CAL POLY
Academic Senate

Meeting of the Academic Senate Executive Committee

Tuesday, January 31, 2023

3:10 to 5:00pm

https://calpoly.zoom.us/j/81129243600

I. **Minutes**: January 10, 2023 (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 Scott Johnston (CSM) as substitute for Matt Beekman for Winter Quarter 2023**
B. **Appointment of Ashraf Tubeileh as a CAFES representative on the General Education Governance Board for the 2022-2025 term** (p. 4)
C. **Appointment of Leyla Cabugos as the PCS representative on the Academic Assessment Council for the 2020-2023 term** (p. 5)
D. **[TIME CERTAIN 4:00 P.M.] Resolution on Graduate Curriculum for Semester Conversion:** Greg Bohr, Academic Senate Curriculum Committee Chair (pp. 6-9)
E. **Resolution on the General Faculty Status of Part Time Lecturers:** Steve Rein, Academic Senate Statewide Senator (pp. 10-11)

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

VI. **Adjournment**:

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https://calpoly.zoom.us/j/89327402541

I. **Minutes**: November 15, 2022. M/S/P to approve minutes from November 15, 2022.

II. **Communication(s) and Announcement(s)**: Special Report A has been postponed to a future Executive meeting.

III. **Reports**:

A. Academic Senate Chair: none.

B. President's Office: Cheryl May, Representative from the President's Office, announced that Fall Commencement graduated roughly 900 students with an estimated 9,000 guests, wanted to thank all the faculty that came to celebrate the graduates. The review of Title IX and Discrimination, Harassment, and Retaliation policy will occur through a third-party Cozen O' Connor will be visiting Cal Poly from January 17-19. In addition to the in-person visit, Cozen O' Connor will be conducting a confidential online anonymous survey. The Cal Poly SLO and Pomona joint Rose Float received the extraordinaire award among the Parade's 39 floats. This is Cal Poly's 62nd award in 74 parade appearances since 1939.

C. Provost and Executive Vice President for Academic Affairs: Cynthia Jackson-Elmoore, Provost and Executive Vice President for Academic Affairs, discussed that we are resuming operations tomorrow January 11th at Cal Poly and encourages everyone to remain flexible in this situation. The add/drop date will be extended for students and more information will be released soon on specifics. Faculty may want to consider adjustments due to the delay. Notices went out in December listing that there are colleagues either new to campus or will be in new roles; Extended Professional and Continuing Education will be joining in mid-February. Additionally, there is a new interim for Academic Innovations and Programs and an internal search for a permanent position will occur shortly as well there is a new interim director of the office of Academic Programs and Planning. There is a Graduate Education Dean internal search for a permanent dean this academic year. The search for a Senior Vice Provost for Academic Affairs is occurring this month. The Associate Vice Provost for Academic Student Success is a new position for the Provost office and there will be a national search being conducted this month. Lastly, there was a notice going out in the fall announcing that Cal Poly is still taking applications for the Faculty Athletics Representative.

D. Statewide Senate: Gary Laver, Statewide Senate Representative, announced next week is plenary and the standing committee will meet for this. The CSU Budget increase approved from the Governor is under half of what the CSU initially requested.
E. CFA: Lisa Kawamura, CFA Representative, discussed that CFA will be forwarding the Title IX survey to the President's letter and encouraging all faculty to fill it out. CFA also sent the CFA SLO proposal for course load during the quarter-to-semester conversion and has been passed unanimously by constituents within CFA.
F. ASI: none.

IV. Special Report(s):

A. **Renaming Academic Probation, Executive Committee Consultation**: Cem Sunata, Registrar. Will return to the agenda in a future Executive meeting.

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

A. **Approval of Allison Ellis (OCOB) as substitute for Chris Carr for Winter Quarter 2023.** M/S/P to approve of Allison Ellis (OCOB) as substitute for Chris Carr for Winter Quarter 2023.
B. **Resolution on the General Faculty Status of Participants in the Faculty Early Retirement Program:** Steve Rein, Academic Senate Statewide Senator. M/S/P to agendize the Resolution on the General Faculty Status of Participants in the Faculty Early Retirement Program.

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

A. **Curricular Appeals Policy:** Jose Navarro and Dustin Stegner. Executive members deliberated about the value of creating a Curricular Appeals Policy Committee. A resolution will be created in accordance with what was discussed today at the Executive meeting.

VII. Adjournment: 5:10pm

Submitted by,

Sessa Renfrew
Academic Senate Student Assistant

1/30/23

Statements of Interest Received for
2022-2024 Academic Senate Committee Vacancies by College
(All appointments are for 2-years unless noted below)

College of Architecture and Environmental Design
Curriculum Committee 2022-2024
Diversity 2022-2024
Grants Review 2021-2023
Instruction 2021-2023

College of Agriculture, Food and Environmental Sciences
GEGB 2022-2025

Ashraf Tubeileh, Plant Sciences (7 years at Cal Poly) Tenured

I have joined Cal Poly in 2015, and I am currently teaching a GE class (PLSC 315). I am really interested in serving on this committee because I want to have a say in the focus of GE classes given that I teach one. GE classes are possibly the classes that are taken by most students, so the content taught in those classes is crucial for our educational mission and goals. Making sure values of respect, inclusivity and diversity are of utmost importance to me.

College of Engineering
Distinguished Scholarship Awards Committee 2021-2023
Instruction 2022-2024

College of Liberal Arts
None

College of Science and Math
None

Orfalea College of Business
None

Professional Consultative Services
DTA 2021-2023
Fairness 2022-2024
Sustainability 2021-2023

Statements of Interest Received for
2022-2023 University Committee Vacancies
(All appointments are for 1-year unless noted below)

Academic Assessment Council:

CAED (2022-2025)
CENG (2020-2023)
PCS (2021-2024)
Leyla Cabugos, Library (2 years at Cal Poly) Tenure Track
As librarian for the College of Agriculture, Food, and Environmental Sciences, I offer instruction to help students develop information literacy, one of five core competencies assessed at Cal Poly. I am interested in supporting and assessing this competency beyond direct librarian engagement with students. I strive to ground my instructional practice in the scholarship of teaching and learning, and have a keen interest in efforts to share practices and resources for the integration of meaningful assessment into the learning process.

Commencement Policy Committee

CAED – (2022-2024)
CAFES – (2021-2023)
CENG – (2021-2023)

GWR Advisory Board

CAED – (2022-2024)
OCOB – (2022-2024)
PCS – (2022-2024)

Semester Conversion Steering Task Force:

CAED

Status of Women Committee:

CAFES – (2022-2024)
CENG – (2021-2023)

University Union Advisory Board: One vacancy (2022-2023)

Adopted:

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

AS-___-23

RESOLUTION ON GRADUATE CURRICULUM FOR SEMESTER CONVERSION

Impact on Existing Policy: Supercedes AS-825-17, amends AS 877-19 (blended programs, section on unit total and double-counting)[i]

WHEREAS, The Chancellor's Office has mandated that Cal Poly convert to semesters by fall of 2026; and

WHEREAS, Conversion to semesters requires that all academic policies be reviewed and revised as appropriate; and

WHEREAS, AS 825-17 specifies the required percentage of graduate level courses in a master's program; and

WHEREAS, AS 877-19 provides Cal Poly policy on blended programs; there be it

RESOLVED: that the general guidelines for graduate curriculum at Cal Poly in the attached policy shall be adopted.

Proposed by: Academic Senate
Curriculum Committee
Date: January 31, 2023

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[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.

+General Policies on Graduate Curriculum for Semesters (Master's Degree Programs, and Specializations)

1. Number of Units Required in a Master's Degree Program
    a. A minimum of 30 semester units of approved graduate work (Title 5 § 40510).
    b. Not less than 21 semester units shall be completed in residence. The appropriate campus authority may authorize the substitution of credit earned by alternate means for a part of this residence requirement. (Title 5 § 40510).
    c. No fewer than 60% of the units required for the degree shall be in courses organized primarily for graduate students (5000 level).
    d. Certain 4000-series courses may be completed by the graduate student as part of the degree program when this is consistent with university requirements, departmental master's degree specifications, and the candidate's formal program of study.
    e. Only 4000- and 5000-level courses are allowed in an approved graduate plan of study.
    f. In those programs where specific courses below the 4000-level may be essential for a student's success, the student may be conditionally accepted to the program contingent upon completing those courses.
    g. Courses below the 4000-level may not constitute any part of the approved units in the plan of graduate study.

2. Culminating Experience
    a. The culminating experience for the granting of a graduate degree is the successful completion of a thesis, project or comprehensive examination (Title 5 § 40510).
        i. Thesis
            1. A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation.
            2. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation.
            3. Normally, an oral defense of the thesis is required.
        ii. Project
            1. A project is a significant undertaking appropriate to the fine and applied arts or to professional fields.
            2. It evidences originality and independent thinking, appropriate form and organization, and a rationale.
            3. It is described and summarized in a written report that includes the project's significance, objectives, methodology, and a conclusion or recommendation.

4. An oral defense of the project may be required.

iii. Comprehensive Examination
   1. A comprehensive examination is one of the possible culminating experiences for the master's degree and assesses the student's ability to integrate knowledge, show critical and independent thinking, and demonstrate mastery of the subject matter.
   2. The results of the examination should show independent thinking, appropriate organization, critical analysis and accuracy of documentation.
   3. A record of the examination questions and responses is maintained.

3. Course Unit Limitations (Title 5 § 40510)
   a. No more than six semester units shall be in student teaching.
   b. No more than six semester units shall be allowed for a thesis or project. (Title 5, Section 40510)

4. Time Limit for Degree
   a. The time allowed to complete coursework in the formal study plan, including thesis and project courses, is seven years. (Title 5 § 40510)

5. Specializations
   a. Specializations are defined as an aggregate of courses within a graduate degree program designed to give a student specialized knowledge, competence, or skill.
   b. A specialization will include at least 8 semester units from specified courses, course lists, or course categories of 4000- or 5000-level coursework distinct from the major core, but will be less than 50% of the total units in the major.
   c. Courses in the specialization will be listed separately from the major program core on the curriculum sheet.
   d. Completion of a specialization will be noted on the graduate student's transcript and will be shown on the diploma.
   e. In order to ensure accurate reporting of enrollments and degrees granted, the major program core must have more required units than the number required in the specialization. Thus, specializations need to constitute less than 50% of the major curriculum. Conversely, the core must constitute more than 50% of the major curriculum. (ASA-2017-02)

6. Blended Programs (AS 877-19)
    a. Blended programs award a bachelor's degree and a master's degree at the same time. The purpose of the blended program (AA-2012-01) is to provide an accelerated pathway from a bachelor's to a master's degree and to enhance the undergraduate learning experience.
    b. up to 12 semester units may at the program's discretion be double counted for both the Bachelor's degree and the Master's degree so that the total number of units may be 138 semester units (Title 5 § 40510), provided that
        i. none of the required graduate classes is replaced by an undergraduate class, and
        ii. the graduate classes that are also counted toward the Bachelor's degree either assume the more rudimentary knowledge taught at the undergraduate level or cover the content of the undergraduate courses that they replace.
    c. Other policies regarding blended programs are specified in AS 877-19

Adopted:

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

AS-___-23

RESOLUTION ON THE GENERAL FACULTY STATUS OF PART TIME LECTURERS

Impact on Existing Policy: None

WHEREAS, members of the General Faculty as defined in our Constitution are allowed to vote for who represents them in the Academic Senate; and

WHEREAS, the Constitution of the Academic Senate defines "(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" as members of the General Faculty but not part time faculty members with less than 45 WTUs per year and as such our part time lecturer faculty members cannot vote for who represents them in the Academic Senate; and

WHEREAS, part-time lecturers (some 15% of our FTE faculty) in our Academic Senate are represented by a single representative because they are not members of the General Faculty according to our Constitution; therefore, be it

RESOLVED: that the Academic Senate sends to the full faculty for a vote in Winter 2023 to change a portion of the Constitution in Article I to read:

"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) *part-time* lecturers with *a 12.12 entitlement or a 12.3 entitlement* of *at least 12 semester (or equivalent) units in total for the academic year* ~~15 WTUs for at least three consecutive quarters~~."

(deletions in strikeout and additions in italics)

Proposed by: Executive Committee
Date: January, 2023

https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article12.pdf

https://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/images/CONSTITUTION_BYLAWS_summer_2021_0.pdf