



Meeting of the Academic Senate
Tuesday, May 31, 2016
UU 220, 3:10 to 5:00 pm

I. **Minutes:** none.

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

III. **Reports:**

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

IV. **Consent Agenda:**

| ITEMS TO BE CONSIDERED BY ACADEMIC SENATE | | | | |
|--|--|--------------------------------|---------|----------------|
| Program Name or Course Number, Title | ASCC recommendation/ Other | Academic Senate | Provost | Term Effective |
| BMED 213 Bioengineering Fundamentals (2), 2 lectures, GE B2 (existing course proposed to be offered online) | Reviewed and recommended for approval by GE Governance Board 5/3/16. Reviewed by ASCC 5/12/16 and recommended for approval. | On consent agenda for 5/31/16. | | |
| KINE 280 Assessment Team for Health Promotion Activities (1), 1 activity | Reviewed and recommended for approval 5/12/16. | On consent agenda for 5/31/16. | | |
| KINE 281 Health Ambassadors (1), 1 activity | Reviewed and recommended for approval 5/12/16. | On consent agenda for 5/31/16. | | |
| UNIV 100 First Year Seminar (1), 1 lecture | Reviewed 1/7/16; additional information requested. Recommended for approval 3/10/16. Pulled from consent agenda and discussed at Academic Senate meeting on 4/12/16. Curriculum Appeals Committee did not recommend for approval - additional consultation needed and proposal returned to ASCC. Reviewed additional consultation 5/12/16 and recommended for approval. | On consent agenda for 5/31/16. | | |

V. **Business Items:**

- A. **[TIME CERTAIN 4:10 P.M.] Resolution on University-Wide Prompts for Student Evaluation of Instruction:** Ken Brown, Faculty Affairs Committee Chair and Dustin Stegner, Instruction Committee Chair, second reading (pp. 3-4).
- B. **Resolution on Program Name Change: Humanities Program to Interdisciplinary Studies in the Liberal Arts:** Jane Lehr, Humanities Program Coordinator, second reading (p. 5).
- C. **Resolution on Department Name Change: Modern Languages and Literature Department to World Languages and Cultures Department:** John Thompson, Modern Languages and Literature Department Chair, second reading (p. 6).
- D. **Resolution to Revise Change of Major Policy:** Dustin Stegner, Instruction Committee Chair, second reading (pp. 7-11).
- E. **Resolution on Department Name Change: Computer Science to Computer Science and Software Engineering:** Ignatios Vakalis, Computer Science Department Chair, second reading (p. 12).
- F. **Resolution on Modifications to the *Bylaws of the Academic Senate*:** Gary Laver, Academic Senate Chair second reading (pp. 13-14).

VI. **Discussion Item(s):**

VII. **Adjournment:**

Adopted:

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

AS-___-16

**RESOLUTION ON UNIVERSITY-WIDE PROMPTS FOR STUDENT
EVALUATIONS OF INSTRUCTORS**

1 WHEREAS, The 2014-2017 Collective Bargaining Agreement mandates that “Written or electronic student
2 questionnaire evaluations shall be required for all faculty unit employees who teach” (15.15);
3 and
4

5 WHEREAS, Cal Poly Academic Senate resolution AS-759-13 RESOLUTION ON STUDENT
6 EVALUATIONS states the following:
7

8 “the Academic Senate requires that student evaluations include university-wide questions and
9 the opportunity for students to provide written comments on teaching and course
10 effectiveness”
11

12 “the Academic Senate designate[s] the Instruction and Faculty Affairs Committees as the
13 appropriate committees for making potential revisions to university-wide student evaluation
14 questions in the future, and these revisions are subject to approval by the Academic Senate”;
15 and
16

17 WHEREAS, The upcoming transition to online student evaluations of instructors requires all programs to
18 adapt their evaluation instruments to the online evaluation system; therefore be it
19

20 RESOLVED: That the Academic Senate adopt university-wide instructor evaluation prompts in the attached
21 Report on University-Wide Prompts for Student Evaluations of Instructors; and be it further
22

23 RESOLVED: That the Academic Senate require these university-wide evaluation prompts be included in all
24 student evaluations of instructors upon the campus-wide rollout of the online evaluation
25 system; and be it further
26

27 RESOLVED: That the Academic Senate require both the evaluation questionnaire and the reports of results
28 to distinguish these two university-wide evaluation prompts from additional questions or
29 prompts colleges or programs may include in their evaluation instruments; and be it further
30

31 RESOLVED: That the Academic Senate request that the office of Academic Personnel work with colleges
32 and programs to facilitate the inclusion of the two university-wide evaluation prompts in each
33 college or program evaluation instrument.

Proposed by: Faculty Affairs Committee, and
Instruction Committee

Date: February 25, 2016

**Report on University-Wide Prompts for Student Evaluations of Instructors
By the Academic Senate Instruction and Faculty Affairs Committees
February 24, 2016**

Academic Senate resolution AS-759-13 required that two prompts be included in all student evaluations of faculty. These prompts asked students to express their level of agreement or disagreement with statements that their instructors and courses were “educationally effective.” This resolution also empowered FAC and IC in the task of formulating any revisions to these questions.

FAC and IC have also assisted the office of Academic Personnel in the project of implementing online evaluations. In Winter 2016 the FAC and IC chairs and the AVP of Academic Personnel presented a progress report on the status of the online evaluation system to the Senate Executive Committee and then to the Academic Senate. At those presentations senators expressed their disapproval of the formulation of the questions that the Senate had formerly approved in the above-mentioned resolution.

FAC and IC have re-examined these questions and propose to the Senate the following revised prompts as comprising the two prompts to be implemented university-wide on all student evaluations of instructors:

“Assign an overall rating to this course.”
“Assign an overall rating to this instructor.”

FAC and IC propose the following scale for responses to these prompts:

“5 = Excellent”
“4 = Above Average”
“3 = Average”
“2 = Below Average”
“1 = Unsatisfactory”

The rationale for the language of these prompts is directness in asking students to provide their opinions about their instructors and courses according to a scale that should seem reasonable for the task at hand. This is simply a focused revision to the formerly proposed prompts and response scale in the report appended to AS-759-13, which allows all else in that report to remain in effect.

These two prompts would be common to all evaluation instruments for every course evaluated at Cal Poly as of Fall 2016, the proposed timeframe for implementing online evaluations across the university. They would be built into the online evaluation system. Colleges and Programs have their own evaluation instruments, which would comprise an additional layer of questions or prompts in evaluation instruments for courses offered within each college/program. The office of Academic Personnel will assist all programs/colleges with the project of adapting their current evaluation instruments to the new online system. This is the right time for colleges and programs to reassess their evaluation instruments in light of these two university-wide prompts, and to determine whether any change to existing questions or prompts is appropriate given the formulations of these two university-wide prompts.

Adopted:

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-__-16

**RESOLUTION ON PROGRAM NAME CHANGE: HUMANITIES PROGRAM TO
INTERDISCIPLINARY STUDIES IN THE LIBERAL ARTS**

1 WHEREAS, The Humanities Program in the College of Liberal Arts has requested
2 the name of its program to be changed to INTERDISCIPLINARY
3 STUDIES IN THE LIBERAL ARTS to better reflect the program
4 currently being offered; and
5

6 WHEREAS, The program now offers four Science, Technology, and Society minors
7 that are truly interdisciplinary in nature, spanning the humanities,
8 social sciences, communications, arts, interdisciplinary areas within
9 the liberal arts (i.e., women's and gender studies, ethnic studies,
10 liberal arts, and engineering studies), and STEM and other areas
11 outside the college; and
12

13 WHEREAS, The courses offered by the program now carry the ISLA prefix as
14 approved in the last curriculum cycle; and
15

16 WHEREAS, The request for this name change has been approved by the College of
17 Liberal Arts Dean's Council, the College of Liberal Arts Academic
18 Senate Caucus, and the Dean for the College of Liberal Arts; therefore
19 be it
20

21 RESOLVED: That the academic Senate approve a name change from the
22 Humanities Program to INTERDISCIPLINARY STUDIES IN THE
23 LIBERAL ARTS.

Proposed by: Jane Lehr, Coordinator
Humanities Program

Date: January 8, 2016

Adopted:

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-__-16

RESOLUTION ON DEPARTMENT NAME CHANGE: MODERN LANGUAGES AND LITERATURE DEPARTMENT TO WORLD LANGUAGES AND CULTURES DEPARTMENT

- 1 WHEREAS, The Modern Languages and Literature Department has requested the
2 name of its department to be changed to the WORLD LANGUAGES
3 AND CULTURES DEPARTMENT to better reflect the program the
4 department is currently offering; and
5

6 WHEREAS, The CSU uses “World Languages and Cultures” as the degree code for
7 our current major program and major programs similar to it at the
8 other CSUs, namely Monterey Bay and Northridge, whose
9 departments or programs are similarly named; and
10

11 WHEREAS, The department’s curriculum proposal for the 2017-19 catalog
12 incorporates the degree change to World Languages and Cultures, B.A.
13 and the prefix change to WLC; and
14

15 WHEREAS, The request for this name change has been approved by the College of
16 Liberal Arts Dean’s Council, the College of Liberal Arts Academic
17 Senate Caucus, and the Dean for the College of Liberal Arts; therefore
18 be it
19

20 RESOLVED: That the Academic Senate approve a name change for our department
21 from the Modern Languages and Literatures Department to the
22 WORLD LANGUAGES AND CULTURES DEPARTMENT to take effect
23 with the new 2017-19 catalog in summer 2017.

Proposed by: John Thompson, Chair Modern Languages
and Literature Department
Date: March 21, 2016

Adopted:

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-__-16

RESOLUTION TO REVISE CHANGE OF MAJOR POLICY

Background: The recent Change of Major Policy was instituted in Fall 2010 (available at <http://www.academicprograms.calpoly.edu/content/academicpolicies/policies-undergrad/change-major>), which superseded the Resolution on the Process of Change of Major (AS-582-02/IC) (available at <http://digitalcommons.calpoly.edu/cgi/viewcontent.cgi?article=1582&context=senateresolutions>)

When the new policy was instituted, there was the understanding that the policy would be assessed and revisited in the near future.

- 1 WHEREAS, Two Joint Councils were formed in Fall 2015 to review and revise the
2 Change of Major Policy; and,
3
4 WHEREAS, The Joint Councils identified five emerging issues and drafted an action
5 plan to address these issue (see attached Summary of Change of Major
6 Policy Revisions); therefore be it
7
8 RESOLVED: That the Academic Senate approve the attached Change of Major Policy.

Proposed by: Academic Senate Instruction Committee
Date: April 26, 2016

CHANGE OF MAJOR POLICY March 2016

Policy Statement

Because of the impact of the campus and its programs, Cal Poly students must declare a major at the time of application. After making this decision, some students may find that their interests and abilities lead them in a different direction. The university must then offer a transparent and timely process for students to change majors and successfully complete a degree program.

General Information

Entering students are encouraged to make careful and informed decisions about their majors. All majors at Cal Poly are impacted, and it may be difficult to change majors despite students' best efforts. If students decide to change majors, doing so early in their academic career will help students make degree progress in a timely manner. This is likely to be a greater challenge for upper-division students (more than 90 units completed), including transfer students, who have fewer remaining degree requirements. Furthermore, students need to be aware that not all departments can accommodate an upper-division change of major.

Policy Standards

- I. *Minimum Time at Cal Poly*
Students must complete at least one quarter at Cal Poly before requesting a change of major. The major exploration process can begin in their first quarter, but no official change of major may be initiated at that time.
- II. *Basic Criteria*
In determining standards for major changes, a department representative may consider the following criteria when considering students' requests:
 - a. Eligibility for the intended major at the time of admission.
 - b. Academic record (e.g. GPA, coursework, etc.).
 - c. Ability to complete degree requirements in the new major in a timely manner.If students meet the basic criteria for the intended major, an Individualized Change of Major Agreement (ICMA) may be initiated by a department representative of the intended major.
- III. *One Request Per Major*
Students who enter into a change of major agreement and do not complete the agreement's requirements, either by failing to complete the terms or by opting out due to a change of plan or interest, will *not* be eligible to request that same major again later in their career at Cal Poly.
- IV. *Academic Standing*
A change of major agreement can be initiated while students are on Academic Probation (AP), if the department offering the intended major believes that the AP status is due to students being in a less suitable major and that the new major represents a viable path toward good academic standing. A change of major

agreement will be void if the students are academically disqualified prior to the completion of the agreement.

V. *Requesting a Change of Major*

To begin the formal change of major process, students must log into the Change of Major portlet located on the Academics tab at my.calpoly.edu. More information is available at advising.calpoly.edu.

VI. *Individualized Change of Major Agreement*

- a. The change of major may be approved immediately, completed within one quarter, or completed within a maximum of two quarters.
- b. The ICMA includes the following conditions:
 - i. Students cannot be required to take courses before the ICMA begins.
 - ii. Students cannot be required to take courses that are outside of the ICMA.
 - iii. Students cannot be required to enroll in more than three specified courses or 12 units in the new major curriculum during the ICMA process.
 - iv. Students should balance their schedule with General Education (GE) or other courses that may apply to both majors.
 - v. Students' GPA requirements may include minimum GPA in courses specified in the ICMA, Term GPA, Cal Poly SLO GPA, or Higher Ed GPA.
 - vi. Students' GPA expectation(s) established by the department representative must be attainable.

Summary of Change of Major Policy Revision

In February 2015, faculty, staff, administrators, and students from across campus were invited to participate in conversations focused on student success. Three main themes emerged: Policy Development and Implementation, College Advising Structure and Delivery, and the Roles and Responsibilities of the Mustang Success Center. In addition, two Councils (Associate Deans' Council and University Advising Council) were formed to address specific issues related to those themes.

In Fall 2015, the two Councils, known as the Joint Councils, were advised to focus their efforts first on the Change of Major policy. The Joint Councils completed an action plan that identified key areas to review and revise in the Change of Major policy. To provide common ground for student success, the Joint Councils also developed the following core values/guiding principles statement:

Core Values/Guiding Principles

Every student admitted to Cal Poly should have the opportunity to earn a Cal Poly degree. As a university we should be providing assistance and guidance wherever possible to achieve this goal. Students often find themselves in a major that is not a good fit for them. When we find students in this situation, we should be creating pathways for success preferably at Cal Poly or elsewhere if needed. Our policies should reflect this premise where possible.

The Joint Councils met several times in fall quarter to review the Change of Major Policy. In addition, Council members formed smaller work groups to explore the following areas that emerged for review: Department/College Practices, Data/Research, and Student Input. The work groups surveyed students and departments and studied change of major data from the last several years. Below is a summary of the work group findings:

Data Results

- Seventy-seven percent (77%) of departments responding to the survey do not follow the 24-unit maximum above program requirements policy statement.
- Students do not take significantly more units if they change their major.
- Students that change their major do not delay time to graduation.

Emerging Issues

- Fifty-three percent (53%) of majors require courses before students enter into an ICMA, which conflicts with the current policy.
- No clear point of entry exists for students to begin the change of major process.
- Currently there is no mechanism to enroll prospective students into required ICMA courses; courses often are restricted to majors only.
- No current mechanism exists to track students who do not persist in or complete the change of major process.
- Turnover of new change of major coordinators results in inconsistent processes for the students.

After review of the findings and discussion of emerging issues, the Joint Councils revised the current Change of Major policy and developed the following plan of action to execute the new policy:

- Direct students to attend a Change of Major Workshop based on their responses to the portlet questionnaire.

- Develop an online inquiry form in the Change of Major portlet that provides students one point of entry to formally initiate the change of major process.
- Provide a portlet mechanism to close the loop for students who are denied internal admission along the change of major process.
- Eliminate the 24-unit maximum above program requirements policy statement.
- Provide training for change of major coordinators on policy and implementation.
- Require all departments to post change of major criteria and link to the advising.calpoly.edu website.

Adopted:

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-__-16

**RESOLUTION ON DEPARTMENT NAME CHANGE: COMPUTER SCIENCE TO
COMPUTER SCIENCE AND SOFTWARE ENGINEERING**

- 1 WHEREAS, The department of Computer Science has requested that the name of
2 its department be changed to COMPUTER SCIENCE AND SOFTWARE
3 ENGINEERING to better reflect the programs being offered; and
4
5 WHEREAS, In 2000, the Computer Science Department established the Software
6 Engineering major which has undergone two successful ABET
7 accreditations (2007, 2014); and
8
9 WHEREAS, Over the intervening years, the Software Engineering program has
10 grown to include a significant proportion of the department's
11 population; and
12
13 WHEREAS, Cal Poly is one of the few Universities that offers an accredited
14 undergraduate degree in Software Engineering; and
15
16 WHEREAS, All other departments in the College of Engineering (CENG) include
17 the word "Engineering" in their names; and
18
19 WHEREAS, The request for this name change has been approved by the College of
20 Engineering Academic Department Chairs Council, the CENG
21 Academic Senate Caucus, and the Dean for CENG; therefore be it
22
23 RESOLVED: That the name of the Department of Computer Science be changed to
24 DEPARTMENT OF COMPUTER SCIENCE and SOFTWARE
25 ENGINEERING.

Proposed by: The Department of Computer Science
Date: May 2, 2016

Adopted:

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-__-16

**RESOLUTION ON MODIFICATIONS TO THE
*BYLAWS OF THE ACADEMIC SENATE***

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

Proposed by: Academic Senate Executive Committee
Date: April 27, 2016
Revised: May 11, 2016

I. COMMITTEE DESCRIPTIONS

7. General Education Governance Board

(a) Membership

- (1) The General Education Governance Board (GEGB) will be comprised of two faculty members from CLA; two faculty members from CSM; one faculty member from each of the remaining colleges; one student; one member from Professional Consultative Services (PCS); and a GEGB Chair - at large (all voting members, with the exception of the GEGB Chair, who has a tie breaking vote only).

11. Sustainability Committee

(a) Membership

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