



**CAL POLY**  
Academic Senate

## **Meeting of the Academic Senate Executive Committee**

**Tuesday, May 17, 2016**

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

- I. **Minutes:** none.
- II. **Communication(s) and Announcement(s):** none.
- III. **Reports:**
  - A. Academic Senate Chair:
  - B. President's Office:
  - C. Provost:
  - D. Statewide Senate:
  - E. CFA:
  - F. ASI:
- IV. **Business Items:**
  - A. **Appointments to Academic Senate and University committee for 2016-2017:** (pp. 2-3).
  - B. **Approval of Academic Senate committee chairs for 2016-2017:** (pp. 4-7).
  - C. **Approval of assigned time for Academic Senate officers and committee chairs for 2016-2017:** (p. 8).
  - D. **Resolution on Adding a Sustainability Catalog Option to PASS (Plan a Student Schedule):** David Braun, Sustainability Committee Chair (pp. 9-10).
  - E. **Resolution to Revise Change of Major Policy:** Dustin Stegner, Instruction Committee Chair (pp. 11-15).
  - F. **Resolution on Department Name Change: Computer Science to Computer Science and Software Engineering:** Ignatios Vakalis, Computer Science Department Chair (p. 16).
  - G. **Resolution on Modifications to the Bylaws of the Academic Senate:** Gary Laver, Academic Senate Chair (pp. 17-18).
- V. **Discussion Items:**
  - A. **Revisions to Resolution to Amend the Definition of Membership of the General Faculty in the *Constitution of the Faculty*:** Gary Laver, Academic Senate Chair (pp. 19-20).
  - B. **Clarification of TERMS OF OFFICE bylaws of the Academic Senate II.B.1** (p. 21).
  - C. **Resolution in Support of the Academic Senate and Faculty of California State University, Chico** (p. 22).
  - D. **[TIME CERTAIN 4:30 p.m.] Academic Calendar**
- VI. **Adjournment:**

05.11.16 (gg)

## **2016-2018 Academic Senate Committees Vacancies**

\* Indicates willingness to chair if release time is available

### **COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCE**

Distinguished Teaching Awards Committee

Instruction Committee

Research, Scholarship & Creative Activities Committee (2016-2017)

### **COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN**

Research, Scholarship & Creative Activities Committee

### **COLLEGE OF ENGINEERING**

Distinguished Teaching Awards Committee

GE Governance Board (2016-2019)

Instruction Committee

Sustainability Committee

### **COLLEGE OF LIBERAL ARTS**

Budget & Long-Range Planning Committee

Molly Loberg, History (9 years at Cal Poly) Tenured

I am interested in achieving a better understanding of how the university makes financial decisions and contributing to this process. As a historian of Germany's Weimar Republic (1918-1933), I have studied how institutions from Berlin's municipal government to the national parliament allocated resources and made budgeting decisions as well as failed to do so. In my department, I currently chair the curriculum committee. I have previously chaired the assessment committee, peer review committees, and the Friends of History committee. I am currently participating in various fundraising and philanthropic initiatives including the Green and Gold fundraiser for alumni and large donors. If appointed to the Budget and Long Range Planning committee, I would begin by listening carefully to and learning from my more senior colleagues on the committee and asking thoughtful questions as I believe that effective budget work and revision depends on understanding the organic whole of a budget and how the various pieces fit together.

Instruction Committee

Sustainability Committee

### **ORFALEA COLLEGE OF BUSINESS**

Curriculum Committee

Distinguished Scholarship Awards Committee

Instruction Committee

### **PROFESSIONAL CONSULTATIVE SERVICES**

Budget & Long-Range Planning Committee (2016-2017)

Distinguished Teaching Awards Committee (2016-2017)

Fairness Board

Instruction Committee (2016-2017)

## **Vacancies for 2016-2017 University Committee**

**ACADEMIC ASSESSMENT COUNCIL** – 5 vacancies: CAED (2016-2019), CAFES (2016-2018), CENG (2016-2019), OCOB (2016-2019), & PCS (2016-2019)

**ADVISORY COMMITTEE ON WORKPLACE VIOLENCE PREVENTION** - (2016-2018)

**ASI BOARD OF DIRECTORS** - (2016-2017)

**ATHLETICS ADVISORY BOARD** - (2016-2019)

**CAMPUS FEE ADVISORY COMMITTEE** - (2016-2017)

**CAMPUS SAFETY AND RISK MANAGEMENT COMMITTEE** – 2 vacancies: (2016-2018) & (2016-2017)

**DISABILITY ACCESS AND COMPLIANCE COMMITTEE** - (2016-2018), 2 vacancies for Accommodation Review Board: (2016-2018) & (2016-2017)

**HEALTH SERVICES OVERSIGHT COMMITTEE** – (2016-2017)

**INCLUSIVE EXCELLENCE COUNCIL** - (2016-2019)

**INTELLECTUAL PROPERTY REVIEW COMMITTEE** – 3 vacancies: CAED (2016-2019), CAFES (2016-2017), & CSM (2016-2019)

**STUDENT HEALTH ADVISORY COMMITTEE** - (2016-2017)

**STUDENT SUCCESS FEE ALLOCATION ADVISORY COMMITTEE** - (2016-2017)

**SUSTAINABILITY ADVISORY COMMITTEE** - (2016-2018)

**UNIVERSITY UNION ADVISORY BOARD** - (2016-2017)

05.11.16

## 2016-2017 Committee Chair Candidates Statements of Interest

*Italic names = not a committee member*

*\* = 2015-2016 committee chair*

### **Budget and Long-Range Planning Committee**

*\*Sean Hurley, CAFES-Agribusiness (5 years on committee – chair since 14-15)*

In the last two years, I have chaired the Budget and Long Range Planning (BLRP) committee. In this role, I had two overarching goals that I wanted to achieve as the chair. The first was to guide the committee in providing a compelling argument to the university administration to develop a strategic plan for the university. Furthermore, I wanted the university to develop an integrated strategic plan. The second goal that I wanted to achieve is for the faculty to gain an understanding of the campus budgeting process, as well as, increasing the dialogue between the Vice-President for Administration and Finance Division (AFD) and the BLRP committee. This second goal has been slow to achieve during my last two terms because the campus was transitioning from an interim to a permanent individual for this position.

In the upcoming year, the administration will be embarking on a strategic planning effort. For the sake of efficiency and continuity in this effort, it would be helpful if I could continue my role as chair given my experience. I believe I can help facilitate the construction of the plan that would be satisfactory to both the faculty and the administration given my experience in this whole process. Another goal next year is to have the committee meet with Vice-President Villa several times in order to increase dialogue between the faculty and the administration regarding the budgeting process. I would like to have her present the budget process to the full Academic Senate. Since this relationship is in a nascent stage, I believe it would be helpful if I could continue to facilitate this relationship building for another year, in an effort to get it to a point where I can hand it off to an incoming chair in the future.

### **Curriculum Committee**

*\*Brian Self, CENG-Mechanical Engineering (5 years on committee – chair since 15-16)*

*I am interested in serving as Chair of the ASCC again next year.*

### **Distinguished Scholarship Awards Committee**

Christina Firpo, CLA-History (2 years on committee)

*\*Don Kuhn-Choi, CAED-Architecture (10 years on committee – chair since 14-15)*

I have long experience with the Distinguished Scholarship Awards Committee, including serving as chair for 2014-2016. In that time, in addition to supervising the nomination and selection process for the DSA, I successfully refined the award criteria for clarity and consistency; the changes were formalized in an Academic Senate resolution.

As a member of a college (CAED) whose faculty conducts a wide variety of professional development activities outside conventional peer-reviewed publications, I have worked to ensure that the DSA recipients reflect the true range of scholarly activities at Cal Poly. For example, in the past two years, we have recognized faculty from Biological Sciences, Horticulture and Crop Science, Political Science, City and Regional Planning, Chemical and Biochemical Engineering, and Food Science & Nutrition. In addition, the pool of nominees has been very strong, which suggests that our outreach activities have been effective.

Lubomir Stanchev, CENG-Computer Science (0 years on committee)

## **Distinguished Teaching Awards Committee**

**Dylan Retsek, CSM-Mathematics (1 year on committee)**

I am just finishing my first year on the Distinguished Teaching Award committee. As a past recipient, I recognized that the class visits during winter and spring quarter were quite the commitment, but now that I've done it I know exactly what goes into all those observations. It is a ton of work, but so very worth it. I am rejuvenated and inspired by the good things our colleagues do in the classroom and I am happy to lend my experience this year to chairing an efficient, thoughtful and collegial committee in the years to come.

**Shelley Hurt, CLA-Political Science (2 years on committee)**

*Please accept this statement of interest as my self-nomination to serve as chair of the Distinguished Teaching Award (DTA) committee for the 2016-2017 academic year. I apply for this prestigious university position after serving for two years as a DTA committee member from 2013-2015. During this academic year, I am on a sabbatical. Upon my return in the fall of 2016, I enthusiastically hope to serve as chair of the DTA committee to uphold the highest standards for the important mission of this committee for the Cal Poly community. I am extremely dedicated to the teaching vocation that is held in the highest esteem at Cal Poly. As proof of my dedication to the DTA committee's mission, I offer my receipt of the "Professor of the Year" award from the College of Liberal Arts in 2015. This professional honor demonstrates my commitment to my students and to my teaching responsibilities as well as to the teaching values at Cal Poly. In the several years I have taught at Cal Poly, I have had the pleasure of teaching in a variety of formats that expanded my pedagogical knowledge, understanding and skills. For instance, every year, I teach dozens of freshman in my POLS 200-level course. I also teach upper division students from across the campus in my GE Area F 300-level class that always enrolls between 120-220 students. Finally, I teach 400-level courses that enroll upper division students as well as Master's of Public Policy graduate students. Furthermore, I had the pleasure of mentoring and advising two of my students who represented Cal Poly in the annual CSU Research Competition in 2013 and 2014. More importantly, my two-year service on the DTA committee between 2013- 2015 expanded my profound appreciation for the tremendous work Cal Poly faculty conducts in every discipline, at every level, and in every college at this premier polytechnic university. This two-year service also taught me the vast spectrum of pedagogical approaches that faculty embark on across the campus to engage their respective students in ambitious "Learn By Doing" projects. I considered the experience both an honor and privilege to visit dozens upon dozens of classes over my two years of service to observe firsthand the knowledge being shared with students and the relationships being built between faculty and students. While serving on the committee, I learned from Nanine Van Draanen and Linda Vanasupa as well as Lee Burgunder about the varied responsibilities involved in serving on the DTA committee. I also observed the broad skill set required to serve as chair of the DTA committee in observing Nanine's stewardship. If honored with the privilege of serving as the chair of the committee, I look forward to upholding the highest professional standards for the DTA committee, Academic Senate, and Cal Poly community.*

## **Faculty Affairs Committee**

**\*Ken Brown, CLA-Philosophy (6 years on committee – chair since 12-13)**

During my time as FAC chair from 2012 to the present (I was CLA rep to FAC 2010-2012), faculty participation in FAC has improved. I have actively filled college representation vacancies. Meetings have quorum, and we have been able to take all of our actions with unanimous support from the committee membership. In the past four years the Senate has officially allocated more tasks to FAC, ones which used to be addressed by ad hoc "task force" committees. Some of these tasks are ongoing (e.g. RPT policy revisions), while others are time-sensitive (e.g. reporting on salary adjustment programs, assisting with the transition to online instructor evaluations, establishing criteria for awarding release time for exceptional service to students). I have prioritized these tasks to ensure all time-sensitive tasks are completed by their due dates, while keeping the Senate Chair apprised of the status of ongoing projects. As chair of FAC I would bring continuity to the most important ongoing project: the revision of university RPT policies which is slated to be completed next academic year. For what it's worth, at the last FAC meeting we discussed whether the committee wanted me to continue as chair next year or whether anyone else wished to step up to the task. The committee members present expressed unanimous support for my continuation as chair, knowing that the

decision lies with the Senate Executive Committee and that their opinion was at best advisory (this point is in the minutes for the 4/20 meeting).

### **Fairness Board**

\*Anika Leithner, CLA-Political Science (3 years on committee – chair since 15-16)

I am interested in continuing to serve as chair of the Fairness Board, because I strongly believe in the need for a formal body and procedure that ensures the objective and effective investigation of grievances resulting from the academic faculty-student relationship. More specifically, I consider the ability of the Board to hear cases regarding grade disputes a form of protection for both students AND faculty: Students have a recourse, if instructors have graded them unfairly (whether it be due to an honest mistake, carelessness, or in bad faith) and faculty are able to have their names and reputations cleared, if they were accused unfairly.

I have served as the chair of the Board since the fall of 2015. I have dealt with a large number of informal requests to the Board and have been able to resolve all of them to the mutual satisfaction of faculty and students involved. I would be honored to continue to serve in this capacity. If you require any additional information from me, please do not hesitate to contact me.

Jill Nelson, CAED-Architectural Engineering (4 years on committee)

I am interested in chairing the Fairness Board. I believe I would be a successful chair for the following reasons.

- I am a Board member with a good attendance record and I understand the requirements of the position and necessary processes.
- I believe I have the ability to work with Board members to create a strong working group that allows for differences yet works towards the common goals.
- I have a strong empathy towards the students and professors who come before the Board and will strive for equitable and fair solutions.
- I am capable of running meetings that are efficient yet cover all necessary topics.

### **Grants Review Committee**

Dawn Neill, CLA-Social Sciences (6 years on committee)

I have received two National Science Foundation Grants, serve as an ad hoc reviewer for the NSF, and have served a 3-year term on an NSF Grants Review Panel. I hold graduate degrees in both anthropology and public health, which provides me with a broad range of expertise for reviewing cross-disciplinary research proposals on the Cal Poly campus. I am the longest serving member of the GRC. In my time on the committee, I have participated in the development of the RSCA protocols. I have contributed a broad, holistic perspective to the committee's review process and hold to be important the cross-disciplinary support to faculty research that the mechanism provides. During this time, I have also consistently contributed to the preparation and support of our student research competition winners. I have attended the CSU-wide student research competition and understand both the selection of students and the preparation of excellence in student research as evidenced by having personally mentored two Social Sciences winners. As a long standing member of the GRC and given my personal involvement with student research at Cal Poly, I am well-prepared to participate in the organization of a successful CSU-wide competition to be hosted at Cal Poly next year.

Todd Hagobian, CSM-Kinesiology (0 years on committee)



### **Instruction Committee**

*\*Dustin Stegner, CLA-English (4 years on committee – chair since 12-13)*

*I am writing to express my interest in continuing as chair of the Academic Senate Instruction Committee. I have greatly appreciated my previous service as chair of the committee, and I have enjoyed working with faculty, staff, students, and administrators from across the university. In the past few years, the committee has worked on resolutions implementing Executive Orders on classroom field trips and internships, classroom evaluations, and final examination conflicts. In addition, the committee has continued its regular work on the academic calendar and issues relating to plagiarism and academic dishonesty. I look forward to the opportunity to continue chairing the committee.*

### **Research, Scholarship and Creative Activities Committee**

*\*Anurag Pande, CENG-Civil & Environmental Engineering (1 year on committee – chair since 15-16)*

*I am interested in continuing as chair of the RSCA committee. As the chair of the committee I have an opportunity to influence the direction of research and scholarly activities on the Cal Poly campus. It has been a valuable experience learning about the IRB process and other important work this committee does over this academic year. I would like to continue to be able to apply my knowledge.*

## ASSIGNED TIME FOR 2016-2017

Position/Committee	Chair 2016-2017	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-09	2007-08	2006-07	2005-06
Academic Senate Chair	Gary Laver	22.5	22.5	22.5	22.5	22.5	22.5	22.5	22.5	22.5	22.5	22.5	22.5
Academic Senate Vice Chair	Kris Jankovitz	3	2	2	2	2	4	4	4	4	4	4	4
Budget and Long-Range Planning Committee		4	4	4	2	4	4	4	2	0	4	0	4
Curriculum Committee		16	12	16	12	16	12	12	12	12	12	12	12
	CAED - P. Barlow	10	6	10									
	CAFES - M. McCullough - fall only		6	10									
	CLA - G. Bohr	10	6	10									
	CENG - G. Fiegel	10	4	10									
	CSM - J. Walker	10	6	10									
	OCOB - VACANT	10	6	10									
Distinguished Scholarship Awards Committee		4	4	4	4	4	2	4	4	4	4	4	0
Distinguished Teaching Awards Committee		4	4	4	4	4	4	4	4	4	4	4	4
Faculty Affairs Committee		4	4	4	4	2	2	4	4	4	4	4	4
Fairness Board		2	2	2	2	2	2	2	2	3	3	4	4
GE Governance Board	Brenda Helmbrecht	12	8	12	14	12	16						
Grants Review Committee		4	4	4	4	2	2	4	4	4	4	4	0
Instruction Committee		4	4	4	4	4	4	4	4	4	4	4	4
Research, Scholarship, and Creative Activities Comm		4	4	2	2	2	2	4	4	4	4	4	4
Sustainability Committee	David Braun	2	4	2	0	0	0	0	0	4	0	0	0
	<b>TOTAL</b>	<b>85.5</b>	<b>78.5</b>	<b>82.5</b>	<b>76.5</b>	<b>76.5</b>	<b>76.5</b>	<b>74.5</b>	<b>74.5</b>	<b>69.5</b>	<b>77.5</b>	<b>74.5</b>	<b>62.5</b>

2 WTUs to  
senate staff

4 WTUs to  
senate staff

4 WTUs to  
incentive pay

4 WTUs  
unassigned

### Curriculum Committee Members

Catalog years=60 WTUs(10 each) Non-catalog years=36 WTUs (6 each)

Provided by Provost Enz Finken

Approved by Provost on 06.10.14

2014-2015 - catalog year

2016-2017 - catalog year

05.11.16 (gg)



Adopted:

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

**AS-\_\_-16**

**RESOLUTION ON ADDING A SUSTAINABILITY CATALOG OPTION TO  
PASS (PLAN A STUDENT SCHEDULE)**

- 1 WHEREAS, Resolution AS-688-09 “Resolution on Sustainability Learning Objectives”, defines Cal  
2 Poly’s Sustainability Learning Objectives; and  
3
- 4 WHEREAS, Resolution AS-787-14 “Resolution on Sustainability”, directs the Academic Senate  
5 Sustainability Committee to develop a list of classes based on a revised Senate accepted  
6 assessment process that meet the Sustainability Learning Objectives; and  
7
- 8 WHEREAS, Resolution AS-792-15 “Resolution on Approving Assessment Process for Courses  
9 Meeting Sustainability Learning Objectives”, identifies the process used to identify  
10 courses listed in the Sustainability Catalog (SUSCAT) now found online at  
11 <http://suscat.calpoly.edu/>; and  
12
- 13 WHEREAS, The Spring 2016 PASS webpage offers an option to “Show Fully Online Classes,”  
14 although students do not have to take online classes to graduate; and  
15
- 16 WHEREAS, The 2014 CSU Sustainability Policy states, “The CSU will seek to further integrate  
17 sustainability into the academic curriculum working within the normal campus  
18 consultative process;” and  
19
- 20 WHEREAS, Other CSU campuses use systems to visually identify sustainability courses in their  
21 course catalogs or online registration systems; and  
22
- 23 WHEREAS, The Second Nature Climate Commitment and the AASHE/STARS programs include  
24 curriculum components; therefore be it  
25
- 26 RESOLVED: That the Academic Senate recommends adding to PASS (Plan a Student Schedule) a  
27 “Show Sustainability Classes” option to the Select Course List tab on  
28 <http://pass.calpoly.edu/main.html>. The attached mockup in Figure 1 shows what  
29 students could see on a PASS screen.

Proposed by: Academic Senate Sustainability Committee  
Date: April 12, 2016

## What's new in PASS

### Search criteria expanded

- New: Show GWR classes
- New: Show fully online classes

### Search criteria simplified

We put checkboxes at the top of the selection area so you can easily

- Include classes already closed
- Show USCP classes
- Show GWR classes
- Show fully online classes
- Show SUSCAT Sustainability Classes

### We put **Show all GE** in the **Select by GE Area**

- Makes toggling between all and specific areas easier

☒ Include Closed Classes

☐ Show USCP Classes

☐ Show GWR Classes

☐ Show Fully Online Classes

☒ Show SUSCAT Sustainability Classes

Select by GE Area

Show all GE

B2B4-Gen Ed Areas B2 & B4

B3B4-Gen Ed Areas B3 & B4

GEA1-General Educ Area A1

Dismiss

Figure 1—Concept showing how PASS could identify SUSCAT Classes.

Adopted:

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

**AS-\_\_-16**

**RESOLUTION TO REVISE CHANGE OF MAJOR POLICY**

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

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

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

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

## CHANGE OF MAJOR POLICY March 2016

### Policy Statement

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

### General Information

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

### Policy Standards

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

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

V. *Requesting a Change of Major*

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

VI. *Individualized Change of Major Agreement*

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

## Summary of Change of Major Policy Revision

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

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

### ***Core Values/Guiding Principles***

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

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

### **Data Results**

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

### **Emerging Issues**

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

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

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



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

Adopted:

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

**AS-\_\_\_-16**

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

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

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

Adopted:

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

**AS-\_\_-16**

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

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

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

## VIII. COMMITTEES

### C. COMMITTEE CHAIRS

1. Chairs shall be members of the General Faculty.
2. Committee chairs shall be voting members ~~if and may be~~ chosen from inside the committee or non-voting if chosen from 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 with a maximum of 8 consecutive years. Years served as committee member do not count towards the 8 years maximum for chair.
5. Each committee chair shall be responsible for implementing the charges established by the Executive Committee [Xref: IV.A.1.d and VII.B.4], for keeping minutes, and for making quarterly 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 [Xref: IV.A.1.d].

### I. COMMITTEE DESCRIPTIONS

#### 7. General Education Governance Board

##### (a) Membership

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

#### 11. Sustainability Committee

##### (a) Membership

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

Adopted:

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

AS-        -16

**Background Statement:** On January 23, 2015, the Academic Senate CSU unanimously approved resolution AS-3199-15/FA Non-Tenure Track Faculty and Shared Governance in the California State University: A Call to Campus Senates. Such resolution encourages campus senates to review or revise their constitutions and policies in order to include lecturers, non-tenure track librarians, coaches, and counselors, in the term “faculty” in a manner consistent with the CSU-CFA Collective Bargaining Agreement (Article 2.13).

**RESOLUTION TO AMEND THE DEFINITION OF MEMBERSHIP OF THE GENERAL  
FACULTY IN THE *CONSTITUTION OF THE FACULTY***

RESOLVED: That the definition of General Faculty in Article I of the current *Constitution of the Faculty* be amended; and be it further

RESOLVED: That the Academic Senate conduct a General Faculty referendum to amend Article I of the current *Constitution of the Faculty* as follows:

## 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; (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 consecutive quarters.

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 or part-time (PRTBs, FERPs, and faculty with reduction in time base) tenured/tenure-track instructional faculty

(2) lecturers holding full-time appointments of at least one year, or who have had three consecutive quarters with an assignment appointment of 15 WTUs per quarter;

(3) part-time lecturers holding appointments for at least six consecutive years;

(4) full-time or part-time (including PRTBs, FERPs, and faculty with reduction in time base) tenured/tenure-track counselors or library faculty unit employees;

(5) full-time or part-time probationary and/or permanent employees in Professional Consultative Services (PCS) which include (a) librarians; (a) counselors (SSP: SSP-ARI, SSP-ARII, and SSP-ARIII); (a) student services professionals (SSPs III and IV); (b) physicians; and (c) coaches;

(6) full-time temporary employees in PCS holding appointments of at least one year which include (a) librarians; (b) counselors (SSP: SSP-ARI, SSP-ARII, and SSP-ARIII); (c) student services professionals (SSPs III and IV); (d) physicians; and (e) coaches; holding appointments of at least 12 consecutive months;

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~~(7) part-time temporary employees in PCS holding current employment of at least six consecutive years which include (a) librarians; (b) counselors (SSP: SSP-ARI, SSP-ARII, and SSP-ARIII); (c) student services professionals (SSPs III and IV); (d) physicians; and (e) coaches; and holding appointments for at least six consecutive years;~~

~~(8) faculty participating in the Faculty Early Retirement Program (FERP);~~

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," visiting faculty, and volunteer instructors 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.

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

Proposed By:  
Date:

Academic Senate Executive Committee  
May 11, 2016



## ***BYLAWS OF THE ACADEMIC SENATE***

SPRING 2015

### II. MEMBERSHIP OF THE ACADEMIC SENATE

#### 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. ~~A senator can serve a maximum of two consecutive, elected terms~~ A senator can serve a maximum of four consecutive years and shall not again be eligible for election until one year has elapsed. A senator appointed to fill a temporary vacancy for an elected position shall serve until the completion of that term or until the senator being temporarily replaced returns, whichever occurs first. 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 ~~two-term~~ four years maximum for elected senators. The representative 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*.

**Academic Senate Resolution in Support of the Academic Senate and Faculty of California State University, Chico**

Presented by Academic Senators Chris Henson (English), Senator) and Loretta Kensinger (Statewide Academic Senator)

- Whereas: the Academic Senate of California State University, Chico, on 10 December 2015, after four hours of deliberation, passed by a vote of 24-8 a resolution titled *Statement of No Confidence in the President, Interim Provost, and Vice President for Business and Finance*; and
- Whereas: the Chico Academic Senate took this serious action after several years of mismanagement, lack of transparency, and lack of practice of shared governance by the administration of CSU, Chico, attested to by the statement accompanying the resolution which was provided by the Chico Academic Senate to the CSU Board of Trustees and Chancellor; and
- Whereas: the continued mismanagement by CSU, Chico administrators has resulted in an extremely high rate of turnover and instability in administrative positions, low morale among faculty and staff, and an atmosphere of uncertainty, fear, and stress among faculty, staff, and students; and
- Whereas: the CSU, Chico Academic Senate has made good faith efforts over a period of two years to identify the causes of these problems, communicate those causes to the executive leadership and to the Chancellor, and seek remedies; and
- Whereas: those efforts have received little recognition or cooperation from either the CSU, Chico executive leadership or the Chancellor; and
- Whereas: the continued mismanagement and lack of trust and low morale are having a destructive effect on the academic mission of the University; therefore be it
- Resolved: that the Academic Senate of CSU, Fresno calls on the CSU Board of Trustees and Chancellor to take seriously the vote of no confidence and take measures to replace the administration with the “new, committed, and inspired leadership” called for in the CSU, Chico Academic Senate resolution; and be it further
- Resolved: that the Academic Senate of CSU, Fresno urges the Academic Senate of the California State University (ASCSU) and other CSU campus Academic Senates to pass resolutions in support of the CSU, Chico Academic Senate and faculty; and be it further
- Resolved: that this resolution be forwarded to the Chair of the CSU, Chico Academic Senate, the Chair of the Academic Senate of California State University, the Chairs of all the CSU campus Academic Senates, the CSU Chancellor, the CSU Board of Trustees, and the President, Interim Provost, and Vice President for Business and Finance at CSU, Chico.