



AGENDA

1. **Call to Order** [Greenwood]

2. **Approval of Minutes** [Greenwood]
 - 2.1. Executive Committee Meeting Minutes from April 7, 2026 pp. 2-6

3. **Communications and Announcements** [Greenwood]

4. **Written Reports**
 - 4.1. **Academic Senate Chair** [Greenwood]
 - 4.2. **President’s Office** [Haft] pp. 7-8
 - 4.3. **Provost** [Liddicoat] p. 9
 - 4.4. **Statewide Senate** [Frame, Rein, & Stegner; Inoue & Senk] (none)
 - 4.5. **CFA SLO & Solano** [Kawamura, Sinha] (none)
 - 4.6. **ASI** [Cabeliza, Engel] (none)

5. **Discussion Items**
 - 5.1. **Academic Senate and Executive Committee Semester Meeting Schedule for AY 2026-2027**
[Greenwood and Frame]

6. **Business Items**
 - 6.1. **Faculty Appointments to Academic Senate Committees** pp. 10-15
 - 6.2. **Resolution on Revised Academic Assessment Council Membership** pp. 16-19
[TIME CERTAIN: 4 p.m.] Jean Lee, Academic Assessment Council Chair
 - 6.3. **Resolution on Proposed New Degree Program: Bachelor of Arts in Women’s, Gender, and Queer Studies** [External Link](#)
Elizabeth Adan, Department Chair
 - 6.4. **Resolution on New Bachelor of Science Degree Program in Data Science** [External Link](#)
Paul Anderson, Department of Computer Science and Software Engineering
 - 6.5. **Resolution on the Modification of the Academic Senate Constitution and Bylaws** ... pp. 20-52
Jerusha Greenwood, Academic Senate Chair

7. **Adjournment** [Greenwood]



ATTENDEES

Executive Committee Members

Brian Ayash OCOB Caucus Chair; **Marc Cabeliza** ASI President; **Alyson Engel** ASI Board of Directors Chair; **Samuel Frame** Vice Chair & CSU Statewide Senator; **Jerusha Greenwood** Academic Senate Chair; **Thomas Gutierrez** Immediate Past Senate Chair; ~~**Kara Hitchcock** PCS Caucus Chair; **Sean Hurley** CAFES Caucus Chair;~~ **Taiyo Inoue** CSU Statewide Senator; **Lisa Kawamura** CFA-SLO Chapter President; **Al Liddicoat** Provost and Executive Vice President; **Elizabeth McNie** Solano Campus Representative; **Steffen Peuker** CENG Caucus Chair; **Steve Rein** CSU Statewide Senator; **Andrew Schaffner** BCSM Caucus Chair; **Sarah Senk** CSU Statewide Senator; **Dustin Stegner** CSU Statewide Senator; **Ava Wright** CLA Caucus Chair; **Vacant:** CAED Caucus Chair

Guests

Simone Aloisio; Kenneth Brown; Rachel Fernflores; Daniel Grassian; Kris Jankovitz; Cheryl May; Andrew Morris; Aparna Sinha; Zora Sowinska; PJ Crocker; Kent Spiers; Shannon Sullivan-Danser

MINUTES

1. **Call to Order:** Jerusha Greenwood, Academic Senate Chair, called the meeting to order at 3:10 pm.
2. **Approval of Minutes**
 - 2.1. The Executive Committee Meeting Minutes from March 3, 2026, were approved.
3. **Communications and Announcements:** None.
4. **Written Reports**
 - 4.1. **Academic Senate Chair:** Jerusha Greenwood, Academic Senate Chair, reported that she and other members of the Executive Committee and Academic Senate traveled to the Cal Poly Solano campus and participated in a productive town hall with Solano faculty.
 - 4.2. **President's Office:** Jennifer Haft, President Armstrong's Chief of Staff, submitted a [written report](#).
 - 4.3. **Provost:** Al Liddicoat, Provost, submitted a [written report](#).
 - 4.4. **Statewide Senate:** Steve Rein, SLO Statewide Senator, submitted a [written report](#).
 - 4.5. **CFA SLO & Solano:** Lisa Kawamura, CFA SLO President, submitted a [written report](#).
Aparna Sinha, CFA Solano President, reported a recent meeting with administration that relayed the message of an upcoming salary disruption; the first post-integration paycheck for Solano faculty will be delayed from September to October, and the



administration has offered an interest-free loan, but faculty is generally discontent with the situation. Discussions are also ongoing with the administration surrounding MOU #2, particularly involving Solano lecturer entitlements.

4.6. ASI: Marc Cabeliza, ASI President, submitted a [written report](#).

5. Discussion Items

5.1. Academic Senate and Executive Committee Semester Meeting Schedule for AY 2026-2027:

Jerusha Greenwood, Academic Senate Chair, introduced this discussion item and presented a finalized draft of the meeting schedule for the following academic year. Steffen Peuker, CENG Caucus Chair, confirmed that the amount of total time will remain the same. Thomas Gutierrez, Immediate Past Senate Chair, asked about the total number of meetings. M/S/P to endorse the Academic Senate and Executive Committee Semester Meeting Schedule for AY 2026-2027.

5.2. Academic Senate WTU Request for AY 2026-2027:

Jerusha Greenwood, Academic Senate Chair, introduced this discussion item and explained the adjusted WTU request for the following academic year. Al Liddicoat, Provost, asked a clarifying question about the scaling, wondering if the proposal was based on the current year. Chair Greenwood mentioned that she increased the Sustainability Committee's WTUs to three units due to their upcoming workload. Lisa Kawamura, CFA SLO President, queried about department discrepancies between three-unit and four-unit classes. Chair Greenwood explained reasoning behind Solano WTU adjustments. Steve Rein, SLO Statewide Senator, asked about the changes made for the Faculty Affairs Committee and the Fairness Board, and Chair Greenwood described her workload-based rationale. Gutierrez suggested that the Senate Chair WTU units be raised significantly due to increased needs during Cal Poly's first semester. Andrew Schaffner, BCSM Caucus Chair, concurred. M/S/P to endorse the Academic Senate WTU Request for AY 2026-2027.

5.3. Letters of Support for AB 2693 (CSU Doctoral Degrees):

Jerusha Greenwood, Academic Senate Chair, introduced this discussion item and questioned if she should write a letter of support for AB 2693. Steve Rein, SLO Statewide Senator, provided an overview of the situation, mentioning that the ASCSU firmly opposes this bill and stated that he encourages the Executive Committee to oppose it as well. Thomas Gutierrez, Immediate Past Senate Chair, mentioned the possibility of case-specific ad hoc programs, but ultimately agreed with Senator Rein. Senator Rein clarified that certain joint programs, such as the ones mentioned by Gutierrez, already exist.



5.4. Academic Senate Anniversary: Jerusha Greenwood, Academic Senate Chair, introduced this discussion item, asking what, if any, celebrations the Executive Committee would like to plan for its fiftieth anniversary. Steve Rein, SLO Statewide Senator, suggested inviting all past senators and senate chairs to the penultimate Senate meeting of the year. Chair Greenwood brought up the possibility of shared commemorative resolution. Thomas Gutierrez, Immediate Past Senate Chair, offered his support and requested a deadline.

6. Business Items

6.1. Approval of New Program Proposals via Consent Agenda: Jerusha Greenwood & Andrew Morris, Executive Director of Academic Programs and Planning, introduced a request to suspend the Senate bylaws in order to approve three new programs via consent agenda: the BS in Data Science; the BA in Women’s, Gender, and Queer Studies; and the MS in Computer Engineering. M/S/P to continue with the regular process to approve new programs via resolution – with the intention that programs may be approved in one Academic Senate meeting – rather than place these programs on the consent agenda.

6.2. Appointment of Seamus Jones (MATE) as CENG Representative to the Academic Senate (AY 2026-2028): M/S/P to approve the Appointment of Seamus Jones (MATE) as CENG Representative to the Academic Senate (AY 2026-2028).

6.3. Faculty Appointments to Academic Senate Committees: M/S/P to approve the following slate of Faculty Appointments to Academic Senate Committees.

John Clements (CENG)	<i>Budget and Long-Range Planning Committee (2026-2028)</i>
Amy Lammert (CAFES)	<i>Curriculum Committee (2026-2028)</i>
Thanayi Jackson (CLA)	<i>Curriculum Committee (2026-2028)</i>
Katie Jennings (PCS)	<i>Curriculum Committee (2025-2027)</i>
Ariel Setniker (Solano)	<i>Curriculum Committee (2026-2027)</i>
Daeun (Philip) Lee (BCSM)	<i>Distinguished Scholarship Awards Committee (2026-2028)</i>
Joshua Shackman (Solano)	<i>Distinguished Scholarship Awards Committee (2026-2027)</i>
Kira Abercromby (CENG)	<i>Distinguished Teaching Awards Committee (2026-2028)</i>
Tamara Colette (Solano)	<i>Distinguished Teaching Awards Committee (2026-2028)</i>
Ryan Sandwick (CAED)	<i>Diversity Committee (2026-2028)</i>
Cheryl-lyn Ngoh (OCOB)	<i>Diversity Committee (2026-2028)</i>
Kylie Parrotta (CLA)	<i>Faculty Affairs Committee (2026-2028)</i>



CAL POLY

Academic Senate

Academic Senate Executive Committee Meeting Minutes

Tuesday, April 7, 2026 | 3:10 p.m. – 5:00 p.m.

Stern Neill (OCOB)	<i>Faculty Affairs Committee (2026-2028)</i>
Zach Vowell (PCS)	<i>Faculty Affairs Committee (2026-2028)</i>
Taiyo Inoue (Solano)	<i>Faculty Affairs Committee (2026-2027)</i>
Samantha Gill (CAFES)	<i>Fairness Board (2026-2028)</i>
Matt Herrera (PCS)	<i>Fairness Board (2026-2028)</i>
Silvia Marijuan (CLA)	<i>General Education Governance Board (2026-2029)</i>
Mohammad Sadek (CAFES)	<i>Grants Review Committee (2026-2028)</i>
Rafael Guerra Silva (OCOB)	<i>Grants Review Committee (2026-2028)</i>
Joydeep Mukherjee (CENG)	<i>Instruction Committee (2026-2028)</i>
Lana Z. Caplan (CLA)	<i>Instruction Committee (2026-2028)</i>
Jim Burleson (OCOB)	<i>Instruction Committee (2026-2028)</i>
Isinsu Toker (BCSM)	<i>Research, Scholarship, and Creative Activities Committee (2026-2028)</i>
Diana Cristobal Olave (CAED)	<i>Research, Scholarship, and Creative Activities Committee (2026-2028)</i>
Hocheol Yang (CLA)	<i>Research, Scholarship, and Creative Activities Committee (2026-2028)</i>
Serena Petrasich (PCS)	<i>Research, Scholarship, and Creative Activities Committee (2026-2028)</i>
Tomas Oppenheim (Solano)	<i>Research, Scholarship, and Creative Activities Committee (2026-2027)</i>
Erin Pearse (BCSM)	<i>Sustainability Committee (2026-2028)</i>
Julie Lynem (SLO)	<i>USCP Review Committee (2026-2028)</i>

6.4. Solano Representative to the Campus Fee Advisory Committee: M/S/P to appoint Matthew Somogyi as the Solano Representative to the Campus Fee Advisory Committee.

6.5. Resolution on Course Syllabi: Kris Jankovitz, Instruction Committee Chair, introduced this resolution, which would update AS-644-06 and revise the required contents of course syllabi, including instruction details, learning outcomes, materials, policies, assessments, and a tentative calendar. M/S/P to agendize the Resolution on Course Syllabi.

6.6. Resolution on Office Hours: Kenneth Brown, Faculty Affairs Committee Chair, introduced this resolution, which would supersede current policy established by AS-886-20 and AS-929-22 and mandate that UFPP 12.2 be revised according to the FAC's proposed changes. Furthermore, Cal Poly would prioritize the development of a directory of faculty office hours within the portal. M/S/P to agendize the Resolution on Office Hours.



7. Adjournment: Jerusha Greenwood adjourned the meeting at 4:58 pm.

Minutes submitted by

Zora Sowinska

2026.04.21 Academic Senate Executive Committee – Update from the Office of the President

Antidefamation League Report Card change

After receiving a disappointing D grade on the Antidefamation League (ADL) report card, our team has been working with ADL representatives to clarify a few details about the progress we've made. We have since been upgraded to a C grade, still not where we want to be, but the grade change recognizes the work underway by the Antisemitism Task Force, the Jewish community on campus and others in the faculty and administration.

A national ADL representative will visit campus firsthand to see the efforts being made. We will continue to work for a welcoming and inclusive environment for all students, faculty and staff including our Jewish community.

Poly Gives Success

Thanks to those of you who participated in the recent [Poly Gives](#) campaign, which this year included a special 125-year anniversary component. Some donations continue to come in as a result of the mail and email campaign which ran from April 9 to 11. To date, more than \$830,000 was raised from nearly 1,100 individual donors.

Student Town Halls Continue

We continue to host open town hall sessions with students to hear their perspectives and address questions. Upcoming sessions will be held April 23, 28 and May 21 for targeted student populations, including first-year students, student-athletes and students who are active in student organizations and community service.

These are informal sessions designed to give students the opportunity to share their concerns directly with President Armstrong. The ideas we hear and suggestions we receive will help us continue to make Cal Poly an even better university.

We will share any recurring themes or issues that emerge from these discussions.

Facilities Energy, Utilities, and Sustainability

In honor of Earth Day, the Facilities Energy, Utilities and Sustainability team held its annual planning session and awards ceremony. Four individuals and one organization received Sustainability Awards for their work in moving Cal Poly toward our goal of achieving AASHE STARS Platinum ranking which would put us among the very best in North America. It's an important reminder and incentive for us all to do our part toward the journey to zero as we strive for zero emissions across campus.

Upcoming Commencement on Solano Campus

We are less than two weeks from commencement ceremonies when we commemorate the final graduating class of the California State University Maritime Academy, just two months prior to academic integration. The ceremony will mark the end of an era, celebrating nearly a century of excellence at Cal Maritime, while simultaneously signaling the beginning of a new legacy as part of Cal Poly.

Thank you for all the work of Academic Senate to ensure the success of the integration. While July marks the official academic changeover, we know there is more work to do to fully coalesce around how we will work together going forward. We continue to learn from one another, take the best ideas from each campus and move forward as one university.

CENG Dean Search Update

The search for the endowed dean of the College of Engineering and the Noyce School of Applied Computing will continue, and no appointment will be made at this time. We will identify support structures within the college that will allow us to align the role with the college's evolving priorities, including vision, leadership, and external engagement.

The search process will be refined to strengthen our ability to identify and attract exceptional candidates who can advance the college's next level of impact. The provost and president will meet with the search committee to guide the next phase of the search.

Faculty Advising Toolkit Workshops (Semester Conversion Preparation)

As Cal Poly prepares for semester conversion, effective advising will be critical to helping students navigate new requirements, timelines, and pathways. Academic Affairs is offering virtual Faculty Advising Toolkit workshops designed to equip faculty with practical strategies and tools to support student success while reducing advising complexity and rework.

Sessions focus on the impact of advising on student retention and graduation, developmental advising approaches, and how to use available data and campus tools to support effective, consistent advising, along with applied case work to address real student scenarios.

- **FA 102: Assemble Your Faculty Advising Toolkit** (April 24, 10:10 a.m.–12:00 p.m.) – [Registration Form](#).
- **FA 103: Building Student Success through Faculty Advising** (May 1, 10:10 a.m.–12:00 p.m.) – [Registration Form](#).

FACULTY STATEMENTS OF INTEREST

Academic Senate Committees

BUDGET AND LONG-RANGE PLANNING COMMITTEE	1
BCSM REPRESENTATIVE (AY 2026-2028)	1
Steve Rein	1
Erik Sapper (incumbent)	1
CLA REPRESENTATIVE (AY 2026-2028)	2
Elizabeth Adan	2
Nancy Arrington	2
Sarah Bridger (incumbent)	3
Brian Healy	3
OCOB REPRESENTATIVE (AY 2026-2028)	3
Adam Bordeman (incumbent)	3
Min Kim (incumbent)	3
Cindy Wang	4
DISTINGUISHED SCHOLARSHIP AWARDS COMMITTEE	4
CLA REPRESENTATIVE (AY 2026-2028)	4
Lucy Bencharit (incumbent)	4
Jane Lehr	4
GRANTS REVIEW COMMITTEE	5
BCSM REPRESENTATIVE (AY 2026-2028)	5
Philip Costanzo (incumbent, current chair)	5
Katharine Watts	5

BUDGET AND LONG-RANGE PLANNING COMMITTEE

BCSM Representative (AY 2026-2028)

Steve Rein, Associate Professor in Statistics (Tenured); 28 years at Cal Poly
BLRP is in my service wheelhouse, and I know what I'll be walking into if selected.

I've served on BLRP multiple terms, including 3 terms as Chair. I've also done 3 terms as the Fiscal and Governmental Affairs Chair at the ASCSU, served on the Cal Poly Partners (nee Corporation) Board of Directors, and as Cal Poly Academic Senate Chair.

Moving forward into this period when BLRP is playing a key role in updating the Strategic Plan, it is important that all seats be filled. Should BCSM not have others nominated, I would happily serve in the role. Similarly, unless a current or recent past committee member expresses a desire to chair BLRP, I would be pleased to move into that role.

Erik Sapper (incumbent), Associate Professor in Chemistry and Biochemistry (Tenured); 10 years at Cal Poly

I have enjoyed my previous time with the BLRP committee, and would like to continue on in this role. In my home department (Chemistry), I do much work with our Western Coatings Technology Center, especially as a coordinator for our fee-for-service testing program. With the BCSM Dean's office, I am also currently engaged in fundraising to support innovation programs. I deeply understand the financial drivers behind these aspects of the university, and would like to continue learning how budgets and finance initiatives operate across the university at a higher level. I would be honored to serve again on the BLRP committee, representing the Bailey College of Science and Mathematics. Thank you for your consideration.

CLA Representative (AY 2026-2028)

Elizabeth Adan, Professor in WGQS & ISLA (Tenured); 19 years at Cal Poly

I'm interested in serving on Cal Poly's Budget and Long-Range Planning committee because these are areas in which I have some experience, on a relatively small scale, and I would like to learn more. Specifically, as WGQS Department Chair, I am responsible for a very small budget and department-level long-range planning, which means I have some experience determining how to allocate available resources, whether this is by providing recommendations (e.g., chair input to CLA Dean's Office) or by developing mechanisms for decisions about how to spend funds (e.g., in the WGQS Department). However, I'd like to expand my knowledge beyond the small scale of WGQS and beyond departmental/college frameworks. Joining the Budget and Long-Range Planning Committee will give me an opportunity to better understand strategic long-range budget modelling and related processes at the university level.

In addition, given Cal Poly's current Maritime/Solano integration, conversion to the semester calendar, and proposed transition to YRO, long-range budget modeling is of particular importance. As a department chair, I have a working sense of how these three current initiatives are likely to impact Cal Poly's budget and financial outlook, but given the many variables involved in all of these initiatives, I would welcome an opportunity to participate more directly in these discussions and contribute to university-wide strategic planning processes and practices. I also appreciate current efforts on the part of Academic Affairs and the Provost's Office to improve collaboration, narrative, and transparency concerning budget and long-range planning concerns (along with other campus matters), and I would also welcome the opportunity to engage more directly in these efforts.

Nancy Arrington, Associate Professor in Political Science (Tenured); 8 years at Cal Poly

I am interested in serving on the Budget and Planning committee. I am a tenured associate professor in the Political Science Department and am the current director and coordinator of the Master of Public Policy program. My research expertise is on political institutions and the ways in which institutions, broadly defined, constrain (and promote) behavior in predictable—even if sometimes unexpected—ways. While my precise knowledge of institutional budgeting may not be as robust as some others, I am confident in my ability to quickly get up to speed: my background in institutional design, policy, and quantitative analysis makes me well-prepared for institutional budgeting and planning. I look forward to learning more about Cal Poly strategic planning and budgeting and serving on the Academic Senate committee.

Sarah Bridger (incumbent), Associate Professor in History (Tenured); 15 years at Cal Poly
 I believe very strongly in public higher education and am deeply committed to working to help Cal Poly navigate the many financial constraints we face. I was initially appointed to this committee in 2024-25 (but have been on research leave for the 2025-26 academic year) and would very much like to continue for another term. I have previously served as a member of the CFA-SLO executive board and as an academic senator (and will be returning to the senate in fall 2026). I have learned a lot from these experiences about university finances; I hope I can continue to bring my care and commitment to helping shape Cal Poly's long-term trajectory.

(Note for Question #9: I was appointed to this committee in Fall 2024 but have been on research leave for the 2025-26 academic year -- I'm not sure if that makes me the incumbent or if someone else has represented CLA in the interim.)

Brian Healy, Associate Professor in Theater and Dance (Tenured); 9 years at Cal Poly
 I am eager to serve on the University Budget and Long-Range Planning Committee because of my experience as a current department chair overseeing multiple budgets and leading strategic planning efforts. In my role, I manage complex financial resources, plan infrastructure use and future needs, and identify unmet gaps in space, equipment, faculty lines, and program support. This work requires balancing immediate operational demands with a forward-looking growth vision to ensure our programs remain strong, sustainable, and responsive to student and community needs.

Serving on this committee would allow me to contribute practical, on-the-ground insight into how budgetary and facilities decisions directly shape academic vitality and student success. I bring experience in aligning resource allocation with strategic priorities, evaluating long-term impacts, and developing solutions that support both fiscal responsibility and programmatic growth.

Additionally, it is essential that the Arts, particularly the Performing Arts, have a strong advocating voice in institutional planning conversations. The arts play a central role in shaping the university's cultural identity and the lived experiences of our students, faculty, and local communities. Ensuring thoughtful investment in creative spaces, performance venues, and artistic programming is vital to maintaining a balanced, vibrant campus environment. I would be honored to help represent these perspectives while contributing to comprehensive, mission-driven planning for the university's future.

OCOB Representative (AY 2026-2028)

Adam Bordeman (incumbent), Associate Professor in Accounting & Law (Tenured); 11 years at Cal Poly

I've served on this committee for a number of years now and I believe I have developed the institutional knowledge to provide valuable insight into the items in the scope of this committee.

Min Kim (incumbent), Assistant Professor in Finance (Tenure-Track); 1 year at Cal Poly

Since Fall 2025, I have served on the Budget and Long-Range Planning Committee and have valued the opportunity to contribute to long-term strategic planning at the University in alignment with the California State University system. This experience has strengthened my understanding of institutional priorities, resource allocation, and strategic decision-making. I look forward to continuing to contribute to initiatives that support the University's growth, enhance its reputation, and advance sustainable, forward-looking planning.

Cindy Wang, Associate Professor in Marketing (Tenured); 7 years at Cal Poly

I am interested in serving on the Budget and Long-Range Planning Committee to deepen my understanding of how institutional priorities are translated into resource allocation and long-term planning decisions. Through my role as Chair of the Graduate Programs Committee (GPC) at the Orfalea College of Business, I gained experience with college-level governance processes, including program development, curriculum decisions, and coordination with leadership groups. I have also served as a search committee chair, which provided additional experience with faculty-related decision-making. These experiences sparked my interest in broader institutional decision-making beyond the program level.

In addition, my service on the Research, Scholarship, and Creative Activities (RSCA) Committee provided exposure to university-level review processes and reinforced the importance of transparent and thoughtful evaluation. Together, these roles have shaped my interest in how academic, financial, and strategic considerations intersect at the university level.

I value the opportunity to contribute to the committee's work while developing a deeper understanding of budget planning, resource prioritization, and long-range institutional goals. I am interested in how universities navigate constraints and trade-offs in supporting teaching, research, and student success, and I look forward to contributing to these discussions in a thoughtful and engaged manner.

DISTINGUISHED SCHOLARSHIP AWARDS COMMITTEE

CLA Representative (AY 2026-2028)

Lucy Bencharit (incumbent), Assistant Professor in Psychology & Child Development (Tenure-Track); 7 years at Cal Poly

I really enjoy serving on the DSA committee and celebrating the accomplishments of my colleagues. The discussions are rich and I enjoy hearing the thoughts of colleagues from all over the university. I would bring experience of reviewing the applications for the past 2 years and can efficiently review applications in the future.

Jane Lehr, Professor in Ethnic Studies / Women's, Gender & Queer Studies (Tenured); 20 years at Cal Poly

I am transitioning out of my role as Director of Research Engagement in the College of Liberal Arts at the end of Winter 2026, and looking for another opportunity to engage with and support CLA RSCA and, of course, RSCA across the university. I am currently the

Director of the Office of Student Research (since January 2020) and have previously served on the Academic Senate Grants Review Committee. As such, I have knowledge and enthusiasm about research across campus and am engaged in a number of cross-college research collaborations. I am so excited about the amazing RSCA that happens at Cal Poly - both with and without student collaborators - and think this is a great role for me to bring that enthusiasm!

GRANTS REVIEW COMMITTEE

BCSM Representative (AY 2026-2028)

Philip Costanzo (incumbent, current chair), Professor in Chemistry and Biochemistry (Tenured); 19 years at Cal Poly

I have been serving on the GRC for several years and have been the chair for the past 2. I also serve as a faculty fellow for the Office of Research. I believe that the work this committee does is extremely important to the growth and development of research on campus.

Katharine Watts, Associate Professor in Chemistry and Biochemistry (Tenured); 12 years at Cal Poly

I'm interested in serving on the Grants Review Committee because I care deeply about supporting high-quality research and creative activity on our campus, and I would value the opportunity to contribute to a thoughtful and fair review process.

As a two-time recipient of Cal Poly's Research, Scholarship, and Creative Activity (RSCA) awards, including one that I co-wrote with a postdoctoral fellow, I've experienced our internal grant process firsthand. That perspective has helped me understand what makes proposals competitive and how impactful internal funding can be in moving projects forward and positioning them for external support.

I also bring extensive experience as a grant reviewer at the national level. I've served on eight NSF panels for traditional three-year awards, as well as a CAREER panel, a GRFP panel, and an ad hoc review for a Science and Technology Center. These panels have given me a strong appreciation for clear review criteria, balanced evaluation of innovation and feasibility, and the importance of productive panel discussion. In addition, I've reviewed scholarship applications and grants for CSUBIOTECH, which has broadened my experience evaluating both research proposals and student-focused funding.

I pride myself on mentoring undergraduate researchers. I've mentored over 50 undergraduate students, whose work has led to more than 35 external presentations and over 40 internal Cal Poly presentations. Through that experience, I've developed a strong sense of how to assess student research rigor, growth, and communication, skills that align closely with the committee's role in selecting delegates for the CSU Student Research Competition.

If selected, I would aim to support transparent and consistent review processes, maintain high standards, and help ensure that both faculty and students are set up to put forward their strongest work. I see the GRC as an important part of fostering research excellence at Cal Poly, and I would be glad to contribute.

Adopted:

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

AS-____-26

RESOLUTION ON REVISED ACADEMIC ASSESSMENT COUNCIL MEMBERSHIP

Impact on Existing Policy: Supersedes “Resolution on New Academic Assessment Council Membership” ([AS-909-21](#)).

- 1 WHEREAS, Cal Poly’s Academic Senate approved the Resolution on New Academic
2 Assessment Council Membership (AS-909-21) in January 2021; and
3
- 4 WHEREAS, current full-time faculty staffing in **the School of Education (SOE)** makes it
5 difficult for the unit to provide faculty representation on university-wide
6 committees like the Academic Assessment Council (AAC); and
7
- 8 WHEREAS, the SOE has a dedicated academic staff member (the Assessment &
9 Accreditation Analyst) with the responsibility for assessment of student
10 learning and possessing expertise in the field clearly sufficient to make
11 significant contributions to the work of the AAC; and
12
- 13 WHEREAS, the SOE staff member in an approximate position (the Assessment
14 Coordinator) served productively on the AAC between 2012 and 2020; and
15
- 16 WHEREAS, **University Advising** (which includes the Mustang Success Center, Transfer
17 Center, and University Advising – Retention) uses data to analyze student
18 success and identify academic barriers to timely degree completion, which
19 can help inform broader institutional efforts, including those of the AAC; and
20
- 21 WHEREAS, not all **Professional Consultative Services** staff are faculty members, making
22 the current membership Category II (Faculty representatives) inaccurate; and
23
- 24 WHEREAS, faculty at the **Cal Poly Maritime Academy / Solano Campus** must be
25 meaningfully included in the university’s work to assess student learning and
26 engagement; and
27

- 28 WHEREAS, [AS-989-25 Resolution on the Establishment of One Academic Senate](#)
29 [Inclusive of Faculty at Cal Poly Solano Campus](#) accounted for one at-large
30 Solano Campus voting position on each of 14 Academic Senate standing
31 committees, but did not account for Solano Campus representation on
32 university committees; and
33
- 34 WHEREAS, the Director of United States Coast Guard (USCG) Licensing Programs at Cal
35 Poly Maritime Academy is responsible for compliance with the USCG-
36 approved Academy program, and works closely with faculty from the
37 licensing majors, and since one cannot assume that an at-large Solano
38 Campus representative would be licensed faculty; and
39
- 40 WHEREAS, Cal Poly offers 34 master’s degrees, and **graduate student representation**
41 will be valuable for this committee; and
42
- 43 WHEREAS, all university-wide expertise in assessment of student learning and
44 engagement in the curriculum and co-curriculum should be listed specifically
45 and clearly in the AAC roster; therefore, be it
46
- 47 RESOLVED: that the Academic Senate of Cal Poly approve the attached “Revised
48 Membership for Cal Poly’s Academic Assessment Council”; and be it further
49
- 50 RESOLVED: that this revised AAC membership be put into effect beginning with the
51 2026-27 academic year.
52

Proposed by: Academic Assessment Council
Date: April 21, 2026

Revised Membership for Cal Poly's Academic Assessment Council

The Academic Assessment Council (AAC) shall be composed as follows:

~~Part~~ Category I—: Academic representatives from each academic unit appointed by the respective deans

(~~8-9~~ total)

- College of Agriculture, Food and Environmental Sciences
- College of Architecture and Environmental Design
- Orfalea College of Business
- College of Engineering
- College of Liberal Arts
- Bailey College of Science and Mathematics
- School of Education
- ~~Orfalea College of Business~~
- Graduate Education
- University-Kennedy Library

Category~~Part~~ II—: Faculty representatives appointed by the Academic Senate Executive Committee (~~8-7~~ total):

- College of Agriculture, Food and Environmental Sciences
- College of Architecture and Environmental Design
- Orfalea College of Business
- College of Engineering
- College of Liberal Arts
- Bailey College of Science and Mathematics
- ~~Orfalea College of Business~~
- ~~School of Education~~
- ~~Professional Consultative Services~~ • Solano Campus

Category~~Part~~ III—: ~~Non-academic~~ Administrative representatives appointed by the respective heads of the departments

(~~8-8~~ total):

- Academic Programs and Planning
- Center for Teaching, Learning and Technology
- Culture and Institutional Excellence
- ~~Director of Academic Assessment (Academic Affairs)~~
- ~~Director of Research and Assessment (Student Affairs)~~
- Information Technology Services
- ~~Office of~~ Institutional Research
- United States Coast Guard Licensing Programs, Cal Poly Maritime Academy
- University Advising
- ~~Office of University Diversity and Inclusion~~
- Office of Writing and Learning ~~Initiatives~~

Category IV: Student representatives (one undergraduate-level, one graduate-level) appointed annually by the ASI president (2 total)

Category V: Divisional assessment specialists (2 total)

- Faculty Director of Academic Assessment Program Improvement (Academic Affairs)
- Director of Research and Assessment and Research (Student Affairs)

Category Part IV: Academic Senate committee representatives appointed by the Senate Executive Committee (2 total):

- General Education Governance Board
- Academic Senate Curriculum Committee

Membership guidelines:

- ~~Part V — Student representatives appointed annually by the ASI president (2 total):~~

All representatives will be voting members.

- The committee shall select its own chair, ~~which~~ whose term shall be two (2) years long.
- Term limits lengths for committee members from Categories I-III shall be ~~for~~ three (3) years and are renewable.

Adopted:

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

AS-__-26

**RESOLUTION ON THE MODIFICATION OF THE ACADEMIC SENATE CONSTITUTION
AND BYLAWS**

- 1 WHEREAS, The Cal Poly San Luis Obispo campus will convert to a semester-based
- 2 schedule as of Fall 2026 in response to a mandate from the CSU
- 3 Chancellor’s Office; and
- 4
- 5 WHEREAS, The California State University Board of Trustees (CSU BOT) directed Cal
- 6 Poly and Cal Maritime to integrate and become one university by July 1,
- 7 2026; and
- 8
- 9 WHEREAS, One Cal Poly Academic Senate inclusive of faculty at the Cal Poly Solano
- 10 Campus was established as of July 1, 2025 (AS-989-25), and
- 11
- 12 WHEREAS, AS-989-25 charged the academic senate with developing long-term
- 13 shared governance and representation plans in collaboration with the Cal
- 14 Poly administration to ensure Cal Poly Solano faculty are included in
- 15 shared governance at Cal Poly, and
- 16
- 17 WHEREAS, The Constitution and Bylaws of the Academic Senate must be updated to
- 18 reflect these changes; therefore be it
- 19
- 20 RESOLVED: That the Constitution and Bylaws of the Academic Senate be modified as
- 21 shown on the attached copy.
- 22

Proposed by: The Academic Senate Executive Committee
Date:

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407

CONSTITUTION OF THE FACULTY
and the
BYLAWS OF THE ACADEMIC SENATE
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CONSTITUTION OF THE FACULTY

Preamble

We, the faculty of [the California Polytechnic State University, San Luis Obispo](#), [and Solano Campuses \(Cal Poly\)](#), in order to meet our academic responsibilities, hereby establish this *Constitution of the Faculty* for our governance. The responsibilities of the faculty, the powers necessary to fulfill those responsibilities, and the collegial form of shared governance are based on historic academic traditions that have been recognized by the people of the State of California through their legislature.

ARTICLE I. MEMBERSHIP OF THE GENERAL FACULTY

Voting members of the General Faculty of Cal Poly shall consist of those persons who are employed at Cal Poly and belong to at least one of the following entities: (1) full-time academic employees holding faculty rank whose principal duty is within an academic department, unit, or program; (2) faculty members in the Pre-Retirement Reduction in Time Base Program and Faculty Early Retirement Program; (3) full-time probationary and/or permanent employees in Professional Consultative Services as defined in Article III.1.b of this constitution; (4) full-time coaches holding a current faculty appointment of at least one year; (5) lecturers holding full-time appointments of at least one year in one or more academic departments, units, or programs; or (6) lecturers with a current assignment of 15 WTUs for at least ~~three-two~~ consecutive ~~quarters~~ academic terms.

Members of the General Faculty, including department chairs/heads, shall not cease to be members because of any assigned time allotted to them for the carrying out of duties consistent with their employment at Cal Poly. "Visiting Personnel" shall not be members of the General Faculty. Members of the General Faculty who are on leave for at least one year shall not be voting members during their leave.

Non-voting membership in the General Faculty shall consist of all academic personnel not included in the voting membership.

ARTICLE II. RIGHTS, RESPONSIBILITIES, AND POWERS OF THE GENERAL FACULTY

Section 1. Rights of the General Faculty

The right of academic freedom is necessary for the pursuit and dissemination of truth and the maintenance of a free society. It is the obligation of the General Faculty to ensure the preservation of an academic community with full freedom of inquiry and expression and insulation from political influence.

Voting members of the General Faculty have the right to nominate, elect, and recall members of the Academic Senate and the right to call for, participate in, and vote at meetings of the General Faculty.

Section 2. Responsibilities of the General Faculty

The primary responsibility of members of the General Faculty is to seek truth and to encourage the free pursuit of learning in their peers and students. To this end, they devote their energies to developing and improving their scholarly competence. They

make every reasonable effort to foster honest academic conduct and to ~~assure~~ensure that their evaluation of students and peers reflects true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage, acknowledge significant assistance from them, and protect their freedom of inquiry.

Section 3. Powers of the General Faculty: Meetings, Initiatives, Referenda, and Recall

No regularly scheduled meetings of the General Faculty are provided for, but meetings of the General Faculty may be called by the University President or the Academic Senate Chair. Meetings of the General Faculty will be scheduled by the Academic Senate Chair upon receipt of a meeting request petition bearing the signatures of 10% of the voting membership of the General Faculty. The Academic Senate Chair presides at meetings of the General Faculty, and parliamentary procedure is in effect. Positions developed at meetings of the General Faculty must be ratified by initiative.

A majority of the voting members of the General Faculty in attendance at duly called General Faculty meetings is needed to propose an initiative to be put before the entire voting membership of the General Faculty. A majority of those voting in a mail or electronic ballot is needed to pass an initiative. Initiatives to amend this constitution shall be governed by Article IV.

Actions of the Academic Senate are subject to nullification by the voting membership of the General Faculty. Upon receipt of a referendum petition bearing the signatures of 15% of the voting faculty constituency, the Academic Senate Chair will conduct a mail or electronic ballot of the voting members of the General Faculty. A majority of those voting on a referendum is required to nullify the Academic Senate action in question. Recall of academic senators shall be provided for in the *Bylaws of the Academic Senate*.

ARTICLE III. THE ACADEMIC SENATE

Section 1. Membership

- (a) Colleges with fewer than 30 faculty members shall elect two senators. All other colleges shall elect three senators, plus one senator for each 30 faculty members or major fraction thereof.
- (b) Designated personnel in Professional Consultative Services (except directors) shall be represented in the Academic Senate by the formula of one senator per each fifteen members or major fraction thereof:
 - (1) Full-time probationary or permanent Librarians; and
 - (2) Full-time probationary or permanent (a) counselors; (b) student services professionals [SSP]: SSP I-academically related, SSP II-academically related, and SSP III-academically related; (c) SSPs III and IV; (d) Cooperative Education lecturers; and (e) physicians.
 - (3) Full-time coaches holding a current faculty appointment of at least one year.
- (c) Part-time lecturers in an academic department/teaching area and part-time employees in Professional Consultative Services, other than those who are

members of the General Faculty as defined in Article I, will be represented by up to seven voting members in the Senate, of which no more than one will be from any college or from Professional Consultative Services.

- (d) Senators acting in an at-large capacity are the current Academic Senate Chair, the immediate Past Academic Senate Chair, and the CSU academic senators. ~~Additionally, for 2025-2026, there will be four at large representatives from Cal Poly, Solano Campus.~~ All at-large positions shall be voting positions except for the Academic Senate Chair which is a nonvoting position except when the Chair's vote is needed to break a tie.
- (e) Ex officio, nonvoting members are (1) the President of the University or designee, (2) the Provost or designee, (3) one representative from among the academic deans, (4) the ASI President, (5) the Chair of ASI Board of Directors, and (6) the Vice President for [Strategic Enrollment Management/Student Affairs](#).

Section 2. Powers and Responsibilities of the Academic Senate

Joint decision-making and consultation between the administration and the General Faculty have been recognized by the legislature of the State of California as the long-accepted manner of governing institutions of higher learning and are essential to the educational missions of such institutions. In order to participate fully in the process of joint decision-making and consultation with the administration, the Academic Senate is empowered to exercise all legislative and advisory powers on behalf of the General Faculty. These legislative powers shall include all educational matters that affect the General Faculty (e.g., curricula, academic personnel policies, and academic standards). Advisory powers shall include, but not be limited to consultation on budget policy, administrative appointments, determination of campus administrative policy, university organization, and facilities use and planning.

It is the responsibility of the Academic Senate to respond to requests for legislative action or advice from the President within sixty days of the receipt of such requests. On those occasions when the President disapproves Senate legislation, ~~they s/he~~ shall inform the Senate in writing within sixty days from the date of transmittal of the compelling reasons for disapproval. The President shall inform the Senate of the disposition of such matters upon which the Academic Senate has performed in its advisory capacity.

The Academic Senate has the right to present to the Chancellor or the Board of Trustees of the CSU any matter pertaining to the conduct and welfare of the University. The Academic Senate, through its Chair, is empowered to express the sentiments of the General Faculty.

The Academic Senate is empowered to adopt bylaws for its governance.

Section 3. Officers

The officers of the Academic Senate are a Chair, a Vice Chair, and a Secretary as provided for in the bylaws.

Section 4. Organization

The Academic Senate shall function through its standing and ad hoc committees as well as through floor discussion and debate. Enumeration of the committees and their responsibilities is specified in the bylaws. Meetings of the Academic Senate and its committees shall be called and conducted as specified in the *Bylaws of the Academic Senate*. Fifty percent (50%) plus one member of the Academic Senate membership constitutes a quorum.

ARTICLE IV. AMENDMENTS

Amendments to this constitution may be proposed by initiative in a meeting of the General Faculty (Article II, Section 3) or by resolution of the Academic Senate by a two-thirds majority of those present and voting.

Amendments to this constitution shall be adopted by a two-thirds majority of the votes cast by the voting members of the General Faculty. A referendum to amend this constitution shall be administered by the Academic Senate Chair within 45 days of the receipt of a duly submitted proposal.

BYLAWS OF THE ACADEMIC SENATE

I. INTRODUCTION

A. CONSULTATIVE PROCEDURES

1. Consultative procedures to be used by the Academic Senate must guarantee full participation by the faculty in the formulation of policies and procedures affecting academic governance.
2. The consultative process must provide adequate time for collection and dissemination of information, discussion, and formulation of recommendations.
3. Recommendations from the Senate shall normally be submitted to the President. Actions taken by the President in response shall be reported to the Senate.
4. In accordance with procedures specified for particular committees in these bylaws, committee recommendations shall be reported to the Academic Senate.
5. Any appointee of the Executive Committee, or of the Academic Senate Chair, to any committee not specified in these bylaws, shall report from such committee to the Academic Senate or to one of its committees.
6. Any senator who believes that consultative procedures on any recommendation of the Senate or of any department or of a college have not been adequate may submit evidence in writing to the Executive Committee of the Academic Senate in support of this belief and request an investigation. The Executive Committee will make a determination as to the merit of the written evidence and then assign this matter to an appropriate committee for investigation. The committee may then make recommendations for improvement of these consultative procedures to the Academic Senate.

B. DEFINITIONS

1. Title Change
When there is a change in the title of an individual listed as an ex officio member of an Academic Senate committee, without any substantial changes in the duties of this individual, this title shall be changed in the bylaws as an editorial change and need not go through the normal procedures for amending bylaws.
2. ASI Representatives
Unless otherwise specifically stated in these bylaws, ASI representatives on committees shall be students carrying at least ~~seven-five quarter-semester~~ units, who have completed two ~~quartersterms~~ within the previous academic year, at least ~~2416 quarter-semester~~ units at Cal Poly, and who have a Cal Poly grade point average of at least 2.3.
3. Full-time Academic Employees
Full-time faculty members holding rank and occupying positions in academic departments/teaching areas in the University, full-time personnel in

Professional Consultative Services (as defined in Article III.1.b of the *Constitution of the Faculty*), and full-time lecturers holding one-year appointments in academic departments/teaching areas shall be considered full-time academic employees. This status shall not lapse because of a temporary part-time appointment to duties outside the department/teaching area.

4. Part-time Academic Employees

Part-time lecturers in academic departments/teaching areas in the University and part-time employees in Professional Consultative Services (Professional Consultative Services classifications: librarians, counselors, student service professionals I-, II-, III-academically related, student service professionals III and IV, physicians, and coaches) who are not members of the General Faculty as defined in Article I of the *Constitution of the Faculty*.

5. College Caucus

All of the senators from each college and Professional Consultative Services shall constitute the caucus for that college or Professional Consultative Services. At-large members of the Academic Senate shall not be part of any college caucus.

6. Temporary Vacancy

A vacancy caused by illness, death, resignation, retirement, sabbatical leave, jury duty, temporary administrative appointment, or other compelling reason which will last generally less than one academic year.

7. Vacant Position

A vacancy resulting from the criteria for membership specified in Article III, Section 1 of the *Constitution of the Faculty*. Vacancies shall be filled in accordance with Article III of the *Bylaws of the Academic Senate*.

8. Voter Eligibility

Voting members of the General Faculty as specified in Article I of the constitution are eligible to vote for:

- (a) senators from colleges or Professional Consultative Services.
- (b) CSU academic senators.
- (c) consultative committees as needed.

II. MEMBERSHIP OF THE ACADEMIC SENATE

A. ELIGIBILITY

1. Elected Members

Elected members shall be full-time members of the General Faculty who have been nominated and elected in accordance with Article III of these bylaws.

2. Ex Officio Members

Ex officio members are specified in Article III.1.e of the constitution.

3. Representative of Part-time Academic Employees

The voting members of the Academic Senate representing part-time academic employees shall be elected by vote of all university part-time academic employees at the same time as election of other senators each academic year. Such representatives must have an academic year appointment in the year they are elected, and they must maintain a part-time academic year appointment in the following year in order to serve in this position.

B. TERMS OF OFFICE

1. Terms of office for senators: the elected term of office for senators shall be a two-year term or one-year term when the caucus membership changes by more than two representatives. An elected senator (according to Article III of the bylaws), can serve a maximum of four consecutive years and shall not again be eligible for election until one year has elapsed with the exception of ex officio members (e.g., past Senate Chair and Statewide Senators). A senator appointed to serve in a vacant position, unfilled after the winter elections, shall serve until the completion of that term. A senator appointed to fill a temporary vacancy for an elected position shall serve until the senator being replaced returns for the completion of the term. If this temporary appointment is for one year or less, or if the senator is serving a one-year elected term, it shall not be counted as part of the four years maximum for elected senators. The term of the representatives for part-time academic employees shall start immediately after the election and last until elections are held the following academic year. The representatives for part-time academic employees shall serve a one-year term with a maximum of four consecutive one-year terms
2. Terms of office for Academic Senate Chair: once a senator is elected to serve as Academic Senate chair, that senator becomes an at-large member of the Academic Senate, and the position vacated becomes a college vacancy to be filled by the college caucus. The elected term of office for Academic Senate Chair shall be a maximum of three one-year consecutive terms.

C. REPRESENTATION

1. Colleges and Professional Consultative Services with an even number of senators shall elect one-half of their senators each year. Those with an odd number of senators shall not deviate from electing one-half of their senators each year by more than one senator. All of the senators from each college and Professional Consultative Services shall constitute the appropriate caucus.
2. When a college or Professional Consultative Services with an uneven number of senators gains a new senator due to an increase in faculty in a year when more than one-half of their senators are to be elected, the new Senate position shall be for one year for the first year, then two years thereafter.
3. There shall be no more than one senator per department/teaching area elected by any college where applicable until all departments/teaching areas within that college are represented. A department/teaching area shall waive its right to representation by failure to nominate. This bylaw shall have precedence over Article III.B of the *Bylaws of the Academic Senate*.

[CAL POLY SOLANO CAMPUS REPRESENTATION](#)

1. As outlined in AS-XXXX-26, the Cal Poly Maritime Campus Council will serve as a representative body for the General Faculty at the Cal Poly Solano Campus. Their membership and responsibilities are outlined in AS-XXXX-26. The council shall consist of members of the General Faculty, ex officio members from Solano campus administration, and a representative from the Solano Campus student government. The chair of the council will be a member of the general faculty elected by the members of the General Faculty of Solano Campus, who shall serve on the Academic Senate Executive Committee as a voting member. They shall serve one-year terms as Council Chair for a maximum of four consecutive terms. The members of the Council may but are not required to be elected members of the academic senate and are appointed by the Senate Executive Committee. Terms shall be staggered to ensure continuity.

D. SUBSTITUTES

When a senator must miss Senate meetings over an extended period of time (two or three consecutive meetings), the senator must notify the appropriate caucus chair of the planned absences. The caucus chair will solicit nominations for a substitute who is eligible for election to the Senate from the senator's college/Professional Consultative Services. The caucus will then hold an election to decide who will act as a substitute. Substitutes shall be counted in the determination of a quorum and shall have voting rights. The caucus chair will transmit to the Academic Senate office, in writing, the name of the substitute and the dates that substitute will be in attendance at Academic Senate meetings.

E. PROXIES

When a senator must miss a Senate meeting or a portion of a meeting, the senator may select a member in the same college/Professional Consultative Services who is eligible for election to the Senate or another senator who is a member of the college/Professional Consultative Services to serve as proxy. The senator shall transmit to the Academic Senate office, in writing, the name of the person to serve as proxy. Proxies shall be counted in the determination of a quorum and will have the same right to vote as the senator who is absent.

F. AUTOMATIC RESIGNATIONS

Any senator missing more than two consecutive Senate meetings without a substitute or proxy shall be automatically resigned from the Senate at its regular meeting and shall be reinstated if an appeal for reinstatement is upheld by the Executive Committee of the Academic Senate.

III. VOTING AND ELECTION PROCEDURES

Elections shall be held for membership to the Academic Senate, Senate officers, Academic Senate CSU, appropriate recall elections for the preceding as per Section IX of these bylaws, and ad hoc committees created to search for such university positions as president, provost, vice presidents, college deans, and similar type administrative positions.

The balloting procedures described in “Section III.A: General Procedures” will be used when voting on amendments to the *Constitution of the Faculty* and all campus or statewide measures requiring a vote by the General Faculty.

A. GENERAL PROCEDURES

Balloting procedures shall use either an electronic voting system or a “double envelope system” (outside envelope signed, inside envelope sealed and containing the voted ballot), whichever is more appropriate to the nature of the election, and which ensures that only eligible persons will vote and ballots remain secret.

1. Time and manner of nominations and elections will be announced in a timely fashion to facilitate maximum faculty participation.
2. Voter and candidate eligibility shall be verified.
3. The Executive Committee will rule on questions as they arise and serve as an appeals body to rule on any allegations of irregularities in the nomination and election process.
4. Votes will be publicly tallied at an announced time and place, and results of the election will be published.
5. Ballots will be counted electronically if electronic voting is used. If the “double envelope system” is used, ballots will be counted only if they are properly signed and received by the announced closing date. Individual voting information will be retained for ten working days.
6. For elections, those candidates who receive the highest number of votes shall be declared elected.
7. Department/teaching area representation shall have precedence in elections according to Article II.C.3 of the *Bylaws of the Academic Senate*.
8. For other matters and issues requiring faculty votes, measures are approved when they receive a majority of faculty voting on the matter, unless documents governing a measure specify a different formula for approval.

B. ELECTION CALENDAR

1. Within the month of February, the Academic Senate office shall solicit nominations to fill vacancies for the next academic year. At the same time, each caucus chair shall be notified, in writing, of such vacancies. Accepted nominations shall include a signed statement of intent to serve from the candidate. Eligibility to serve shall be determined for each college and Professional Consultative Services.
2. Election of senators shall be conducted **in February**. Runoff elections, if needed, shall be conducted the week following the conclusion of the election, but no later than the end of February.
3. Election results shall be announced to the campus and the Senate.
4. Whenever the normal election process fails to provide full membership or when a vacancy occurs:

- (a) the caucus chair for the underrepresented college/Professional Consultative Services shall solicit nominations through direct or electronic mail contact to each faculty member in the college/Professional Consultative Services. (See department/teaching area representation requirement in Article II.C.3 of these bylaws.)
- (b) from the list of accepted nominations, the caucus shall select the nominees of its choice and recommend the names of the selected nominees to the Executive Committee for its appointment.
- (c) the appointed member shall serve until the end of the term of the position being filled.
5. The procedures and timetable for election of CSU academic senators shall be the same as that for the campus Academic Senate, except that nomination shall be by petition of not less than ten members of the faculty and shall include a consent to serve statement signed by the nominee. [Reference VII.B.5 of these bylaws for filling of temporary vacancy for a CSU academic senator.]
6. Election of Academic Senate Officers
- (a) Prior to end of the second week in March, prior to the last regularly scheduled Senate meeting of winter quarter, eligible nominees of the Senate shall be solicited for the offices of Chair, Vice Chair, and Secretary.
- ~~(b)~~ a petition of nomination signed by three senators which includes a consent to serve statement signed by the nominee shall be received by the Senate office. Such petitions shall be due at the Senate office prior to the last regularly scheduled Senate meeting of winter quarter, end of the second week of March. The names of the eligible nominees shall be announced at the last regularly scheduled meeting of the month of March, of winter quarter.
- ~~(c)~~ (b) nominations for other eligible candidates will be received from the floor of the Senate provided that (1) at least two senators second the nominations, and (2) the nominee is present and agrees to serve if elected.
- ~~(d)~~ (c) the Academic Senate Vice Chair shall conduct the election of Senate officers at the last regularly scheduled meeting of the month of March, of winter quarter. Officers shall be elected one at a time: first the Chair, then the Vice Chair, and finally the Secretary.
- ~~(e)~~ (d) in the event of a vacancy in the offices of the Senate, an election will be conducted at the next meeting of the Senate to fill the unexpired term. Nominations shall be made from the floor of the Senate in compliance with subsection (c) above.
7. Election of representatives for part-time academic employees
- (a) following the timing stated in the Bylaws, section III, part B, section 1, the Academic Senate office shall solicit nominations for the position of

Commented [JG1]: Generally the 2nd week in March/week 10. Given new schedule production deadlines which aren't known yet for terms after 27-28 (YRO), this may need to be something like "prior to senate meeting scheduled for the 10th week of the spring term..." Production calendar is important for department schedulers and faculty nominees.

Commented [JG1R2]: It might be good to keep this separate from the schedule production calendar for the time being, since it won't be stable for some time.

Academic Senate representative for part-time academic employees for the following academic year.

- (b) after nominations have been received, election to these positions shall be conducted. A runoff election, if needed, shall be conducted the week following the conclusion of the election. Said positions shall be elected by vote of all university part-time academic employees at the time of the vote.

IV. OFFICERS

A. POSITIONS

The officers shall consist of the Chair, Vice Chair, and Secretary, as specified in Article III, Section 3 of the constitution. The duties shall be as follows:

1. Chair

- (a) the Chair shall set agendas and conduct all meetings of the Academic Senate and Executive Committee.
- (b) the Chair shall serve as a representative of the Academic Senate upon call by the President of the University.
- (c) the Chair shall meet with the President and Provost on a regular basis and brief them on Academic Senate business. The Chair shall perform a similar function at the Deans Council.
- (d) the Chair shall prepare, in consultation with committee chairs and the Provost, an annual list of charges for Academic Senate committees for approval by the Executive Committee. The Chair shall meet with each committee or committee chair before the end of fall quarter term to review these charges as well as applicable bylaws and procedures [Reference: VIII.C.5&7].
- (e) the Chair shall serve as an alternate for the Academic Senate California State University and shall attend when an elected statewide senator must miss a given meeting.

2. Vice Chair

In the event of a permanent vacancy in the office of Chair, the Vice Chair shall succeed to the office and a replacement Vice Chair shall be elected to complete the term of office. The Vice Chair shall serve in the capacity of the Chair during her/his/their absence or upon the request of the Chair.

3. Secretary

The Secretary or designee shall record the minutes of all Senate and Executive Committee meetings and shall provide copies of these minutes to all senators in the case of Senate meetings and to all Executive Committee members in the case of Executive Committee meetings. The Secretary or designee shall provide written notice of meetings to the appropriate faculty and shall handle correspondence of the Academic Senate. The Secretary or designee shall create a paper copy of the minutes of all meetings to be filed in the Academic Senate

office and a digital copy to be filed with DigitalCommons ([or appropriate digital archive administered by the Cal Poly Library](#)) and posted on the Academic Senate website. The Secretary shall have available at each Senate meeting a current file of the actions of the Senate and a copy of the *Constitution and Bylaws*.

4. Immediate Past Chair

The immediate Past Chair, if available, shall serve as parliamentarian for Executive Committee and Senate meetings.

B. ELIGIBILITY

Each officer shall be an elected member of the Academic Senate. Every candidate for Academic Senate officer shall have at least one more year to serve as an elected senator. A college is permitted to provide only one officer at a time.

C. TERMS OF OFFICE

Each officer shall be elected by the voting members of the Academic Senate for a one-year term. **These elections shall be held at the last regularly scheduled meeting of the month of March.** ~~the last regularly scheduled Senate meeting of winter quarter~~ and term of office shall begin with the start of summer ~~term~~ quarter. The only limitation to the number of terms a senator may hold office as Vice Chair or Secretary are the eligibility requirements in Article II.A of these bylaws and the terms of office restrictions in Article II.B.1 of these bylaws. The number of terms a senator may hold office as Academic Senate Chair is set forth in Article II.B.2 of these bylaws.

D. REPLACEMENT

The filling of temporary vacancies shall be accomplished as specified in Article III of these bylaws.

V. MEETINGS

A. REGULAR MEETINGS

1. Regular meetings of the Academic Senate shall be held at 3:00 p.m. on Tuesdays, as needed, except in the months of June and July. ~~July and August.~~

~~1.~~

~~1-2.~~ The Executive Committee of the Academic Senate shall not schedule Academic Senate meetings:

- (a) on an academic holiday.
- (b) after the last regular day of classes during the quarter term.
- (c) during final examinations.

B. SPECIAL MEETINGS

Special meetings may be held on call by the Academic Senate Chair or by petition of 25% of the membership of the Academic Senate.

C. PARLIAMENTARY AUTHORITY

Except as otherwise specified in these *Constitution and Bylaws*, the latest edition of *Robert's Rules of Order Newly Revised* shall serve as the parliamentary authority for Academic Senate and Senate committee meetings.

D. FIRST AND SECOND READINGS

First reading: first reading is a time for suggestions to be made to a resolution for its improvement. The resolution still belongs to its author and is not yet amendable. Voting on substantive resolutions (i.e., those involving university policy or those in which the Senate takes a position on an issue) takes place in two stages: first reading and second reading. In first reading, the resolution is introduced and suggestions for improvement or clarification are in order in first reading, but not amendments. The first reading of a resolution is concluded if (1) there is no one remaining who wishes to speak on the resolution, (2) a motion to close debate is passed (requires a two-thirds vote), or (3) a motion is approved to move the resolution to second reading (requires a two-thirds vote, is debatable, and requires a compelling reason [determined by the Senate Chair, can be overruled by the body]). If a matter is noncontroversial, rather than a motion to suspend the rules, unanimous consent can be given by the body.

Second reading: the motion to adopt a resolution must be moved and seconded before debate ensues. It then belongs to the body and may be amended. Documents attached to a resolution are not amendable and cannot be removed or added to a resolution. Voting on substantive resolutions shall take place only after a second reading of the resolution at a meeting subsequent to the meeting at which it was first introduced, except that the Academic Senate, by two-thirds vote of the senators present, may waive this requirement. After the motion has been moved and seconded, amendments may be presented for action by the Senate.

A. CONSENT AGENDA

Items appearing on the Consent Agenda are expected to be routine and noncontroversial. Common uses include, but are not limited to, modifications to departments, courses, programs, degrees; new courses; and editorial revisions to personnel policies. (New departments, programs and degrees must include a resolution and follow the regular approval path for resolutions.) The Consent Agenda will be distributed at least two weeks before the Academic Senate meeting for which it is agendaized.

Any item on the Consent Agenda may be moved to the regular agenda at the request of a Senator at least one week before the Academic Senate meeting for which it is agendaized. If an item is so moved, it shall be placed on the Business Items of the agenda as a First Reading item. Certain Consent Agenda items, such as recommendations from the Curriculum Committee or Faculty Affairs Committee, may require special procedures.

Items not removed shall be approved by general consent without debate. Clarification questions regarding the items are permitted.

B. RETIRING RESOLUTIONS

When an Academic Senate resolution is suspected of being out of date or no longer pertinent, at the Chair's discretion the resolution may be submitted for review as to its current relevance by the Academic Senate committee that originally sponsored it or by

an ad hoc committee. The chair shall inform the full Senate via Chair's Report of the intention to place a resolution under such review. The committee's opinion regarding the resolution shall be forwarded to the Academic Senate Executive Committee. If the Executive Committee finds that the resolution in question should be retired, a proposal to this effect shall be placed on the Academic Senate's Consent Agenda. If no senator pulls the resolution from the Consent Agenda, the resolution shall be considered retired. If pulled from the Consent Agenda, the proposal will appear as a Business Item for debate at the next meeting of the Academic Senate. The President shall be informed of any such action, and the Academic Senate shall update its records.

VI. SUMMER OPERATION

A. MEETINGS

During summer ~~quarter term~~ the Executive Committee of the Academic Senate shall meet as needed and shall act in place of the full Senate.

1. If any member of the Executive Committee other than the officers of the Senate will not be available during summer ~~quarter term~~, then the appropriate caucus shall elect an alternate to fill the vacancy during the absence. Such alternates shall be elected from the other senators of the same college or Professional Consultative Services as the person being replaced. If no such candidates are available, the caucus shall designate another person from the same college or Professional Consultative Services that qualifies for Senate membership to serve as an alternate.
2. If the Chair, Vice Chair, or Secretary will not be available during the summer ~~quarter term~~, the Senate shall, at the ~~regular June~~ meeting scheduled closest to when that unavailability is known, elect an alternate officer from the Senate membership to fill the vacancy during ~~her/his~~their absence.

B. RESPONSIBILITIES

1. The Executive Committee shall act on behalf of the full Academic Senate during the summer ~~quarter term~~.
2. The usual Academic Senate representation on the President's Council and other administrative bodies shall be maintained throughout the summer ~~quarter term~~ by the regular representative or an alternate named by the Academic Senate Chair.
3. At the first regular meeting of the Academic Senate in the fall ~~term quarter~~, the Executive Committee shall give a full report of its action during the summer ~~term quarter~~.

VII. EXECUTIVE COMMITTEE

A. MEMBERSHIP

The Executive Committee shall consist of the officers of the Senate who serve the Executive Committee in like capacity, plus a caucus chair from each college and Professional Consultative Services elected by the appropriate caucus, as ~~well as one of the four at large representatives from Cal Poly Solano~~ the chair of the Cal Poly Maritime Council, elected by that group. The CSU academic senators, the immediate Past

Academic Senate Chair, the ASI President, the Chair of ASI Board of Directors, and the Provost or designee are ex officio members. The Provost, the ASI President, and the Chair of ASI Board of Directors are nonvoting members. A quorum shall consist of a majority of the voting members. If a member is unable to attend an Executive Committee meeting, that member may not designate another person as proxy. If an Executive Committee member must miss two or more consecutive meetings, then the college caucus will designate a substitute to serve on the Executive Committee during the period that the member is absent.

B. FUNCTIONS

The Executive Committee shall be responsible for the following functions:

1. Agendizing resolutions for Academic Senate meetings.
2. The appointment of committee members and committee chairs (pursuant to section VIII.C of these bylaws).
3. Allocating assigned time to officers, committee chairs, and committee members.
4. The directing of charges to committees and receipt of reports therefrom for inclusion on the agenda [Reference: VIII.C.5].
5. The filling of temporary vacancies in the membership of the Academic Senate in accordance with Article III.B.4 of these bylaws.
6. The making of nominations for a temporary vacancy for CSU academic senator. The Academic Senate shall elect a replacement to the position to be effective only until the next regular election date for members of the Senate or until the individual that vacated the position returns.
7. The filling of temporary vacancies in Senate office or membership of the Executive Committee except in the case of vacancies created by recall (see section IX of these bylaws).
8. The approving of nominations and/or appointments by the Academic Senate Chair to other official committees.

VIII. COMMITTEES

A. GENERAL

The functional integrity of the Academic Senate shall be maintained by the committee process. The committee structure shall include standing committees staffed by appointment or ex officio status, elected committees staffed by election, and ad hoc committees or task forces staffed either by appointment or election as directed by the Academic Senate Executive Committee. The Executive Committee may create ad hoc committees or task forces as it deems necessary for specific purposes, which, in the judgment of the Academic Senate Chair, cannot be handled adequately by the standing committees. Only the Executive Committee is authorized to create ad hoc committees or task forces, and these shall report to the Academic Senate by way of the Executive Committee.

B. MEMBERSHIP

Except as noted in the individual committee description, committees shall include one voting General Faculty representative from each college, Professional Consultative Services, and ~~for AY 2025-2026~~ an at-large representative from Cal Poly Solano. The Academic Senate Chair is an ~~ex-officio~~ex-officio, nonvoting member of all committees. Additional ex officio representation may include members of administration, ASI representatives appointed by the ASI President, and other representation when deemed necessary by the Senate. Ex officio members shall be voting unless otherwise specified in the committee's description.

During spring ~~quarter~~term, each caucus shall convene to nominate candidates from that college or Professional Consultative Services to fill committee vacancies occurring for the next academic year.

These nominations shall be taken to a meeting of the Executive Committee before the ~~June~~last regular meeting of the Senate. The Executive Committee shall appoint members to standing committee vacancies from these lists. Each appointed member shall serve a two-year term with a maximum appointment of four consecutive terms on one committee. Terms shall be staggered to ensure continuity. Some committees have exceptions to these term length and limits, which are specified in the committee's description.

The Executive Committee may override term limits when appointing members to committees where only the incumbent is willing to serve in an open spot. The incumbent member appointed this way will be considered termed out again at the end of the next term, not the end of the committee's term limits. They are subject to the same approval process at that time.

No person shall be assigned concurrent membership on more than one standing committee except for Executive Committee members, who may serve on the Executive Committee and one other Senate committee, and Academic Senate Curriculum Appeals Committee members, who may serve on one other standing committee. Eligible Academic Senate Curriculum Appeals Committee members may not serve on the Curriculum Appeals committee if they have participated in the curricular review process relevant to the particular appeal, and they must recuse themselves from such cases.

C. COMMITTEE CHAIRS

1. Chairs shall be members of the General Faculty.
2. Committee chairs may be chosen from inside or outside the committees. The chair need not be an academic senator.
3. The Executive Committee may choose to appoint the committee chairs. If the Executive Committee chooses not to appoint a committee chair, then the chair of that committee shall be elected by a majority vote of the eligible voting members on the committee.
4. Committee chairs serve for one-year terms except as otherwise noted in the committee bylaws. If the committee chair is selected from amongst the voting members of the committee, the chair shall remain a voting member. If the chair

is selected from outside the committee, or from amongst the eligible non-voting members, then the chair shall serve as a non-voting chair, not representing a particular caucus or unit. Non-voting chairs may vote to break a tie.

5. Each committee chair shall be responsible for implementing the charges established by the Executive Committee [Reference: IV.A.1.d and VII.B.4], for keeping minutes, and for making quarterly end of term reports to the Academic Senate Chair.
6. The committee chair shall notify the chair of the college caucus whenever a member has not attended two consecutive meetings.
7. Committee chairs shall meet with the Academic Senate Chair before the end of fall quarter-term [Reference: IV.A.1.d].
8. Chairs of any of the Academic Senate Curriculum Committees (for example, but not limited to, the Curriculum Committee, General Education Governance Board, and the USCP Review Committee) shall not serve on other levels of review as a department curriculum committee chair or college curriculum committee chair. These positions must be resigned before assuming the role of the chair of any of the Academic Senate Curriculum Committees.

D. OPERATING PROCEDURES

Operating procedures for Academic Senate committees and ad hoc committees are as follows:

A committee meeting is defined as a deliberative gathering of individuals—either physically or electronically, as appropriate—for the purpose of reviewing, discussing, or deciding on matters assigned by the Academic Senate Executive Committee. Electronic meetings are appropriate where simple, straightforward decisions can be considered. They do not lend themselves to items that need detailed discussion and the exploration of options.

Meetings shall be called at the discretion of the committee chair or upon the request of three members of the committee. Committees are required to meet at least once per quarter term during the school year, with the exception of the Curriculum Appeals Committee.

Special rules and procedures must be approved by the Executive Committee, included in the committee's description, and on file with the Academic Senate office.

D.1 Physical Meetings

1. A simple majority (51%) of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.
2. Chairpersons serve until the end of the academic year. In the event that a chair must miss a meeting, ~~she~~they shall appoint a substitute chair for that meeting.
3. Regular meetings shall be scheduled during normal work hours.
4. Notification of meetings shall be sent by the committee chair at least three working days before the meeting date. Committees may establish regular

meeting times. Upon committee agreement, a regular meeting time shall constitute notice.

5. Members may not vote by proxy.
6. A vote by the majority of the voting members attending a meeting shall be the decision of the committee.
7. Minutes shall be kept for each meeting and a copy transmitted to the Academic Senate office.

D.2 Electronic Meetings (e-meetings and e-consultations)

1. The decision to use an e-meeting should be made with due regard to the nature of the work to be undertaken. If a member of the committee objects to the use of an e-meeting for a particular business item, then the committee shall discuss that matter at a physical meeting.
2. A variety of technologies may be adopted as available, subject to the needs of the meeting and compliance with these procedures. No special requirements should be imposed on members other than having suitable access to meeting communications and documents.
3. Committee e-meetings are open to the public and when a member of the public wishes to attend, the committee shall make reasonable efforts to accommodate the attendance of that person.
4. A vote by the majority of the voting members of the committee shall be the decision of the committee.
5. The chair of the committee shall:
 - (a) control the committee's flow of business.
 - (b) maintain a current list of members.
 - (c) provide a notice of meeting with agenda and instructions for members about what is required (e.g., "members are asked to read and consider each item in the agenda, then [vote, comment, recommend, etc.]"). Notice shall include a timeline for discussion and action.
 - (d) the committee chair shall prepare a final record of each meeting (minutes) and transmit a copy to the Academic Senate office.

E. MEETINGS OPEN TO PUBLIC

Physical and electronic meetings of all committees except those dealing with confidential and/or personnel matters of individuals shall be open. The time, place, and manner of each meeting shall be announced in advance.

F. REPORTING

Each committee shall maintain a written record of its deliberations. A summary report shall be submitted to the Academic Senate office at the end of the academic year.

G. MINORITY REPORTS

Minority reports may be submitted with the reports of the committees.

H. COMMITTEES

1. Budget and Long-Range Planning
2. Curriculum
3. Curriculum Appeals
4. Distinguished Scholarship Awards
5. Distinguished Teaching Awards
6. Diversity
7. Faculty Affairs
8. Fairness Board
9. General Education Governance Board
10. Graduate Committee
11. Grants Review
12. Instruction
13. Research, Scholarship and Creative Activities
14. Sustainability
15. USCP Review Committee

I. COMMITTEE DESCRIPTIONS

1. Budget and Long-Range Planning Committee

(a) Membership

Non-voting ex-officio members shall be the Provost/Vice President for Academic Affairs or designee, the Vice President for Administration and Finance or designee, and an ASI representative.

(b) Responsibilities

(1) _____ The Budget and Long-Range Planning Committee shall provide oversight and make recommendations concerning policy for the allocation of budgeted resources. This includes the review of matters related to the allocation of budgeted resources and representation on bodies formed to review the mechanisms by which campuswide resource allocations are made.

(2) In addition, the Budget and Long-Range Planning Committee shall also develop recommendations concerning future actions, policies, and goals of the University. Areas assigned to specific standing

committees of the Academic Senate fall within its purview when future predictions and extreme long-range planning are necessary or possible.

2. Cal Poly Maritime Campus Council

(a) Membership

(b) Responsibilities

2.3. Curriculum Committee

(a) Membership

College representatives shall be either the current chair or a current member of their college curriculum committee. The Cal Poly Solano at-large representative shall be a mariner (or familiar with the mariner certification requirements). The Professional Consultative Services representative shall be an academic advisor from one of the colleges. Ex officio members shall be the Associate Vice Provost for Academic Programs and Planning or designee, the Dean of Graduate Education or designee, the Vice President for Information Technology Services/Chief Information Officer or designee, the Dean of Library Services or designee, a representative from the Office of the Registrar, and an ASI representative.

(b) Responsibilities

The Curriculum Committee evaluates curriculum proposals from departments and colleges before making recommendations to the Academic Senate. In addition, the committee makes recommendations to the Senate on University requirements for graduation, General Education, learning objectives, and cultural pluralism; provides library oversight as it relates to curriculum; and addresses any other curriculum-related matter referred to it by the Senate, Senate Chair, or Executive Committee. The chair of the Curriculum Committee shall be responsible for coordination of curriculum review with the Office of the Registrar.

2.4. Curriculum Appeals Committee

(a) Membership

The Academic Senate Curriculum Appeals Committee membership will be a minimum of three and a maximum of five members. Eligible faculty for membership will be appointed by the Academic Senate Executive Committee for one-year terms or partial-year terms. Eligible faculty shall be included from the following list:

- Former Academic Senate Chairs
- Former Academic Senate Vice Chairs

- Former Academic Senate Curriculum Committee Chairs who served for a minimum of three years
- Former members of the Academic Senate Curriculum Committee who served for a minimum of three years
- Former General Education (GE) Chairs/Directors who served for a minimum of three years
- Former GE Governance Board members who served for a minimum of three years
- Former UCSP Review Committee Chairs who served for a minimum of three years
- Former UCSP Review Committee members who served for a minimum of three years

No member of the ASCAC can be actively serving in any of the capacities listed above while serving on the ASCAC.

No member of the ASCAC can be an active member of a curriculum committee that is directly related to the curricular appeal(s).

Note that faculty participating Faculty Early Retirement Program (FERP) are eligible to serve on the Curriculum Appeals Committee.

(b) Responsibilities

Adjudicate, in a timely manner, over curriculum proposals pulled from the Academic Senate Consent Agenda. The ASCAC would approve, disapprove, or return a curriculum proposal to a specific committee (as deemed appropriate).

4-5. Distinguished Scholarship Awards Committee

(a) Membership

General Faculty representatives should include former recipients of the Distinguished Scholarship Award. Ex officio members shall be one representative from the Office of Research, appointed by the Provost/Vice President for Academic Affairs, and two ASI representatives—one undergraduate and one graduate student.

(b) Responsibilities

The Distinguished Scholarship Awards Committee shall conduct the selection process in accordance with the special rules and procedures approved by the Executive Committee for judging potential candidates for the Distinguished Scholarship Award.

5-6. Distinguished Teaching Awards Committee

(a) Membership, San Luis Obispo Campus

General Faculty representatives should be former recipients of the Distinguished Teaching Award from the San Luis Obispo campus. If no prior Distinguished Teaching Award recipients from a particular college are available and willing to serve, the Executive Committee in consultation with the San Luis Obispo Distinguished Teaching Awards Committee chair may appoint a faculty member from that college who has a clear and compelling record of sustained, outstanding instructional performance. Ex officio members shall be two ASI representatives from the San Luis Obispo campus. These students will have at least junior standing and will have completed at least three consecutive quarter terms and 3624 quarter semester units at Cal Poly with at least a 3.0 grade point average.

(b) Membership, Solano campus

General Faculty representatives should be 3-4 former recipients of the Distinguished Teaching Award from the Solano campus. If no prior Distinguished Teaching Award recipients from a particular college are available and willing to serve, the Executive Committee in consultation with the Solano campus Distinguished Teaching Awards Committee chair may appoint a faculty member(s) from that college who has(ve) a clear and compelling record of sustained, outstanding instructional performance. Ex officio members shall be on ASI representatives from the Solano campus. This student will have at least junior standing and will have completed at least three consecutive terms and 24 semester units at Cal Poly with at least a 3.0 grade point average.

(b)(c) Responsibilities

The Distinguished Teaching Awards Committees at the two campuses shall conduct the selection process and judge potential candidates for the Distinguished Teaching Award in accordance with the special rules and procedures developed by the Distinguished Teaching Awards Committees at the two campuses and approved by the Executive Committee. Final recommendations regarding the Distinguished Teaching Award recipients will be submitted to the President through the Academic Senate Chair.

6-7. Diversity Committee

(a) Membership

Ex officio non-voting members shall be the Vice President and Chief Officer for Diversity and Inclusion or designee, the Senior Vice Provost of Academic Programs and Planning or designee, the Center for Teaching, Learning and Technology (CTLT) Inclusive Excellence Specialist or designee. The voting ex officio member shall be an ASI student representative.

(b) Responsibilities

The Academic Senate Diversity Committee identifies strategies for ensuring diversity, equity, and inclusivity at Cal Poly. The committee informs and makes recommendations to the Academic Senate on these issues, evaluates related university policies and procedures, and collaborates with stakeholders across campus, including the Office of [University Diversity and Equity](#) [Cultural and Inclusive Excellence](#), Academic Affairs, and appropriate student groups.

7-8. Faculty Affairs Committee

(a) Membership

Ex officio members of the Faculty Affairs Committee shall be the Vice Provost for Academic Personnel or designee and an ASI representative.

(b) Responsibilities

The Faculty Affairs Committee shall be the advisory body of the Academic Senate on faculty policy and its administration and procedures. The scope of faculty procedures and policies coming within its purview includes standards and criteria concerning appointment, promotion, tenure, academic freedom, leaves of absence, retention, professional relations and ethics, research, grievance, layoff procedures, and lecturers' rights and responsibilities.

8-9. Fairness Board

(a) Membership

Ex officio members are the Vice President for [Strategic Enrollment Management & Student Affairs](#) or designee and two ASI representatives with no less than junior standing and ~~three~~two consecutive ~~quarter~~terms of attendance at Cal Poly preceding appointment.

(b) Responsibilities

The procedures to be followed and the problems to be considered shall be approved by the Academic Senate and published as a document entitled *Fairness Board Description and Procedures*. The Board shall report to the Provost and Academic Senate Chair.

9-10. 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 BCSM; 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).

- (2) The GEGB will also include one representative from the Office of the Registrar (ex officio, nonvoting) and one representative from Academic Programs and Planning (ex officio, nonvoting).
- (3) Faculty members and PCS representatives on the GEGB shall be members of the General Faculty, as defined in the *Constitution of the Faculty*.
- (4) The GEGB chair will serve four-year terms for a maximum of 2 consecutive terms. The GEGB chair will be appointed by the provost following a recommendation from the Academic Senate Executive Committee and the GEGB.
- (5) The ASI representative must be able to demonstrate developing expertise in at least one GE area. The ASI representative will be appointed by ASI for a one-year term.
- (6) All eligible voting members of the GEGB must be able to demonstrate expertise in at least one GE area. The GEGB chair must also be able to demonstrate extensive expertise in and experience with the GE program as a whole. In addition to demonstrable expertise regarding Cal Poly's GE program, all members should have knowledge of CSU GE standards and Title V.
- (7) GEGB members will serve three-year terms for a maximum of three consecutive terms. Faculty members and PCS members on the GEGB will be appointed by the Academic Senate Executive Committee.
- (8) When ad hoc GE committees are deemed necessary, members should have expertise in the relevant GE areas.

(b) Responsibilities

- (1) Responsibility: Cal Poly's General Education (GE) program is the curricular responsibility of the Academic Senate General Education Governance Board (GEGB). GEGB should function like a department with a deep sense of interest and responsibility for overseeing and implementing the GE program.
- (2) Charge: The GEGB is responsible for leading and developing a visionary, high quality GE program that enriches the specialized knowledge acquired in a major program with foundational and integrative understandings of its scientific, humanistic, artistic, and technological contexts. In so doing, the GEGB is responsible for fostering and refining a vision of General Education that is responsive to statewide, national, and international values in general education, local campus interests and emphases, and opportunities for positive change.
- (3) Duties: The GEGB assists the GEGB chair in shaping the future and quality of the GE program. In so doing, the GEGB

establishes the policies and principles that speak to the vision of the GE program as set out in the charge. Members must be proactive and responsive in reaching out to faculty, departments, and administrators in the University to develop GE curriculum.

Duties of the GEGB include:

- (a) review and approve GE course proposals.
 - (b) place GE curriculum proposals on the Academic Senate Consent Agenda after consultation with the Academic Senate Curriculum Committee.
 - (c) engage in appropriate assessment activities. Be proactive and responsive to the results of assessment activities.
 - (d) conduct a GE academic program review on the same cycle as other programs. Findings will be presented to the college deans and the Academic Senate. The GEGB needs to be proactive and responsive to the recommendations that result from academic program review.
- (4) Duties of GEGB chair: The GEGB chair will lead the GEGB in the development of the vision of GE and is accountable for making progress toward fulfillment of the GE vision. The GEGB chair maintains strong oversight of the GE program for quality control at every level. ~~They are S/he is~~ a constant advocate for a high-quality GE program that exposes students to pedagogical experiences they need to be erudite and polymathic.

Duties of the GEGB chair include:

- (a) be in regular communication and consultation with the GEGB.
- (b) communicate with faculty and advisors to spread understanding of the GE program.
- (c) be in regular communication and consultation with the college deans and the Provost about the GE needs of Cal Poly students.
- (d) be in regular communication and consultation with the Academic Senate Chair and the Academic Senate Curriculum Committee chair.
- (e) work collaboratively with the college deans, the Office of the Registrar, the GEGB, Academic Programs and Planning, advisors, and the departments to understand where the demand for courses is and availability of resources in both the short and long terms.

- (f) Establish ad hoc committees if the GEGB chair determines that ad hoc committees are needed, for instance for periodic GE assessment purposes or for program review.
- (c) Decisions made by the GEGB: all GE curricula will be available for debate and discussion in the Academic Senate, just as all non-GE curricula are. Appeal processes of curricular decisions made by the GEGB will follow Academic Senate curriculum appeals processes. The GEGB chair should be involved with any changes to Academic Senate curriculum appeals processes.

10-11. Graduate Committee

(a) Membership

One faculty member from each college with experience in administering a graduate program or supporting graduate curriculum, a representative from Professional Consultative Services, and the Academic Senate Curriculum Chair or designee. Ex officio non-voting members shall be the Dean of Graduate Education or designee, the Executive Director of Academic Programs and Planning or designee, the EPaCE dean or designee, a representative from the Office of the Registrar, and a graduate student representative.

(b) Responsibilities

- (1) Review and make recommendations to the Academic Senate Curriculum Committee on proposals for new graduate degree programs, specializations, and courses.
- (2) Evaluate and make recommendations on petitions for extenuating circumstances, such as validation of outdated coursework.
- (3) Establish and revise guidelines for professional standards for graduate students.
- (4) Enact graduate policies in line with California Education Code (Title 5), CSU systemwide policies, and nationwide best practices.
- (5) Support and enact any graduate program-related changes.
- (6) Make recommendations on reinstatement/suspension of programs.
- (7) Serve as a conduit for feedback from and representation of all graduate programs.
- (8) Address concerns and situations unique to graduate students.

11-12. Grants Review

(a) Membership

- (1) Pursuant to AS-794-15, Resolution on Change in Academic Senate Grants Review Committee Membership and Responsibilities, the Academic Senate Executive Committee appoints the voting members of the committee.
- (2) Ex officio members shall be the Dean of Research or designee and an ASI representative. The ASI representative must be a graduate student.
- (3) No member of the Grants Review Committee is eligible to apply for any grant, leave, or award program administered by the committee while serving on the committee.

(b) Responsibilities

- (1) The Grants Review Committee will develop policies and procedures for the review of grant proposals referred to it, including but not limited to those funded through the Chancellor's Research, Scholarship, and Creative Activity allocations.
- (2) The Grants Review Committee will make recommendations to the Dean of Research concerning the funding of other internal grants subject to review by the source of funding.
- (3) The Grants Review Committee will develop policies and procedures for the selection of Cal Poly State University student delegates to the system-wide CSU Student Research Competition.
- (4) The Grants Review Committee will evaluate both the oral and written presentations of students and select the delegates for the system-wide CSU Student Research Competition.

12-13. Instruction Committee

(a) Membership

Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, a representative from CTLT, a representative from the Office of the Registrar, and an ASI representative.

(b) Responsibilities

The Instruction Committee shall be responsible for recommendations regarding subjects that impinge directly on the quality of teaching and for providing policy recommendations concerning grading as well as admissions policies and requirements. It will also provide review and input concerning electronic teaching techniques, and library oversight as it relates to instruction.

In accordance with CAM 481 and AS-357-91/IC, the Instruction Committee shall review the Academic Calendar as proposed by the

Provost/Vice President for Academic Affairs before its final submission to the President for approval.

13-14. Research, Scholarship and Creative Activities Committee

(a) Membership

Ex officio members shall be the Chief Research Officer, Dean of Research or designee and an ASI representative.

(b) Responsibilities

The Research, Scholarship and Creative Activities Committee shall:

- (1) Make recommendations on university policies and procedures regarding scholarship.
- (2) Provide advice and guidance regarding scholarship to the following:
 - (a) Kennedy Library
 - (b) Information Technology Services
 - (c) Cal Poly Technology Park
 - (d) University committees
 - (e) Campus research centers and institutes

3) In occurrences where the Grants Review Committee is not filled, the RSCA committee may be asked to assist in the GRC duties.

14-15. 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, Vice Provost for Academic Programs and Planning or designee, the Director of Facilities Planning or designee, the Director of Facilities Energy, Utilities and Sustainability or designee, and two ASI representatives.

(b) Responsibilities

The Sustainability Committee shall inform and support the activities of other committees whose scope encompasses environmental responsibility. The Sustainability Committee shall make recommendations to the Academic Senate, as appropriate, regarding the provisions of the Talloires Declaration.

15-16. USCP Review Committee

(a) Membership

Ex officio voting members shall be the Chair of the Academic Senate Curriculum Committee, a faculty member from the Ethnic Studies Department, a faculty member from the Women, Gender & Queer Studies Department, and two at-large faculty members with USCP teaching experience and/or teaching experience related to diversity issues as voting members. Ex Officio non-voting members shall be the Vice President and Chief Officer for Diversity and Inclusion or designee, the CTLT Inclusive Excellence Specialist or designee, and an ASI student representative

(b) Responsibilities

The committee evaluates the United States Cultural Pluralism (USCP) component of new and existing courses before making recommendations to the General Education Governance Board, when a course is a General Education course, and the Academic Senate Curriculum Committee. In addition, the committee periodically performs curricular review and evaluation of USCP courses and, when appropriate, works with the Academic Senate Curriculum Committee to review and update USCP learning outcomes and course requirements (as indicated in Academic Senate Bylaws 1.2.(b)).

IX. RECALL OF ELECTED REPRESENTATIVES

A. APPLICATION

The procedures for recall shall apply to:

1. Elected members of the Academic Senate, California Polytechnic State University;
2. Officers of the Academic Senate, California Polytechnic State University; and
3. Elected representatives to the Academic Senate, California State University.

B. PROCEDURES

An election for recall of elected representatives as specified in Article II, Sections 1 and 3 of the *Constitution and Bylaws*, may be instituted by a petition of those eligible to vote in the election for the representatives in the various categories provided the following provisions are met:

1. An individual eligible to vote in the election for the representative shall notify the Academic Senate Chair of her/his intention to circulate a recall petition. This written notification shall state further the reasons for the recall action in brief terms.

2. The Academic Senate Chair shall notify all of the eligible voters in the area affected of the intended recall petition and state the reasons given for the petition to recall.
3. The notification will be in effect five (5) days in which classes are in session prior to the circulation of the petition. Signatures on a petition may be obtained for the next ten (10) days in which regular classes are in session. A recall election, if required, shall be initiated within twenty (20) days, in which classes are regularly in session, after the recall notification is received by the Academic Senate Chair.
4. The recall petition will be circulated by those initiating the recall action. The top of each sheet heading a list of signatures for recall action shall contain a statement of the reasons for recall.
5. The dated signatures of at least 20% of those eligible to vote in the area represented by the incumbent as specified in the constitution and bylaws of ~~the Cal Poly Academic Senate, California Polytechnic State University, San Luis Obispo,~~ or the *Constitution and Bylaws of the Academic Senate CSU*, shall be required to initiate a recall election.
6. If the petition is for the recall of a member or an officer of the Cal Poly Academic Senate, California Polytechnic State University, San Luis Obispo, a member of the Grants Review Committee, or a CSU academic senator, the Academic Senate office shall conduct the balloting in these elections.
7. The recall ballot shall be worded so that it can be answered "yes" or "no." _____ (name) shall be recalled from the _____ (category of electd representative) _____. The reasons stated in the petition are as follows:

Yes _____ No _____
8. A majority vote of those eligible to vote and voting will be sufficient to recall the incumbent.
9. If the incumbent is recalled, nominees will be solicited for ten (10) days in which regular classes are in session from the area where the vacancy now exists.
10. After nominees have been received, the Academic Senate Chair shall notify all of the faculty members of the college or area affected of the nominees and of the time and place of the election to fill the vacancy created by the recall.
11. The election procedures and ballot counting shall be as provided in these bylaws for regular elections.

X. AMENDMENTS TO THE BYLAWS

These bylaws may be amended by a two-thirds majority vote of the senators present at a regular meeting of the Academic Senate, providing that a first reading of the proposed amendment has taken place at the previous regular meeting of the Academic Senate.