



Meeting of the Academic Senate Executive Committee
Tuesday, February 13, 2018
01-409, 3:10 to 5:00pm

- I. **Minutes:** Approval of January 30, 2018 minutes (pp. 2-3).

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

- III. **Reports:**
 - A. Academic Senate Chair:
 - B. President's Office:
 - C. Provost:
 - D. Statewide Senate:
 - E. CFA:
 - F. ASI:

- IV. **Business Item(s):**
 - A. **[TIME CERTAIN 3:15 P.M.] Resolution to Update Campus Policy on Faculty Office Hours:** Jennifer Klay, Chair of the Office Hours Task Force (pp. 4-19).
 - B. **Resolution on Integrity in General Education Transfer Substitutions:** Brenda Helmbrecht, Chair of the GE Governance Board (pp. 20-22).

- V. **Discussion Item(s):**

- VI. **Adjournment:**



Minutes of the Academic Senate Executive Committee

Tuesday, January 30, 2018

01-409, 3:10 to 5:00pm

- I. Minutes: M/S/P to approve the January 9, 2018 minutes of the Academic Senate Executive Committee.
- II. Communication(s) and Announcement(s): none.
- III. Reports:
 - A. Academic Senate Chair: none.
 - B. President's Office: none.
 - C. Provost: none.
 - D. Statewide Senate: Gary Laver, Statewide Senator, discussed the proposed funds from the Governor's Office. Jim LoCascio, Statewide Senator, reported on Project Rebound which is a program focused on helping formerly incarcerated students apply, enroll, and graduate with a degree from participating CSU campuses.
 - E. CFA: Graham Archer, CFA SLO Chapter President, reported that the Board of Trustees requested an increase in funding of \$263 million, but the Governor's January plan provided only \$93 million.
 - F. ASI: Daniela Czerny, ASI Board of Directors Chair, discussed an upcoming endorsement for a resolution from the Office Hours Task Force.
- IV. Business Item(s):
 - A. **Appointment to Academic Senate Committee.** M/S/P to approve Lanny Griffin, Biomedical Engineering, to the Grants Review Committee for the College of Engineering.
 - B. **Appointments to Exceptional Student Service Committee.** M/S/P to approve the following individuals to the Exceptional Student Service Committee:

Neal MacDougall	Agribusiness Dept.	College of Ag., Food and Env. Sci.
Kimberley Mastako	Civil & Env. Engineering Dept.	College of Engineering
Kelly Bennion	Psych. & Childhood Development Dept.	College of Liberal Arts
Joyce Lin	Mathematics Dept.	College of Science and Mathematics
 - C. **Resolution on Academic Program Review.** Ken Brown, Program Review Task Force Chair, presented the Resolution on Academic Program Review. This resolution would adopt the new *Academic Program Review Policies and Procedures* document created by the Program Review Task Force. M/S/P to agendaize the Resolution on Academic Program Review.

D. **Resolution on Modifications to the *Bylaws of the Academic Senate Election of Part-Time Academic Employee Representative*.** Dustin Stegner, Academic Senate Chair, introduced a resolution that would modify the *Bylaws of the Academic Senate* so that the term of the representative for part-time academic employees shall start immediately after the election and last until elections are held the following academic year. M/S/P to agendize the Resolution on Modifications to the *Bylaws of the Academic Senate Election of Part-time Academic Employee Representative*.

V. Discussion Item(s): none.

VI. Adjournment: 4:43 PM

Submitted by,

Mark Borges

Mark Borges

Academic Senate Student Assistant

Adopted:

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

AS-__-18

RESOLUTION TO UPDATE CAMPUS POLICY ON FACULTY OFFICE HOURS

- 1 WHEREAS, The Campus Administrative Policy (CAM) 370.2.F.1 regarding faculty
2 office hours has not been updated since 1980; and
3
4 WHEREAS, Methods for interacting with students outside the classroom and for
5 communicating office hours to the University community have
6 evolved significantly since the policy was last revised; and
7
8 WHEREAS, Individual departments and programs as well as student
9 constituencies may have different needs with regard to the purpose
10 and delivery of office hours; and
11
12 WHEREAS, Colleges and their individual departments and programs, in
13 consultation with faculty members, others working in an instructional
14 capacity, and students, are best suited to determine the optimal
15 method(s) and delivery of office hours to meet students' needs;
16 therefore be it
17
18 RESOLVED: That the Academic Senate endorses the adoption of the attached
19 Office Hour Policy Language for the Campus Administrative Policy
20 (CAP) to replace CAM 370.2.F.1.

Proposed by: Office Hours Task Force
Date: February 1, 2018

CAP – Office Hour Policy Language
Office Hours Task Force

The primary goal of office hours is to provide instructional assistance to students. In meeting this goal, office hours can take many forms. Each college, in consultation with its academic departments and programs, will set an appropriate office hour policy. Departments and programs will consult with individual faculty members and others working in an instructional capacity, as needed, to set expectations for delivery of office hours. All faculty members and others working in an instructional capacity will have regularly scheduled office hours throughout each quarter as part of their instructional responsibilities. A schedule of office hours and contact information will be included on each course syllabus, communicated to the department and program, and made readily available through official University-wide communication channels.

Supporting Documentation

The Office Hours Task Force (OHTF) was formed in Winter 2017 to develop new language for the Campus Administrative Manual to replace the current policy, which has been in place since 1980. After review and discussion of office hour policies from other CSU campuses at several meetings throughout Winter, Spring, and Fall 2017, and considering input from the ASI board of directors received in Fall 2017, the OHTF developed the preceding policy language. The aim was to clarify the intent of office hours and establish a general process for the development of specific office hour policies appropriate to individual departments or programs. Expectations for the dissemination of office hour information are also provided.

This supporting documentation is intended to provide suggestions and guidance for individual colleges, in consultation with departments and programs, to consider as they develop specific office hour policies appropriate to their students' needs.

In developing office hour policies, the OHTF encourages colleges, in consultation with departments and programs

- To determine the specific constituencies of students served by office hours and seek to ensure that these students' needs will be met by their policies. *Examples include introductory service course students vs. upper division students vs. graduate students vs. distance learning or online course students, etc.*
- To consider reviewing practices from other CSU campuses or institutions of similar size and composition when developing or revising their office hour policies. *(See the attached Office Hours Report for links to other CSU campus policies.)*
- To draft policies that clearly communicate to faculty members or others working in an instructional capacity the expectations regarding when office hours must be held, and where and in what manner student consultations outside of class may be considered office hours. *Examples include hours held during the first week of classes, final exams week; in-person vs. online interactions; asynchronous communications such as responding to student emails, etc.*
- To draft policies that clearly delineate expectations for part-time instructors or faculty members teaching reduced loads during a given term. *Examples include pro-rated office hours, online vs. in-person interactions, etc.*

- To review periodically their policies and solicit feedback and input from faculty members, others serving in an instructional capacity, and students on the efficacy of current policies to determine if they require revision.
- To provide an easy-to-find single source for disseminating office hour information campus-wide. *Examples may include publication alongside faculty directory information, campus calendar, etc.*

Report on Office Hours at Cal Poly
Prepared by the Academic Senate Instruction Committee
February 23, 2016

1. Background

The current office hour policy at Cal Poly is governed by the Campus Administrative Manual (CAM), which states,

In addition to scheduled classes, each full-time faculty member must schedule and conduct at least five (5) office hours each week (not more than two hours each day) for consultation with students. The faculty members will post their office hours outside their office doors. This section does not preclude pre-arranged appointments with students. Part-time faculty and full-time faculty with reduced teaching loads will have office hours proportional to their assignments.

The CAM policy was created as part of the "Faculty Office Hour Resolution" (AS-91-80), which was approved by President Baker in 1980 as part of his "interest in creating an atmosphere at Cal Poly which will be more conducive to research" (see Appendix A).

Since the implementation of the CAM policy, different colleges have interpreted how the five office hours may be administered. The College of Liberal Arts, for instance, offers faculty "the option of offering 4 hours per week of face-to-face office hours plus 1 hour per week of alternative, but demonstrable, contact with students, such as email or other on-line communication," and states that faculty have a "responsibility to respond to student emails, even if it is to let students know about regularly scheduled office hours and ways to schedule an alternate appointment." In order to communicate office hours to students, "the Academic Senate passed a "Resolution on Course Syllabi" (AS-644-06), which required faculty to indicate their office hours on their syllabi (see Appendix B).

The California Faculty Association's (CFA) collective bargaining agreement (CBA) does not identify office hours explicitly, but includes them under the category of professional duties and responsibilities. According to the CBA, "The composition of professional duties and responsibilities of individual faculty cannot be restricted to a fixed amount of time, and will be determined by the appropriate administrator after consultation with the department and/or the individual faculty member" (20.2.a.). Since the current CAM policy was implemented before the formation of the CFA and has not been explicitly addressed in successor CBAs, the past practice regarding office hours have remained in effect.

Across the CSU system, there are a variety of office hour policies, some of which mandate a set number of hours and some of which connect the number of office hours per week to the teaching load of faculty members. No campuses require more than 5 office hours per week, and very few, such as Long Beach, include the option for office hours to be held in alternative formats (see Appendix C).

2. Problems with Current Office Hour Policy

Faculty, students, administration, and the local representation of the California Faculty Association have all identified problems with the current office hour policy.

Faculty: As part of a discussion in Academic Senate last year regarding a resolution on office hours during the final examination period, several faculty members critiqued the lack of flexibility in incorporating alternative methods of meeting with students for consultation in office hours. In particular, several senators argued that the university is still using a twentieth-century policy for twentieth-first-century faculty and students. And these faculty members would like to see more options available to the faculty. By contrast, other faculty stated that one-on-one, face-to-face consultation in office hours was the most beneficial for student learning.

Students: The fundamental issues about office hours raised by students are the availability of faculty during office hours and the communication of office hours throughout the quarter – particularly changes to a faculty member’s office hours. In short, they pointed to the importance of a faculty member making his or her policies clear, such as whether emails would be answered over the weekend.

Administration: The primary issues raised by both Al Liddicoat, Associate Vice Provost, Academic Personnel, and Patricia Ponce, Student Ombuds, are the communication of faculty members’ office hours to students and the availability of faculty to students during their scheduled office hours, especially during the first week of classes and the final examination period.

CFA: The central issue identified by the Graham Archer, President CFA-SLO, regarding the current office hour policy is the lack of consultation between the administration and the individual faculty members regarding office hours.

3. Recommendations

The fact that university’s office hour policy has not been revisited for thirty-six years suggests that it would be advantageous to update it for today’s faculty and students. The Instruction Committee supports existing policy of five (5) office hours a week spread over several days during the work week. However, it recognizes that the interaction between faculty and students has changed with the increased use of email correspondence and other forms of technology. The changes in classroom delivery models, specifically online and hybrid courses, also has the potential to alter the way that faculty consultation of students. Moreover, the absence of administrative consultation with academic programs and faculty may not be reflective of the different methods of faculty consultation with students across the colleges and programs.

The committee therefore recommends the following areas for updating the current office hour policy with the aim of ensuring student success:

1. For administration to consult with academic programs and faculty to determine what the best methods in their respective programs are for faculty to deliver five office hours per week;
2. For faculty to communicate clearly to students through their syllabi and other methods their face-to-face and online office hours as well as their availability through email;
3. For clarification about expectations for faculty to hold office hours at the start and conclusion of academic terms, and to communicate clearly office hour schedules to students.

4. Inclusion of revised office hour policy in the Campus Administrative Policies (CAP)

Appendix A

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-91-80/PPC
April 8, 1980

FACULTY OFFICE HOUR RESOLUTION

- WHEREAS, CAM 370.2.F.1. states that "each faculty member must schedule and conduct at least one office hour each day (Monday through Friday) for consultation with students . . . " even if the faculty member has no classes on that day; and
- WHEREAS, Other campuses in the CSUC do not require faculty to keep office hours every day of the week; and
- WHEREAS, President Baker is interested in creating an atmosphere at Cal Poly which will be more conducive to research (memo from Baker to Jones, April 4, 1980, Incentives for Faculty Research and Development); and
- WHEREAS, CAM already permits office deviations with Department Head and Dean approval; and
- WHEREAS, Schedules on some days are often very full, therefore, the concept addressed in this resolution would be beneficial to the faculty members and their students; therefore be it
- RESOLVED: That CAM 370.2.F.1. be deleted and replaced with the following statement:
- "In addition to scheduled classes, each full-time faculty member must schedule and conduct at least five (5) office hours each week (not more than two hours each day) for consultation with students. The faculty members will post their office hours outside their office doors. This section does not preclude pre-arranged appointments with students. Part-time faculty and full-time faculty with reduced teaching loads will have office hours proportional to their assignments.

APPROVED

May 6, 1980

Adopted: May 2, 2006

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

AS-644-06

RESOLUTION ON COURSE SYLLABI

- 1 WHEREAS, Campus Administrative Policy requires that faculty provide a syllabus for each course that
- 2 they teach; and
- 3
- 4 WHEREAS, Students have a need and a right to know the expectations and assessment methods of the
- 5 courses they are taking; therefore be it
- 6
- 7 RESOLVED: That every instructor shall make available to each student in her/his class, during the first
- 8 class meeting, a written course syllabus providing:
- 9
- 10 • Instructor's contact information including office hours and office location
- 11 • A list of required text(s) and supplementary material for the course
- 12 • Methods and expectations for assessing/grading student performance for the course
- 13 • Attendance requirements and make up policy (if applicable)
- 14 • Other information the instructor deems necessary to assure the student's
- 15 understanding of the nature, requirements, and expectations of the course; and be it
- 16 further
- 17
- 18 RESOLVED: That each instructor shall be required to spend a portion of the first meeting of the class
- 19 discussing the course syllabus; and be it further
- 20
- 21 RESOLVED: That this resolution recognizes that faculty hold final responsibility for grading criteria and
- 22 grading judgment and does not restrict the right of faculty to alter student assessment or
- 23 other parts of the syllabi during the term; and be it further
- 24
- 25 RESOLVED: That the above three Resolved clauses shall become part of the Campus Administrative
- 26 Policy; this policy shall be included in the Faculty Handbook; and this policy shall be
- 27 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



MEMORANDUM

TO: Joe Vaccaro,
Chairman of the Board

DATE: 2/3/06

FROM: Jared Samarin, College of Agriculture

COPIES:
Rick Johnson, Executive Director
Tylor Middlestadt, ASI President
John Azevedo, College of Engineering

UBJECT:

Resolution 06-09 ASI Supports Guidelines for Course Syllabi

This memo is presented in accordance with the ASI bylaws and is intended to offer background to ASI Resolution 06-09. This resolution was written to provide student perspective to course syllabi use at Cal Poly we have cited as supporting documentation the Academic Senate resolution on course syllabi use as well as the guidelines established by the Senate's curriculum committee. This resolution was also drafted to provide support for the Academic Senate Resolution as well as describe the importance to students of a minimum standard for course syllabi.

Associated Students, Inc.
California Polytechnic State University
San Luis Obispo

Resolution #06-09

ASI Supports Guidelines for Course Syllabi

- WHEREAS: Associated Students, Inc. (AS!) is the official voice of Cal Poly students, and
- WHEREAS: The Cal Poly Academic Senate Instruction Committee has recommended approval of Guidelines for a Course Syllabus, and
- WHEREAS: Course syllabi are integral to student success by providing important information about academic expectations, grading standards, and course requirements, and
- WHEREAS: Course syllabi are a contract between the instructor and student regarding the above stated items, and
- WHEREAS: There is not currently public access to course syllabi making it difficult for students to determine which courses best meet their individual educational objectives, and
- WHEREAS: A consistent standard for course syllabi would enhance student success and progress, and

THEREFORE
BEIT

RESOLVED: ASI urges the Faculty of Cal Poly to establish and adopt a standard for course syllabi, and

FURTHERMORE
BEIT

RESOLVED: ASI recommends the guidelines include at a minimum: academic expectations, grading standards, and course requirements, and

FURTHERMORE
BEIT

RESOLVED: ASI urges that a written hard copy of the syllabi be distributed to all students enrolled in the course and made available upon request for review by administration, faculty, and students.

CERTIFIED as the true and correct copy, in witness thereof, I have set my hand and Seal of the Associated Students, Inc. this _ day of _____, 2006.

ADOPTED at the regular meeting of the Board of Directors by _____ vote on _____, 2006.

ASI Secretary

ASI Chair of the Board

ASI President

Sponsored by: Jared Samarin, ASI Board of Directors, College of Agriculture
John Azevedo, ASI Board of Directors, College of Engineering
Todd Maki, ASI Board of Directors, College of Engineering

CAL POLY

SAN LUIS OBISPO
CA 93407

State of California
Memorandum

To: David Hannings
Chair, Academic Senate

Date: June 21, 2006

From: Warren J. Baker
President

Copies: R. Detweiler, M. Suess,
D. Howard-Greene,
R. Johnson, T. Maki,
G. Mueller

Subject: Response to Senate Resolution AS-644-06---Resolution on Course Syllabi

This memo formally acknowledges receipt and approval of the above-referenced Academic Senate resolution. By copy of this memo, I direct that the first three resolved clauses are to be included in the Campus Administrative Policy and the Faculty Handbook, and that they are to be disseminated to the faculty annually by the Provost or his/her designee.

I appreciate the efforts of the Academic Senate in addressing this issue.

Appendix C

CSU CAMPUSES OFFICE HOUR POLICIES	
Campus	Available Policies
Bakersfield	<p>303.1.3 Scheduling Office Hours Full-time teaching faculty shall schedule at least five (5) office hours each week at times convenient for students enrolled in their classes, and these shall be clearly posted. Full-time teaching faculty shall schedule their time so that they are on campus no fewer than three (3) days of each week. Deviations from this policy that would result in fewer days and/or hours per week require the formal written approval of the department chair and the appropriate school dean." CSUB Handbook 1/21/2008</p>
Channel Islands	<p>Channel Islands <ul style="list-style-type: none"> • Office Hours: Please submit your office hours to your Faculty Support Coordinator so that they can post hours outside your office for student reference. It is recommended for each 3 units taught, a minimum of one hour be devoted to scheduled office hours. http://www.csuci.edu/academics/faculty/facultyaffairs/documents/resources/quickreferenceguidefacultyfall2011.pdf </p>
Chico	<p>YOUR OFFICE ASSIGNMENT: Please check with the department office for office assignments. Adjunct faculty members generally share an office and adjust their office hours to accommodate other occupants. Note: All faculty members are required to maintain five hours of office hours per week. Hours for less than full-time appointments should be prorated appropriately. http://www.csuchico.edu/vpaa/wasc/docs/CPR_Standard_1/CFR_1.8/COB_AdjunctFaculty_Manual.pdf</p>
Dominquez Hills	<p>Full-time faculty will hold office hours for four (4) hours per week. The minimum time period that can be counted as part of the required office hours is thirty (30) minutes. The periods must be held within the normal interval of instruction -- from 7:00 AM to 10:00 PM. Office hours for part-time faculty will be on a pro rata basis, in periods of no less than thirty (30) minutes. Exceptions to holding office hours for periods of less than thirty minutes or at times outside the normal 7:00 AM to 10:00 PM may be made only by the instructional dean. Any exceptions must be made in advance and must be of benefit to students.</p>
Fresno	<p>I. Full-Time Faculty - All full-time faculty members, regardless of teaching modality, shall maintain an average of at least five office and consultation hours per week during which faculty members are available to either meet personally in their offices (office hours) or communicate electronically (consultation hours) with students. Full-time faculty members with reduced teaching assignments shall maintain office and consultation hours consistent with the table below. II. Part-Time Faculty - Although there is no specific requirement for office and consultation hours for part-time faculty members, they should be reasonably available to the students consistent with the table below. III. Office Hours – Approximately sixty percent of office and consultation hours shall be specifically posted to inform students when the professor is available for advising without an appointment. This portion of office hours shall be face-to-face. These office hours cannot be met, entirely or in part, by stipulating "by appointment only." IV. Consultation hours – Approximately forty percent of office and consultation hours can be available for email or other electronic communication with students. http://www.fresnostate.edu/aps/documents/338.pdf</p>

<p>Fullerton</p>	<p>A. <u>During any semester in which a faculty member is appointed full-time, he or she shall hold a minimum of three (3) office hours per week.</u> Faculty members appointed part-time shall hold office hours on a pro rata basis; however, a minimum of one (1) hour per week is required.</p> <p>B. During summer and intersession, three (3) hours per week are required for faculty teaching credit-bearing courses, regardless of the number of WTUs taught.</p> <p>C. When the campus final examination schedule is in effect, faculty office hours may be scheduled "by appointment only."</p> <p>D. <u>Typically, office hours are held in the faculty member's office at a time that is likely to be accessible to the students. Faculty teaching online or hybrid courses should schedule an appropriate mix of in-person and online hours determined in consultation with the department chair.</u></p> <p>E. Faculty members should also attempt to accommodate students who are unable to meet the instructor during scheduled office hours on a "by appointment" basis or via email.</p>
<p>EAST BAY</p>	<p>Full-time faculty members will maintain a minimum of three office hours per week and will also make provision for meeting with students by appointment at a mutually convenient time beyond the stated office hours. The full-time faculty member's office hours shall be held over at least two days and at least in half-hour blocks.</p>
<p>Humboldt</p>	<p>N/A</p>
<p>Long Beach</p>	<p>This new policy was recommended by the Academic Senate on May 2, 2002 and approved by the President on June 4, 2002.</p> <p>The purpose of office hours is to provide opportunities for student-faculty interaction outside the classroom, so it is important for the office hours of a faculty member to be predictable. <u>Each instructional faculty member is expected to hold one office hour for every class taught, up to a maximum of four hours. Faculty who are expected to hold 4 office hours a week may account for up to one hour of this expectation through alternative forms of access such as availability by appointment or through e-mail.</u> Faculty members are responsible for notifying their department office of their scheduled office hours during the first week of instruction each semester.</p> <p>The office hours should be spread over the week and at times students might reasonably expect to find the faculty member. The faculty member's office hours, phone number, and email contact must be posted by the door and announced in the syllabus. Exceptions to this policy statement must be approved by the Dean of the College in question.</p>
<p>Los Angeles</p>	<p>(Senate: 2/28/89, 5/13/08; President: 8/31/89, 6/12/08; Editorial Amendment: 8/01)</p> <p>The purpose of office hours is to provide opportunities for student-faculty interaction outside the classroom. Faculty members must schedule no fewer than four office hours per week at times convenient to themselves, their students, and their department/division/school. Tenured and tenure-track faculty with reassigned or released time and temporary faculty shall schedule office hours on a pro-rata basis.</p>
<p>Monterey Bay</p>	<p>Meeting with students during regularly scheduled faculty office hours is one of the ways that faculty work with students outside of the classroom. Students can also email faculty to arrange appointments at other times, or, if they prefer, discuss issues over email. All of these "office hour" options are typically spelled out in the course syllabus. Students wishing to meet with faculty should check the course syllabus, check outside faculty offices for a posting of the days/times when office hours are scheduled, and/or contact the faculty member by phone or email to schedule an appointment. If a student is still unable to connect with a faculty member, the student should let the appropriate department chair know that he or she needs some assistance.</p>

<p>Northridge</p>	<p>Office Hours The Department has adopted (08 February 1985) the following policy on office hours: Full-time and part-time faculty will schedule office hours at times when their students are likely to be available. Full-time faculty will schedule a minimum of 3 hours a week. It is assumed that, except in unusual cases, the 3 hours will be scheduled on 3 different days. Part-time faculty teaching 6 or more hours/units will schedule a minimum of 2 office hours a week; those teaching 3-5 hours/units will schedule a minimum of 1 office hour a week.</p>
<p>Pomona</p>	<p>Section 302.1 Faculty Office Hours Policy For the purpose of consulting with students, full-time faculty members shall hold office hours totaling at least 5 hours per week. Office hours shall be scheduled on at least 3 weekdays at times that adequately serve the needs of students. Office hour schedules on fewer than 3 weekdays must be endorsed by the department chair and approved by the dean or director; they should be requested for reasons directly related to faculty workload, such as committee responsibilities, research, special assignments and other professional demands. When an office hour schedule is disapproved by the chair or dean, reasons must be provided in writing to the faculty member within 5 working days of the request. Office hour schedules (in terms of number of hours and number of days) shall be commensurate with the teaching fraction for part-time faculty. Problems that are related to office hour schedules are to be resolved by the dean or director in consultation with the department chair.</p>
<p>Sacramento</p>	<p>FACULTY OFFICE HOURS "Full-time faculty are required to schedule three (3) office hours each week plus the opportunity for students and colleagues to make appointments." [For faculty with less than full-time appointments, this policy has been interpreted as requiring 45 minutes of scheduled office hours each week for each three (3) units of instructional assignment.] Carried unanimously by the Academic Senate 2/13/85. Approved by the President 2/22/85.</p>
<p>San Bernardino</p>	<p>Office Hours Each faculty member shall schedule five office hours per week. Four hours shall be scheduled in advance and at least one scheduled by appointment each week. This schedule will be posted outside the faculty member's office, shall be filed with the Department Chair and College Dean and shall be strictly followed. Office hours should be scheduled at times and on days when affected students are normally in attendance. They should also be scheduled to ensure that departmental faculty are available for student consultation and advisement each day of the week and during as many hours of the day as possible. Where part-time Lecturers cannot maintain appropriate pro-rated office hours due to lack of an office, they should arrange to be available to students before and after each class for discussion of matters related to the instruction</p>
<p>San Diego</p>	<p>9. Office Hours All faculty members are required to have regularly scheduled office hours as part of their assigned direct instructional workload. A schedule of office hours and office phone number should be posted next to your office door, with a copy provided to the department. Although no minimum number of hours is mandated by the Policy File or CBA, departments/schools and colleges may have established policies or practices. In general, faculty members are expected to provide students in their classes reasonable access to the professor for questions and discussion.</p>
<p>San Francisco</p>	<p>Faculty are expected to keep a minimum of four office hours per week, during which they will be available for conferences with students and advisees. Where non-teaching obligations require additional office hours, these should be provided. Each faculty member should post office hours and teaching schedules on the office door, supply the department secretary with similar information, and adhere strictly to the schedule posted. http://academic.sfsu.edu/facaffairs/</p>

<p>San Jose</p>	<p>2/27/12: This policy adjusts the minimum number of scheduled office hours required, to account for the fact that faculty do a considerable amount of advising and consultation through email and other electronic media. The policy requires that <u>full-time faculty members teaching a normal load schedule a minimum of 2 office hours per week, but allows departments to develop departmental guidelines for office hours that differ from this policy, to best meet the needs of their faculty and students.</u></p>
<p>San Luis Obispo</p>	<p><u>Full-time faculty members conduct at least five office hours each week for student consultation.</u> Part-time and full-time faculty with reduced teaching loads schedule office hours in proportion to their assignments. http://www.academic-personnel.calpoly.edu/content/handbook/workingconditions</p>
<p>San Marcos</p>	<p>N/A</p>
<p>Sonoma</p>	<p>Teaching - Office Hours Faculty notify students of their office hours which may be revised each semester. Notification may include posting hours on office doors, bulletin boards and web pages, listing in the course syllabus, or by e-mail to students enrolled in their classes. Office hour activities may include consulting with students regarding grades, progress, and providing academic advising functions.</p>
<p>Stanislaus</p>	<p>N/A</p>

Adopted:

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

AS-___-18

RESOLUTION ON INTEGRITY IN GENERAL EDUCATION TRANSFER SUBSTITUTIONS

- 1 WHEREAS, The CSU's and Cal Poly's General Education (GE) policies do not specify how to apply GE
2 transfer credit after matriculation; and
3
- 4 WHEREAS, Cal Poly's current practice was established many years ago by the Office of the Registrar to
5 reflect the CSU-wide GE pattern in recognition of a potentially limited supply of GE-related
6 community college courses (in an era prior to online courses); and
7
- 8 WHEREAS, Cal Poly has established its own more prescriptive GE program within the framework set by
9 CSU Executive Order 1100; and
10
- 11 WHEREAS, Cal Poly's GE program is an expression of the educational values our faculty wish to convey to
12 our students; and
13
- 14 WHEREAS, The current transfer practice permits the substitution of courses taken off campus after
15 matriculation for credit in content areas conceptually unrelated to Cal Poly's implementation of
16 GE: for example, an *Introduction to Cinema* course fulfills the philosophy C2 requirement, a
17 course in *Ceramics* fulfills the literature C1 requirement, a course in *Infant & Toddler*
18 *Development* fulfills the economics D2 requirement, and an *Abnormal Psychology* course
19 fulfills comparative social institutions D3 requirement; and
20
- 21 WHEREAS, Sufficient opportunities now exist for students to take area-congruent GE courses both at Cal
22 Poly and other institutions;
23
- 24 WHEREAS, Increasing numbers of Cal Poly students have at least one such incongruous substitution; and
25
- 26 WHEREAS, Under the current GE substitution practice it is possible that a person entering Cal Poly as a
27 first-year student could graduate with no literature course in GE, no philosophy course in GE,
28 no economics course in GE, and no social institutions course in GE; and
29
- 30 WHEREAS, This practice undermines the GE patterns approved by Cal Poly faculty, devalues GE in general,
31 and leads to an inconsistent GE experience for students taking courses at Cal Poly versus those
32 taking courses in transfer; therefore be it
33
- 34 RESOLVED: That Cal Poly restore conceptual consistency and academic integrity to course substitutions
35 within current and future versions of its rigorous GE program; and be it further
36
- 37 RESOLVED: That beginning with students admitted for the first time in Fall 2018, Cal Poly cease the practice

38 of counting courses taken off campus after matriculation for credit in demonstrably unrelated
39 GE areas; and be it further

40
41 RESOLVED: That this change in practice be shared immediately with the student body via all levels of Cal
42 Poly's academic advising structure; and be it further

43
44 RESOLVED: That GE Governance Board and Academic Programs provide the Office of the Registrar a list of
45 conceptually related GE courses to give students guidance and clarity about reasonable
46 substitutions.

Proposed by: General Education Governance Board
Date: February 9, 2018

Background Statement:

Resolution on Integrity in General Education Transfer Substitutions

For at least the past 12-15 years, the practice by the Office of the Registrar in allowing GE credit for transfer work taken post-matriculation has been to follow the overall parameters for the CSU as laid out in EO 1100, rather than the specific GE areas of Cal Poly's GE templates.

Current practice is neither dictated by nor disallowed by the EO or by the Chancellor's Office. Both are silent on the topic of GE transfer credit allowances taken post-matriculation. Additionally, our practice dates back to a time when fewer students fulfilled GE credit in transfer post-matriculation, in part due to:

- Lower CSU fees (thus a smaller differential with community college fees)
- A robust summer program at Cal Poly, which was state-support rather than self-support
- Very few (if any) online courses being offered

Therefore, relatively few students were affected by the divergence between Cal Poly's GE pattern and the CSU-wide pattern allowances.

The rationale for this practice seems to have been to recognize that Cal Poly was part of a larger system; as such, once students stepped into (or back into) the CSU system, they could follow the system-wide pattern.

Further, it was possible that offerings at local community colleges (113 state-wide) in summer might be limited, and following the broader CSU pattern allowed more options for students wishing to make progress-to-degree.