

Adopted: February 8, 2022

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

AS-930-22

**RESOLUTION ON TEMPORARY ADOPTION OF A 3-YEAR CATALOG DURING
QUARTER-TO-SEMESTER CONVERSION**

**Impact on Existing Policy: This resolution temporarily suspends AS-916-21
(Resolution on Switching to a One-Year Cycle of Catalog Review) ⁱ**

1 WHEREAS, Since 2019, Cal Poly has been operating on a quarter-based one-year
2 catalog cycle, in which proposals for catalog edits are submitted to the
3 Registrar and Academic Senate curricular committees in June and
4 edits become effective in the subsequent summer (e.g., proposals
5 submitted in June 2021 will become effective in the Summer term of
6 2022, the beginning of the 2022-2023 Catalog); and
7

8 WHEREAS, the current Catalog contains approximately 4,000 courses, 67
9 undergraduate degree programs, 44 graduate degree programs (11 in
10 suspension), 89 minors, and various other constructs (e.g.
11 certificates); and
12

13 WHEREAS, Cal Poly will convert to a semester-based schedule as of Fall 2025 in
14 response to a mandate from the Chancellor's Office; and
15

16 WHEREAS, the Senate recognizes that a conversion of this nature has substantial
17 and interdependent workload implications for almost all units and
18 areas on campus; and
19

20 WHEREAS, this transition will be impossible to achieve at a high level of quality
21 without the full attention of relevant units, committees, groups, areas,
22 etc.; and
23

24 WHEREAS, the conversion of the existing Catalog to the semester system will
25 require a significant investment of faculty and staff time, beginning in
26 mid-Fall quarter of 2022 (see attached timeline); and
27

28 WHEREAS, simultaneously continuing the regular process of one-year Catalog
29 review would place excessive demands on curricular staff and
30 committees at all levels or review; and
31

32 WHEREAS, any course or program edits proposed for a 2023-24 Catalog would be
33 tied up in the curriculum management system until February/March
34 2023, and thus be unavailable for edits related to semester
35 conversion; and
36
37 WHEREAS, the development, review, and Academic Senate approval of the 2025-
38 2026 semester-based Catalog must be complete by the end of Winter
39 2024 in order to allow the Registrar, University Scheduling,
40 Evaluations, Advising, Financial Aid, Student Accounts, ITS, and other
41 units adequate time to complete work which can't begin until the
42 semester curriculum is fully approved (e.g. update and implement
43 relevant processes, communicate new requirements to current and
44 prospective students, and advise current students on pathways to
45 degree completion); and
46
47 WHEREAS, all currently effective quarter-based Catalogs will need to be mapped
48 to the new semester-based Catalog becoming effective in Fall 2025;
49 and
50
51 WHEREAS, the proposed policy (see attached) preserves faculty and
52 departmental flexibility by allowing out-of-cycle edits and proposals
53 similar to what currently occurs; therefore let it be
54
55 RESOLVED: that the Academic Senate approve the attached policy for temporarily
56 converting to a three-year Catalog cycle, reclassifying 2022-23 Catalog
57 currently undergoing final review be redesignated the 2022-2025
58 Catalog; and furthermore, let it be
59
60 RESOLVED: that the 2022-2025 Catalog go into effect for Fall 2022 through
61 Summer 2025; and furthermore, let it be
62
63 RESOLVED: that this resolution will expire in Fall 2025, returning Cal Poly to a
64 one-year cycle of Catalog review.

Proposed by: Academic Senate Curriculum Committee,
General Education Governing Board, United States Cultural
Pluralism Committee
Date: January 25, 2022

ⁱ (1) Describe how this resolution impacts existing policy on educational matters that affect the faculty. Examples include curricula, academic personnel policies, and academic standards.
(2) Indicate if this resolution supersedes or rescinds current resolutions.
(3) If there is no impact on existing policy, please indicate NONE.

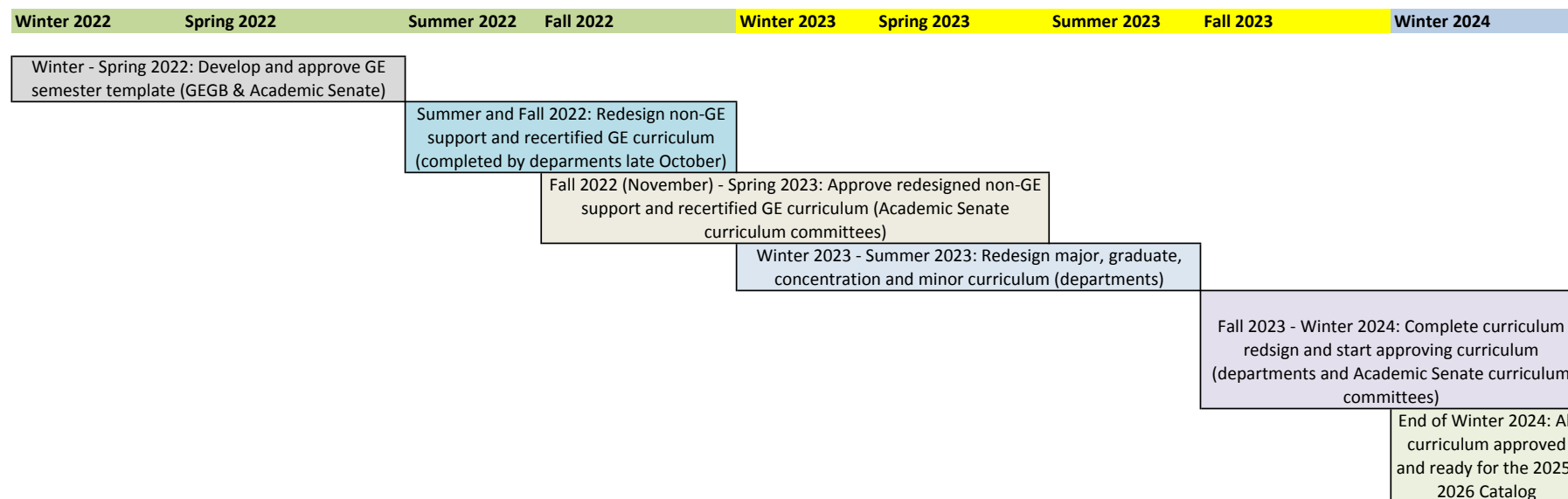
POLICY ON CONVERTING TO A THREE-YEAR CATALOG UNTIL THE IMPLEMENTATION OF THE SEMESTER-BASED CATALOG

In order to effectively complete development and full review of the Fall 2025-2026 semester-based Catalog by the end of Winter quarter, 2024, the following changes to the process or curricular review are to be made:

1. The 2022-2023 Catalog currently undergoing final review at the Senate level will be reclassified as the 2022-2025 Catalog.
2. Any critical program changes currently in preparation at the department and college level for the 2023-2024 Catalog may be fast-tracked by review committees for late inclusion in the 2022-2025 Catalog, with due dates determined by the Office of the Registrar and the Senate curriculum committees.
 - a. College curriculum committees are responsible for identifying and reviewing which program edits are critical late additions to the upcoming 2022-2025 Catalog.
 - b. Critical changes should be those that are:
 - i. essential to student success, and/or
 - ii. not allowed out-of-cycle, so if these changes are necessary they must be completed before the 2022-2025 Catalog goes into effect (for example, program name changes, edits to course catalog description, changes to grading method, mode changes, addition of prerequisites to courses, editing programs to add or remove requirements).
3. Out-of-cycle edits for the 2022-25 Catalog will be permitted for the following reasons and with deadlines determined by the Office of the Registrar in consultation with the Academic Senate Curriculum Committee, General Education Governance Board, and United States Cultural Pluralism Committee (as appropriate):
 - a. adding virtual modalities to existing courses,
 - b. relaxing prerequisites for existing courses,
 - c. proposing new programs or sub-programs,
 - d. proposing new courses (except for new GE courses) intended to serve as additional electives or blanket substitutions within existing programs,
 - e. recertifying GE and USCP courses.

Semester Conversion Timeline: Curriculum

DRAFT



Note: All curriculum for the 2025-2026 catalog must be approved by the end of winter 2024 so that it can be published in fall of 2024 for prospective students, advising, etc. Once the curriculum is approved it takes two quarters to build out and publish the catalog (spring and summer 2024).

Note: The Academic Senate ad hoc semester conversion committee will establish approval processes for curriculum conversion. GE courses that have already been approved via the recertification process are likely to have a more streamlined approval process than courses that have not been looked at for several years.

Note: This table currently assumes that recertification of upper division C and D courses will occur on the usual timeline for the academic year of 2022-2023. Courses will be prepared for semesters. This timeline may be adjusted as a result of further consultation/discussion.

Last updated January 13, 2021



OFFICE OF THE PRESIDENT

MEMORANDUM

To: Thomas Gutierrez
Chair, Academic Senate

Date: February 15, 2022

From: Jeffrey D. Armstrong
President

Copies: Gregory Bohr
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Andy Thulin
Dean Wendt
Philip Williams

Jeffrey D. Armstrong

Subject: Response to AS-930-22 Resolution on Temporary Adoption of a 3-Year Catalog During Quarter-to-Semester Conversion

By way of this memo, I acknowledge and approve the above-entitled Academic Senate resolution.

Thank you to the Academic Senate for its careful consideration of this resolution to adopt a three-year catalog during the conversion to semesters. I appreciate the collaborative efforts between curriculum experts in the Office of the Registrar and those who serve on curriculum committees to ensure that we will have the bandwidth to review redesigned curriculum for the conversion and still allow for some kinds of curricular activities to proceed.