the Business Items section of the agenda for Senate discussion and final review by the Curriculum Appeals Committee; and

WHEREAS, In Spring 2011 the ASCC participated in a 12-hour Kaizen exercise led by Registrar Cem Sunata and MBA graduate students over a four-week period to examine ways to streamline the curricular process at Cal Poly; and

WHEREAS, The Kaizen exercise revealed that new course proposals spend approximately 300 hours in process or queue during the University level of review (ASCC and Senate); and

WHEREAS, 120 of the estimated 300 aforementioned hours of course proposal review occur as a consequence of the three weeks new courses wait on the Consent Agenda; and

WHEREAS, Faculty with curricular concerns (e.g., faculty making proposals, or those who are against proposals) actively monitor the progress of course proposals through the approval process and consequently are well apprised of when a curriculum item will be placed on the Consent Agenda; therefore be it

RESOLVED: That the duration of Academic Senate Consent Agenda review for curricular proposals be reduced from three weeks to two weeks; and be it further
RESOLVED: That senators shall have one week rather than two weeks to request that a curricular proposal be pulled from the Consent Agenda; and be it further

RESOLVED: That the duration of non-curricular Consent Agenda items be unchanged; and be it further

RESOLVED: That such policy be implemented immediately upon adoption of this resolution.

Proposed by: Academic Senate Curriculum Committee
Date: September 29 2011
All curriculum proposals, except new degree programs, appear on the Academic Senate agenda by college as consent items. Senators are given three weeks notice of the consent items and are expected to review the summaries posted on the Office of the Registrar website. Issues, concerns and questions regarding curriculum proposals are directed to the Chair of the Academic Senate Curriculum Committee by one week before the Senate meeting. If the concern is strong enough, any senator may request an item be removed from the consent agenda no later than one week before the meeting. Items removed from the consent agenda will be placed on the Senate agenda as discussion items. The Senate Chair (or designee) will invite representatives from the concerned departments and the Academic Senate Curriculum Appeals Committee to be present at the meetings where pulled proposals will be discussed. It is recommended that the Senate Chair allow the Academic Senate Curriculum Appeals Committee freedom to ask questions at will, without needing to be on the speakers list. Following discussion in the Senate, the Academic Senate Curriculum Appeals Committee will make the final decision to approve, disapprove, or return the items to committee (at any level) for further development. Items not removed from the consent agenda are considered approved on the meeting date of the consent agenda.
WHEREAS, WASC member institutions have found as a best practice the use of objectives/outcomes to guide students to be more intentional and reflective of their own learning; and

WHEREAS, The WASC visiting team recommended alignment between university (ULOs), program (PLOs), and course learning outcomes/objectives (CLOs) so that learning opportunities are clear to students; and

WHEREAS, By Academic Senate action, all programs have aligned their PLOs to the ULOs; and

WHEREAS, CLOs already exist for general education courses and have been required in all new course proposals since 2000 (though some courses developed earlier do not have CLOs); therefore be it

RESOLVED That all courses have course learning outcomes/objectives (CLOs); and be it further

RESOLVED: That CLOs be aligned to program learning objectives (PLOs); and be it further

RESOLVED: That CLOs be approved by program faculty; and be it further

RESOLVED: That CLOs be communicated to students; and be it further

RESOLVED: That the course syllabus be the location to “publish” the CLOs to students.

Proposed by: WASC/Academic Senate Integrated Student Learning Work Group
Date: October 18 2011
WHEREAS, Campus Administrative Policy requires that faculty provide a syllabus for each course that they teach; and

WHEREAS, Students have a need and a right to know the expectations and assessment methods of the courses they are taking; therefore be it

RESOLVED: That every instructor shall make available to each student in her/his class, during the first class meeting, a written course syllabus providing:

- Instructor’s contact information including office hours and office location
- A list of required text(s) and supplementary material for the course
- Methods and expectations for assessing/grading student performance for the course
- Attendance requirements and make up policy (if applicable)
- Other information the instructor deems necessary to assure the student’s understanding of the nature, requirements, and expectations of the course; and be it further

RESOLVED: That each instructor shall be required to spend a portion of the first meeting of the class discussing the course syllabus; and be it further

RESOLVED: That this resolution recognizes that faculty hold final responsibility for grading criteria and grading judgment and does not restrict the right of faculty to alter student assessment or other parts of the syllabi during the term; and be it further

RESOLVED: That the above three Resolved clauses shall become part of the Campus Administrative Policy; this policy shall be included in the Faculty Handbook; and this policy shall be communicated to all faculty at least once each year by the Provost or her/his designee.

Proposed by: Academic Senate Executive Committee
Date: March 14, 2006
Revised: March 28, 2006
Revised: April 11, 2006
Revised: May 2, 2006