Meeting of the Academic Senate Executive Committee  
Tuesday, January 25, 2022  
3:10 to 5:00pm  
https://calpoly.zoom.us/j/83428652578

I. Minutes: January 4, 2022 (pp. 2-3)

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

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

IV. Business Item(s):
A. Approval of Anastasia Telesetsky, CAFES, as substitute on the GEGB for Bwalya Malama for winter and spring quarters, 2022
B. Resolution on Freezing the 2022-2025 Catalog Prior to Semester Conversion: Greg Bohr, Academic Senate Curriculum Committee Chair (pp. 4-6)
C. Academic Senate ad hoc AY 2021-2022 Semester Conversion Committee: Thomas Gutierrez, Academic Senate Chair (pp. 7-8)
D. Resolution on Updating Retention of Exam and Gradebook Policy: Thomas Gutierrez, Academic Senate Chair (p. 9)

V. Adjournment:
Meeting of the Academic Senate Executive Committee
Tuesday, January 4, 2022
3:10 to 5:00pm
https://calpoly.zoom.us/j/84119515583

I. Minutes: November 16, 2021: M/S/P to approve the minutes from November 16, 2021.

II. Communication(s) and Announcement(s): Phillip Nico is the new caucus chair for the College of Engineering.

III. Reports:
   A. Academic Senate Chair: Thomas Gutierrez, Academic Senate Chair, announced the pending creation of multiple ad-hoc committees for the quarter-to-semester conversion, as well as a task force to be ensure it follows the requirements of AB 928.
   B. President’s Office: Jeffrey Armstrong, President, discussed COVID-19 updates and current data pertaining to campus testing and positivity rates. As of Tuesday, January 4, 2022, over 5900 tests have been administered between employees and students and so far, it shows about a 5% prevalence of COVID in our population. There are currently 3936 processed tests with 159 presumed positive, and 30 individuals who have reported as symptomatic.
   C. Provost: Cynthia Jackson-Elmoore, Provost, announced via written report that the start of alternative consultation process to the campus community. During this period, from January 5th through February 4th, students will be able to make a comment on the proposed increase to the College Based Fee. The written report can be found here.
   D. Statewide Senate: none.
   E. CFA: none.
   F. ASI: Tess Loarie, ASI president, discussed via written report that there is confusion about COVID policy and is urging faculty to clearly communicate to students how faculty will handle COVID absences in their respective classes. Outside of COVID-19 updates, the ASI Board of Directors will be writing a resolution on the College Based Fee in the coming weeks. The written report can be found here.

IV. Business Item(s):
   A. Appointment of Angelos Sikalidis, CAFES, as substitute for Darin Bennett for Winter quarter 2022 on the Academic Senate. M/S/P to appoint Angelos Sikalidis, CAFES, as substitute for Darin Bennett for Winter quarter 2022 on the Academic Senate.
   B. Appointment of Stewart Wilson, CAFES, as substitute for Bwalya Malama on the GEGB for Winter Quarter, 2022. Omitted from agenda.
   C. Resolution on Revisions to University Faculty Personnel Policies 12.2: Office Hours: Ken Brown, Academic Senate Faculty Affairs Committee Chair. M/S/P to agendize the Resolution on Revisions to University Faculty Personnel Policies 12.2: Office Hours.
D. **Resolution on Freezing the 2022-2025 Catalog Prior to Semester Conversion:** Greg Bohr, Academic Senate Curriculum Committee Chair. Will return to the Executive agenda for the January 25 meeting for the Resolution on Freezing the 2022-2025 Catalog Prior to Semester Conversion.

E. **Resolution on Revising the College Based Fee Structure at Cal Poly:** Steve Rein, Academic Senate Budget and Long-Range Planning Committee Chair. M/S/P to agendize with recommended changes for the Resolution on Revising the College Based Fee Structure at Cal Poly.

F. **Resolution on Updating Retention of Exam and Gradebook Policy:** Thomas Gutierrez, Academic Senate Chair. Omitted from agenda.

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

VI. **Adjournment:** 5:12 pm

Submitted by,

Academic Senate Student Assistant
RESOLUTION ON TEMPORARY CONVERSION TO 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) ¹

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

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

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

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

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

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

WHEREAS, simultaneously continuing the regular process of one-year Catalog review would place excessive demands on curricular staff and committees at all levels or review; and
WHEREAS, any course or program edits proposed for a 2023-24 Catalog would be tied up in the curriculum management system until February/March 2023, and thus be unavailable for edits related to semester conversion; and

WHEREAS, the development, review, and Academic Senate approval of the 2025-2026 semester-based Catalog must be complete by the end of Winter 2024 in order to allow the Registrar, University Scheduling, Evaluations, Advising, Financial Aid, Student Accounts, ITS, and other units adequate time to complete work which can’t begin until the semester curriculum is fully approved (e.g. update and implement relevant processes, communicate new requirements to current and prospective students, and advise current students on pathways to degree completion); and

WHEREAS, all currently effective quarter-based Catalogs will need to be mapped to the new semester-based Catalog becoming effective in Fall 2025; and

WHEREAS, the proposed policy (see attached) preserves faculty and departmental flexibility by allowing out-of-cycle edits and proposals similar to what currently occurs; therefore let it be

RESOLVED: that the Academic Senate approve the attached policy for temporarily converting to a three-year Catalog cycle, reclassifying 2022-23 Catalog currently undergoing final review be redesignated the 2022-2025 Catalog; and furthermore, let it be

RESOLVED: that the 2022-2025 Catalog go into effect for Fall 2022 through Summer 2025; and furthermore, let it be

RESOLVED: that this resolution will expire in Fall 2025, returning Cal Poly to a one-year cycle of Catalog review; and furthermore, let it be

RESOLVED: that departments and colleges are encouraged to immediately begin the discussion and planning around the transition to the semester-based system.

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

Date: January 25, 2022

(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.
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,
      ii. would cause demonstrable harm if not implemented before the 2025-26 catalog.
   c. Program name changes or addition of requirements to programs are not allowed out-of-cycle, so if these changes are necessary they must be completed before the 2022-2025 Catalog goes into effect.

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 Governing 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 (including majors and minors),
   d. proposing new courses intended to serve as additional electives or blanket substitutions within existing programs,
   e. recertifying GE and USCP courses. [New GE or USCP? Answer pending.]

[Attach Rachel's updated timeline as support]
Academic Senate ad hoc AY 2021-2022 Semester Conversion Committee

**Charge:** Develop resolutions related to semester conversion for Academic Senate approval this academic year.

**Priority List:**

Deliverables for items on the priority list are resolutions due in the Academic Senate office on or by April 14, 2022 (earlier is preferable):

1. Adopt a semester term (e.g., 14 or 15 weeks?)
2. Course unit and scheduling models
3. Curriculum approval processes for courses revised for semesters

**Also a priority:**

Deliverable: list for semester conversion leadership team who will develop a survey for faculty, submitted to the Academic Senate office by February 27, 2022.

4. Brainstorm activity (45 minutes): provide the list of top ten questions the faculty should be asked so that we can learn their main priorities regarding conversion processes, outcomes, and objectives

**Secondary List:**

Deliverable items for items on the secondary list are short 1-2 pages summaries of discussions. Discuss semester conversion related options including:

5. Expected faculty workload in semesters
6. Options for improved implementation of Teacher-Scholar Model in semesters

**Membership:**

Academic Senate Chair
Representative from Academic Senate Curriculum Committee (appointed by ASCC)
Representative from Academic Senate General Education Governance Board (appointed by GEGB)
Representative from Academic Senate United States Cultural Pluralism (appointed by USCP)
Representative from Budget and Long Range Planning (appointed by BLRP)
Representative from Instruction Committee (appointed by Instruction Committee)
0-3 at-large faculty representatives (appointed by the Academic Senate Chair and/or elected/nominated) in an effort to be sensitive to 1) a balance of skillsets on the committee and/or 2) that all colleges and PCS have balanced representation
Representative of the California Faculty Association (CFA) (appointed by CFA SLO President)
Representative from the Office of the Registrar (appointed by the Registrar)
Representative from Academic Programs and Planning (appointed by the Associate Vice Provost and Accreditation Liaison Officer)
Student representative (appointed by Associated Student Inc. President)
Student representative (appointed by Associated Student Inc. President)
Semester Conversion Director (or designee)

Committee Chair: Appointed by the Academic Senate Chair
RECOMMENDATION ON UPDATING RETENTION OF EXAM AND GRADEBOOK POLICY

Impact on Existing Policy: Replaces course materials retention policies outlined in AS-800-15

WHEREAS, Cal Poly’s current policy as established in AS-800-15 states: “Exams, papers, projects, or other tangible items used in the evaluation of students need not be retained by the instructor beyond the end of the term of evaluation, if there was an announced opportunity for students to retrieve same during the term. For final exams or other evaluation instruments where no announced opportunity for student review existed before the end of the term, instructors should retain the materials for two full quarters. While special situations may arise requiring deviation from this goal, instructors will be responsible to defend any deviation in the event of a subsequent review of a student’s evaluations”; and

WHEREAS, CSU policy, outlined in the document “Records/Information Retention and Disposition Schedule” Sections 4.2.20 and 4.2.22, states that graded coursework be retained for one year after course completion and the gradebook be retained for five years after course completion; and

WHEREAS, Cal Poly’s retention of exams policy as outlined in AS-800-15 is in conflict with existing CSU policy; therefore, be it

RESOLVED: Cal Poly’s exam retention policy align itself with the CSU policy; and be it further

RESOLVED: That the following language replace the above language in the appropriate section of the Academic Programs website: “Exams and other graded coursework are to be retained by faculty for one year after course completion. The course gradebook containing the record of students in the course and work completed shall be retained for five years after course completion.”

Proposed by: Academic Senate Executive Committee
Date: January 25, 2022