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](https://calpoly.zoom.us/j/84119515583).
   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](https://calpoly.zoom.us/j/84119515583).

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 GEB 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,

*Sessa Renfrew*

Academic Senate Student Assistant