

Minutes

of the Academic Senate Meeting December 5, 2018

- PRESENT: Chan, Coburn, Davidov-Pardo, Donahue, Durán-Quezada, Fisk, Forrester, Gonzalez, Kumar, Lloyd, Merlino, Mitchell, Nelson, Ortenberg, Osborn, Pacleb, Puthoff, Quinn, Sadaghiani, Shen, Small, Speak, Sung, Urey, Von Glahn, Wachs, Welke
- PROXIES: Senator Small for Senators Alex and Salik, Senator Welke for Senator Flores, Senator Lloyd for Senators Garcia-Des Lauriers and Ibrahim, Senator Speak for Senator Hargis, Senator Puthoff for Senator Jia, Senator Osborn for Senator Polet, Senator Pacleb for Senator Singh
- NOT PRESENT: Senator Husain, Senator Milburn
- GUESTS: L. Dopson, S. Eskandari, H. Evans, S. Garver, T. Gomez, C. LaMunyon, I. Levine, L. Massa, J. Passe, L. Preiser-Houy, B. Quillian, L. Roosa Millar, L. Rotunni, M. Sancho-Madriz, S. Shah, J. Wagoner, R. Yeung

1. [Academic Senate Minutes – November 7, 2018](#)

The November 7, 2018 Academic Senate Meeting minutes are located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2018-19/12.05.18/academic_senate_minutes_11.07.18_posted.pdf.

M/s/p to approve the November 7, 2018 Academic Senate Meeting minutes as posted.

2. [Information Items](#)

a. [Chair's Report](#)

Chair Shen welcomed everyone to the last Academic Senate meeting of fall semester 2018.

Chair Shen introduced Jessica Wagoner, the new Senior Associate Vice President for Enrollment Services.

Chair Shen reported that the Lanterman Advisory Committee met with the development company FivePoint Holdings on Wednesday, December 5, 2018. She stated that FivePoint Holdings has worked on several prominent projects in California and for more information see their website at <https://www.fivepoint.com/>. The official timeline includes a year of engaging with the community, including the neighboring cities of Pomona, Diamond Bar, and Walnut, along with various agencies such as Metrolink, in addition to the campus community. The timeline starts in January 2019 and a website will be developed to provide information as well as collect input. Chair Shen will share the link as soon as it becomes available.

On Monday, December 3, 2018, department chairs, deans, associate deans, the Academic Senate Executive Committee, and the CFA President attended the Provost's Leadership Forum. The topic was *multi-year faculty hiring plan*. The group examined how the Chancellor's Office calculates tenure density along with current and historical data and discussed the plan for increasing tenure density in addition to the process for assigning tenure track lines to departments and colleges.

b. [President's Report](#)

President Coley stated there is continuing speculation regarding the governor's budget plans for

the CSUs. The President is scheduled to meet with legislators in January. In addition, President Coley met with Congresswoman Grace Napolitano to discuss some of the needs at Cal Poly Pomona. The congresswoman was particularly interested in Cal Poly Pomona's veterans programs.

President Coley will be traveling to Washington D.C. along with other CSU Presidents to meet with congressional representatives in March 2019 to advocate for student funding, particularly Pell Grant funding. They would like to see increases in Pell Grant funding as well as continued funding for minority serving institutions.

The President mentioned that there is an expectation of 5% enrollment growth across all CSUs. The CSU System is down in its enrollment target because a large number of students graduated in the last academic year. The President will be working with the Provost and Vice President Manning to stabilize enrollment growth at Cal Poly Pomona.

The American Council on Education (ACE) Women's Network – Southern California, which has been located at CSU San Marcos, will be located at Cal Poly Pomona after CSU San Marcos President Karen Haynes retires in June 2019.

The Rose Float Lab and Design Complex groundbreaking was celebrated on Nov. 21 on the east end of campus. President Coley invited all in attendance to the Tournament of Roses Parade on January 1, 2019. The President will be in Pasadena for the float judging on January 31, 2018. She mentioned that this is the 71st year that Cal Poly Pomona and Cal Poly San Luis Obispo Universities have collaborated on the Rose Parade float.

President Coley communicated the following Cal Poly Pomona athletic achievements:

- Women's volleyball finished with one of the best seasons in program history making their first appearance in the NCAA tournament in 10 years.
- Men's soccer made it to the NCAA final four after beating West Texas A&M in Azusa and traveled to Pittsburg, PA for the national semifinals where their season came to an end.

The President announced that in January 2019, the University Leadership Council will be launched with leaders from across the campus including the Academic Senate Chair and Vice Chair. The council will be meeting the third Thursday of each month. This will provide an opportunity to communicate and understand some of the initiatives that are unfolding in other campus divisions.

President Coley has agreed to chair the California State University Program for Education and Research in Biotechnology (CSUPERB). CSUPERB is a multi-campus program designed to provide funding to faculty and students.

Cal Poly Pomona has been named a "2018 Best College for Business Majors" by Money Magazine. The university is No. 35 on the list based on the estimated price with and without financial aid, the percent of students who receive grants, average student debt, and early career earnings for business majors. In addition, the Liquid Rocket was featured in PC Magazine as wanting to be the first university-based team to lift off above 45,000 feet into space. There will be a launch of the liquid fueled rocket in March 2019 in the Mojave Desert.

c. Provost's Report

Provost Alva recognized Dean Levine from the College of Letters, Arts, and Social Science who announced that Kate Ozment, English and Modern Languages Department, received a distinguished award from the Modern Language Association for her project on the recovery of 18th century texts published by women in England.

Provost Alva commented that the Fall Provost's Leadership Forum was very successful and

initiated a more detailed conversation on multi-year faculty hiring. She added that there will be another forum in the spring semester and asked if there are topics that anyone would like to see discussed to please email herself or Associate Provost Eskandari.

Dr. Alva announced that Laura Massa, Associate Vice President (AVP) for Academic Programs, submitted the WSCUC Reaccreditation Report. She went on to say that this was a collaborative accomplishment and thanked Dr. Preiser-Houy for all her efforts in planning and moving the reaccreditation process along.

Degree Progress Reports (DPRs) were impacted by the conversion from quarters to semesters. The DPR, which is essential to advising students, is lacking when it comes to capturing equivalency of quarter courses to semester courses. Provost Alva commented that there is progress towards resolving the problem and consultants have been hired to assist.

The other conversion problem currently being addressed is that Advance Placement (AP) units for fall 2018 students were captured as quarter units, not semester units. Students who start in subsequent semesters do not have this problem. There is an on-going effort to address all the fall 2018 students and there has been communication with the affected students. There will be communication with students and the campus community giving a high-level overview of the conversion problems and guidance on how to help students through the process.

ASI Senator Lawren Donahue asked that communication to students be very specific. She gave an example that the last communication regarding DPRs caused undue stress because it was stated that the problem would be addressed by fall 2020 without explaining how graduating seniors would be accommodated. Another example was an email that went out regarding tuition payment deadlines but did not contain information about students on payment plans so there was concern by these students that they would be dropped from classes. The Provost acknowledged Senator Donahue's concerns and commented that it would be helpful to get input from a student's point of view on these types of communications.

d. Vice Chair's Report

The Vice Chair's Report is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2018-19/12.05.18/12.05.18_report_status_summary1.pdf,

NEW REFERRALS: (11)

AA-007-189	Lengths of Add and Drop Periods in the Semester Calendar
AA-008-189	Policy on Winter Intersession Course Offerings
AA-009-189	Academic Standing Policy Update
AP-008-189	Limits on GE Area Courses by Program
AP-010-189	Systems Engineering, M.S. (Converting Pilot Program to Regular Program Status)
AP-011-189	Change of name and CSU concentration code for the Master of Science in Business Administration (MSBA) (05011) to Master of Science in Information Security (MSIS) (07021)
AP-012-189	Discontinue Information Assurance Option in the MS in Business Administration
EP-002-189	Update of the Academic Senate Constitution and Bylaws
GE-002-189	TH 4250A - Community Based Theatre Activity
GE-003-189	TH 4250 - Community Based Theatre
GE-004-189	PSY2230 - Positive Psychology: the Science of the Good Life

REFERRALS RETURNED TO AUTHOR: (1)

FA-006-189	Undocumented Student Support Statement for Course Syllabi
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Vice Chair Nelson stated that the Executive Committee appreciated the concern presented in FA-006-189 but felt there were better ways to address the concern. The Vice Chair is working with the author on this issue.

SENATE REPORTS FORWARDED TO PRESIDENT: (7)

AS-2801-189-AA Credit Hour Policy

AS-2802-189-AA M-Designation for First Year Composition Courses, Sections for Multilingual Speakers

AS-2804-189-AA Request to Modify the Grade Appeals Policy (1605)

AS-2805-189-AA Automation of Grade Forgiveness

AS-2806-189-FA Policy 1381, Faculty Leaves of Absence Without Pay, Needs to be Updated for the Semester Calendar

AS-2807-189-GE Change Prefix for AG 2480 to AMM 2480

e. CSU Academic Senate Report

CSU Academic Senator Speak reported that the Plenary has not met since the last Cal Poly Pomona Academic Senate Meeting. He stated that there is a general concern in the CSU Academic Senate that the CSU System is increasingly being perceived as a university, instead of a collection of 23 universities. There may be some leverage in considering the system that way in terms of communication in Sacramento, but it does not reflect the truth that this campus, Cal Poly Pomona, is a unique university that is part of a system of universities. Senator Speak went on to say that this is a concern because campuses are increasingly seeing direction from “the system” about items that should be left up to the individual campuses to decide. Senator Speak stated that it needs to be remembered that this is a collection of universities that provide a wealth of diversity among approaches, majors, options, and emphases, and this type of diversity should not be given up for standardization.

f. [Budget Report](#)

The Budget Report is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2018-19/12.05.18/campus-convo_understanding-the-budget_11.26.18_final.pdf.

Senator Lloyd, Budget Committee Chair, presented the report.

Senator Lloyd thanked the President’s Office for sharing the presentation from the meeting held on November 26, 2018 about Understanding the Budget. He added that after reviewing the presentation if there are any questions or concerns that you would like the Budget Committee to pursue please email him at jlloyd@cpp.edu.

g. CFA Report

Dr. Weiqing Xie, CFA Pomona Chapter President, reported that on December 11 and 12, 2018, the CFA Café will be held in the Faculty Dining Room from 8:30 to 10:30 a.m.

h. ASI Report

ASI Senator Donahue stated that students would like to see the Thanksgiving break extended to the entire week instead of just Thursday and Friday. She gave an example that five (5) of her six (6) classes were cancelled that week and the one class that was held had very low attendance.

Dr. Eskandari, Associate Provost, responded that for both of the semester calendars this conversation did occur. The two (2) alternatives to accommodate a week break were to start earlier in August or go later into December before winter break and these solutions were not

acceptable to the Academic Senate. Dr. Eskandari added that this request can be accommodated but it would have some other consequences.

i. Staff Report

Senator Gonzalez reported.

Staff Council is hosting a holiday boutique on Thursday, December 6, 2018 in the University Quad from 10:00 am until 3:00 pm. In the case there is rain the location will be moved to the BSC, Ursa Major. In addition, Staff Council is supporting the Pomona Police Department Santa Cop Program so please donate a new unwrapped toy or stuffed animal at the event.

j. WSCUC Report

Laura Massa, Associate Vice President (AVP) for Academic Programs, reported that the WSCUC Reaccreditation Report has been submitted. The visiting team received the report today, December 5, 2018, and will be doing a review of the report. The results of the off-site review will be known in February 2019. This is a key step in determining who should meet with the team when they visit the campus in October 2019.

3. Academic Senate Committee Reports – Time Certain 3:45 p.m.

a. [FA-003-189, Update of Policy on Assigned Time for Exceptional Levels of Service to Students – FIRST READING](#)

The first reading report for FA-003-189, Update of Policy on Assigned Time for Exceptional Levels of Service to Students, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/fa003189fr.pdf>.

Senator Von Glahn, Chair of the Faculty Affairs Committee, presented the report.

M/s to receive and file FA-003-189, Update of Policy on Assigned Time for Exceptional Levels of Service to Students.

Recommendation:

The FAC recommends we adopt the new policy in which the dates for forming the committee, the due dates for the applications, and the acceptance notifications are now given weeks in semester (e.g., Friday of week 10) instead of specific calendar dates (e.g., November 18th) that would have to be changed every year. Thus, the policy should be changed to as seen below:

**POLICY ON ASSIGNED TIME
FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS**

1. PURPOSE

To provide a process for Unit 3 faculty employees, as defined in the ~~2014-2017~~ Collective Bargaining Agreement (CBA) between CSU and the faculty, to write proposals and compete for assigned time for exceptional levels of service to students that supports the priorities of the California State University (CSU) system and support the Mission and Strategic Plan of Cal Poly Pomona (CPP) pursuant to Article 20.37 of the (CBA).

2. EXCEPTIONAL ASSIGNED TIME COMMITTEE (EATC)

2.1. Membership

The EATC shall be composed of one tenure-track faculty representative from each college through an election conducted by the Academic Senate, and one student appointed by the Associated Students, Inc. Each member serves a one academic year term. Applicants for assigned time under

this policy are not eligible to serve on this committee.

2.2. Functions

2.2.1. To evaluate faculty applications for assigned time for exceptional levels of service to students

2.2.2. To make recommendations based on those evaluations to the Provost and Vice-President for Academic Affairs (VPAA).

2.2.3. To periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC)

3. ASSIGNED TIME BUDGET AND REPORTING

Pursuant to the above-referenced article of the CBA, the CSU has agreed to provide resources to each campus for assigned time for exceptional service to students based on the number of full-time equivalent students at that campus.

3.1. Accountability and Expenditures

3.1.1. ~~Any unused funds shall roll over for use in the following academic year for the 2014/2015 academic year and the 2015/2016 academic year. All funds must be expended in the 2016/2017 academic year.~~

CPP shall expend all funds allocated to them under this program. CPP shall provide an accounting of expenditures for this program for the prior fiscal year by no later than November 1 of the subsequent year to the EATC, the Academic Senate, and the CSU.

3.1.2. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for assistant professor from the current CSU salary schedule.

3.1.3. Awards from appeals will be handled in accordance with article 20.37 of the CBA. ~~shall not exceed 10% of the annual budget and shall be funded in the subsequent academic year. Appeals in the 2016/2017 academic year must be funded from the funds for that year, including any rollover from previous years.~~

4. ELIGIBILITY & RESTRICTIONS

4.1. Eligibility

4.1.1. All Unit 3 faculty employees are eligible to submit a proposal to request assigned time for exceptional levels of service to students.

4.1.2. Faculty members already receiving assigned time for the same general category of activity (e.g. assigned time for excess enrollments, assigned time for committee service) shall not be eligible for support from this program.

4.2. Restrictions

4.2.1. Assigned time can only be utilized during the academic year when the activity is performed, ~~with the exception of assigned time granted in the 2014/2015 academic year which may be utilized in the 2015/2016 academic year.~~

4.2.2. A maximum of 4-3 WTUs per applicant per academic year shall be awarded. The EATC may award less WTUs than those requested by the applicant based on their assessment of the application.

4.2.3. The funds available to this program are allocated by the Chancellor's Office based on campus enrollment for each year.

5. TIMELINE

~~For activities in the 2014/2015 academic year and activities planned for the 2015/2016 academic year, applications will be due May 11, 2015 and awards announced by June 12, 2015. The EATC shall be elected by April 20, 2015.~~

~~5.1. The EATC shall be elected by Friday of week 10 of fall semester. Applications will be due by Friday of week three (3) or spring semester. Awards will be announced by Friday of week eight (8) or spring semester. For the 2016/2017 academic year applications will be due on Monday, January 11, 2016, and awards announced by Monday, February 15, 2016. The EATC shall be elected by November 16, 2015.~~

6. APPLICATION MATERIALS

Applicants for assigned time to support exceptional levels of service to students shall submit a complete application form and a letter from the Department Chair in support of the application. The application form shall include space for an acknowledgment by the Dean indicating that the College is not providing assigned time for the same general activity described in the application (see section 4.1.2). Incomplete applications will not be reviewed.

7. SUPPORTED ACTIVITIES AND REVIEW CRITERIA

7.1. The following activities may be supported

- 7.1.1. Student mentoring, advising, and outreach, especially as these activities support underserved, first-generation, and/or underrepresented students
- 7.1.2. The development and implementation of high-impact educational practices; curricular redesign intended to improve student access and success
- 7.1.3. Service to the department, college, university, or community that goes significantly beyond the normal expectations of all faculty
- 7.1.4. Assignment to courses where increases to enrollment have demonstrably increased workload
- 7.1.5. Other extraordinary forms of service to students

7.2. Review Criteria

- 7.2.1. Application provides evidence that activity or activities are effective in achieving service-to-student-related goals (35%)
- 7.2.2. Application provides evidence that activity or activities target underserved, 1stG and under-represented students (35%)
- 7.2.3. Application provides evidence of congruence between assigned time request and actual workload from the activity (20%)
- 7.2.4. Application provides evidence of persistence in this activity during tenure at Cal Poly Pomona (10%)

8. RECOMMENDATIONS

The EATC shall submit its evaluations and the application materials to the VPAA who in consultation with the appropriate administrator responsible for assigning workload (e.g., Dean or Vice President of Student Affairs), shall make the final determination regarding the approval or denial of assigned time.

9. INFORMATION PROVIDED TO APPLICANTS

Once a decision is reached by the VPAA, he/she will forward his/her approval or denial as well as the evaluation of the EATC to the applicant. If an application is denied, the response shall specify the

reasons for the denial. An applicant may appeal a denial.

10. APPEALS

10.1. Appeals Committee

The Appeals Committee shall be comprised of the Chair of the EATC, two members of Academic Senate Executive Committee, one member of the FAC, and the VPAA or designee. The Chair of the Academic Senate appoints the faculty. Applicants for assigned time under this policy are not eligible to serve on this committee.

10.2. Timeline and Notification of Decisions

Appeals shall be made, in writing, to the Chair of the Academic Senate and shall be filed no more than ten working days after the date upon which the VPAA notifies the applicants of his/her decision. The appeal shall be limited to one-page in length. The Chair of the Academic Senate will appoint the Appeals Committee within ten working days of receiving the first appeal. The Appeals Committee shall complete their review in no more than thirty working days after receipt of the appeal. The Appeals Committee shall send the applicant notification of its decision. Decisions made by the Appeals Committees shall be final and binding and are not subject to the grievance procedures in Article 10 of the CBA.

11. EFFECTIVE DATES

The policies and procedures in this document are an implementation of Article 20.37 of the 2014-~~2017~~ 2020 CBA. ~~The 2016/2017 academic year marks the end of this program. The policy will continue as~~ future CBAs continue support for this program.

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
Exceptional Levels of Service to Students (CBA 20.37)
ASSIGNED TIME APPLICATION FORM

INSTRUCTIONS

1. Complete the information below. This page shall serve as the cover sheet to your application.
2. Add a narrative, not to exceed two pages, addressing the criteria shown on page 2.
3. Obtain your Dean's signature, confirming that you are not already receiving assigned time for the category of activity for which you are applying.
4. Obtain a letter of support from your department chair, which should address the extent to which the activity is above and beyond normal expectations.

Applicant information

Name:

Department(s):

College(s):

CATEGORIES (check all that apply)

- 1 student mentoring, advising, and outreach
 underserved
 first-generation
 underrepresented students
- 2 the development and implementation of high-impact educational practices
- 3 curricular redesign intended to improve student access and success
- 4 service to department, college, university, or community that goes significantly beyond the normal expectations of all faculty
- 5 assignment to courses where increases to enrollment have demonstrably increased workload
- 6 other extraordinary forms of service to students

Signature of Dean, confirming that applicant is not already receiving assigned time for the category of activity for which he or she is applying.

Dean's signature _____ Date: _____

**Rubric for evaluating applications for assigned time for
Exceptional Levels of Service to Students (CBA 20.37)**

ELIGIBILITY	yes/ <u>no</u>		Not eligible: Faculty members already receiving assigned time for the same general category of activity Application provides evidence that effort towards the activity is above and beyond normal expectations
	<u>yes</u> /no		

Scoring rubric for committee members: 3-strong evidence; 2-some evidence; 1-little evidence; 0-no evidence

	(35%) Application provides evidence that activity or activities are effective in achieving service-to-student-related goals
	(35%) Application provides evidence that activity or activities target underserved, First Generation and under-represented students
	(20%) Application provides evidence of congruence between assigned time request and actual workload from the activity
	(10%) Application provides evidence of persistence in this activity during tenure at Cal Poly Pomona

Discussion:

This updates the policy to account for the assigned time for exceptional levels of service to students being extended by the Collective Bargaining Agreement (CBA) through 2020 and provides provisions if funding is extended by the CBA past 2020. The policy has also been updated for the semester calendar.

The second reading of FA-003-189, Update of Policy on Assigned Time for Exceptional Levels of Service to Students, will be on January 30, 2019.

b. [AA-003-189, Priority Registration Deadline Change – FIRST READING](#)

The first reading report of AA-003-189, Priority Registration Deadline Change, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa003189fr.pdf>.

Senator Wachs presented the report.

M/s to receive and file AA-003-189, Priority Registration Deadline Change.

Recommendation:

The Academic Affairs Committee recommends the following change to section 2.5 of the Priority Registration Policy:

- 2.5 Deadlines for applications for priority registration are determined by the Academic Senate Office in accordance with the priority registration period defined in the academic calendar. The deadline will be approximately four (4) weeks prior to the beginning of

priority registration.

Discussion:

Previous policy dates did not leave sufficient time for the sponsors to receive the Priority Registration decision, appeal decision if necessary, and get students entered into the PeopleSoft database. The new wording states that the Academic Senate Office will set the deadline in accordance with the academic calendar.

The second reading of AA-003-189, Priority Registration Deadline Change, will be on January 30, 2019.

c. [AA-004-189, Revision to Honors Policy – FIRST READING](#)

The first reading report for AA-004-189, Revision to Honors Policy, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa004189fr.pdf>.

Senator Wachs presented the report.

M/s to receive and file AA-004-189, Revision to Honors Policy.

Recommendation:

The Academic Affairs Committee recommends the following minor changes for alignment, with the following caveat.

Dean's Honor List

The Dean's List, announced at the end of each semester, honors undergraduate students who have completed, at Cal Poly Pomona, 12 or more letter grade units during the semester with a 3.5 or better grade point average.

Each student on the Dean's List should be celebrated by the University with a minimum of a letter from the appropriate Dean and any further honors the College wishes to bestow.

President's Honor List

The President's Honor List, announced at the end of the spring semester, honors undergraduate students who have a grade point average of 3.5 or better for completion at the University (Cal Poly Pomona) of 12 or more units during any two semesters of a university year.

Graduating seniors may still achieve either the Dean's or President's Honor's list who have a grade point average of 3.5 or better for completion at the University (Cal Poly Pomona) of 12 or more units during one semester, but the final semester may be 9 units if this is all that is required for graduation.

Discussion:

When the policy was changed for semesters, the requirement to get onto the President's Honor List is now inconsistent with the requirement to get on the Dean's Honor List, such that it became easier to make the Dean's List. This omission was an oversight and the requirements were brought into alignment. However, the committee did consider that graduating seniors might want to maintain or attain their honor's status, but may not need the required amount of units to graduate. Hence, the committee settled on a nine (9) unit exemption for graduating seniors in their final semester.

The second reading of AA-004-189, Revision to Honors Policy, will be on January 30, 2019.

d. [AP-001-189, Degree Program Structure for Semesters, in Response to EO 1071 – FIRST READING](#)

The first reading report for AP-001-189, Degree Program Structure for Semesters, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap001189fr.pdf>. The [PowerPoint presentation](https://www.cpp.edu/~senate/documents/packets/2018-19/12.05.18/overlapping-options-and-overlapping-learning-outcomes-v02.pdf) that accompanies the report is located on the website at <https://www.cpp.edu/~senate/documents/packets/2018-19/12.05.18/overlapping-options-and-overlapping-learning-outcomes-v02.pdf>. The list of affected programs is also located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2018-19/12.05.18/attachment_list-of-eo-1071-programs.pdf.

Senator Small presented the report.

M/s to receive and file AP-001-189, Degree Program Structure for Semesters.

Recommendation:

To address the changes associated with EO 1071R, the rules and definitions laid out in AS-2465-145 (Definitions and Guidelines for Undergraduate Degree Programs for the Semester Model) and AS-2490-156/AP (Proposed Master’s Degree Structure under Semester Calendar) shall be superseded by the following:

Edit to point 5a of AS-2465-145:

Whereas AS-2465-145 said, “All degree programs will have a required common set of courses (minimum of 12 units) hereafter called ‘core courses,’” the new guideline shall be that:

All degree programs shall have a common set of specified core courses**, which shall comprise the majority of units in the program. Culminating experience units, when required as part of a program, shall be considered as part of the program core.

Edit to point 1.c of AS-2490-156:

Whereas AS-2490-156 said “The core will contain 6 units or more in order to achieve this purpose; a minimum of 3 units in the core is required,” the new guideline shall be that:

Programs shall contain a collection of specified core courses** that all students in the program complete for the degree. The purpose of the core curriculum is to ensure that there are sufficient opportunities for students to achieve the program’s learning outcomes. The core courses shall comprise the majority of the units in the degree program.

**Definition of Core Courses:

Whereas core courses were previously defined in AS-2465-145 as “The set of common courses required for all students in a major”, the new definition shall be:

The set of courses that are either required for all options within a major, or achieve the learning outcomes common to all options within a major. It is possible for a group of courses to achieve the same set of learning outcomes, even if not all students are required to complete exactly the same set of core courses. However, all students must be provided equal opportunity to achieve all program learning outcomes. Core courses can include courses that are “double-counted” to satisfy GE and major requirements, but shall not include courses only taken to satisfy GE requirements.

Each course used to satisfy the learning outcomes of the program core should easily be associated with the major's CSU code, CSU Generic Title, and CIP definition. The information regarding these items is located on the Chancellor's Website ([CSU Codes to CIP2010.](#))

Timeline

Several degree programs (subprograms) on campus will require curriculum adjustments to bring all programs in compliance with the EO 1071R. All corrections are required to perform before the next scheduled program review. Programs may be granted program review postponement if additional time and resources are required to complete the curriculum changes. Program review postponement requests should be directed to the Director of Program Assessment and the AVP of Academic Programs by the Department Chair via the Associate Dean. All programs (subprograms) are required to be compliant with EO 1071R by April 2024.

Procedures for curriculum change.

All curriculum changes should follow standard procedures and policy as listed on in the Cal Poly Pomona Curriculum Guide and CSU Academic Programs and Faculty Development: Program planning resource guide. Subprograms may seek elevation to a degree major, in this case, departments should follow the Elevating Option or Concentration to a Full Degree Program Template.

Discussion:

Senator Small went over the [PowerPoint presentation](#) to describe the issue and the committee recommendation. He stated that the revised version of EO 1071 disallows options with too little overlap. If a program with two (2) degree options that share less than 50% of their course units in common which means the department is doing only one (1) set of reporting and review exercises for the two (2) degree options which might be very different. The Chancellor's Office has disallowed this situation with the revision to EO 1071.

The revision to EO 1071 is required because the Chancellor's Office needs to put the correct *Classification of Instructional Programs* (CIP) codes in federal reports. Consequently students who took substantially different sets of courses might be listed under the same CIP code which should not happen.

Senator Small presented the two (2) solutions that could resolve this problem at Cal Poly Pomona.

- *Solution 1* is to make the options of programs in question into separate programs. This solution does not require a referral, the Chancellor's ruling supersedes any current policies in place. This would require departments to submit new program paperwork to the Chancellor's Office for approval and would also require separate sets of reporting and review exercises (one per program).
- *Solution 2* is a flexible implementation that is focused on learning outcomes rather than courses. Two options could have less than 50% of their course units in common but they could have greater than 50% of their units with the same learning outcomes. Senator Small gave an example of a fictitious major, Geek Studies which has two (2) options, a fantasy option, and a sci-fi option, with a common learning outcome. Students in both options achieve the same learning outcomes, which would then be justified to have the same CIP code.

The Academic Affairs Committee is recommending *Solution 2*, and focus the campus learning policy on learning outcomes rather than course names and numbers. Meaning, if a program/major has multiple options, students need to get a majority of their units from courses with common learning outcomes, but not necessarily the same courses. For programs/majors that are not in compliance with EC 1071, this language gives the flexibility needed to make

changes to those programs/majors to become compliant with the requirements of EC 1071.

There was a question on whether General Education (GE) courses can be counted as a common unit. Senator Small explained that GE courses can be counted as common units if the GE course is considered part of the major. GE courses taken to only satisfy GE requirements will not be considered as common.

A question was asked if the Chancellor's Office finds this approach acceptable. Senator Small responded that he has been assured that the Chancellor's Office is fine with the approach as long as the campus is acting on good faith.

The list of the affected programs is on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2018-19/12.05.18/attachment_list-of-EO-1071-programs.pdf. Senator Small noted that originally all colleges with affected programs were concerned that they would have to comply with the strict interpretation of EO 1071 in terms of courses and most of the people heard from during consultation were pleased with this approach.

Senator Speak added that because campuses know their students and their programs best, individual campuses are in a better position to make these type of determinations locally. These type of determinations should not be made at a system-wide level.

The second reading of AP-001-189, Degree Program Structure for Semesters, in Response to EO 1071, will be on January 30, 2019.

e. [AP-024-178, Graduate Studies – Institutional Learning Outcomes – FIRST READING](#)

The first reading report for AP-024-178, Graduate Studies – Institutional Learning Outcomes, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap024178fr.pdf>.

Senator Small presented the report.

M/s to receive and file AP-024-178, Graduate Studies – Institutional Learning Outcomes.

Recommendation:

The Academic Programs Committee recommends approval of the following list of Graduate Institutional Learning Outcomes.

Students will be able to:

Communications: Excel in written and oral communication, with the ability to convey complex ideas clearly, consistently, and logically.

Information Literacy: Evaluate the validity and comparative worth of diverse information sources related to the relevant discipline.

Evaluation of Theories: Evaluate the major theories and approaches to inquiry specific to the discipline.

Scholarship and Creative Activities: Utilize research and/or scholarship to achieve a relevant product consistent with disciplinary ethics and standards.

These outcomes are intended as broad goals with which all programs can demonstrate alignment through their own, discipline-appropriate learning outcomes. They will not form the basis for an additional set of assessment activities separate from those already conducted by programs, but rather shall be used for institution-level evaluation and interpretation of assessment data provided by programs.

Discussion:

This referral was generated to bring the campus in compliance with WSCUC accreditation. The university is required to have a set of graduate student learning outcomes that encompass all fields of study. The Executive Graduate Council had already consulted with graduate programs and found that the proposed broad set of learning outcomes can be satisfied in some way by all programs. The Academic Programs Committee then conducted campus-wide consultation, as well as its own review of the proposal and the relevant WASC policies. No concerns were raised. This report does include language that states that there will not be another set of assessment activities separate from those already conducted by programs through existing processes.

The second reading of AP-024-178, Graduate Studies – Institutional Learning Outcomes, will be on January 30, 2019.

f. [AP-025-178, Reinstatement of M.S. Electrical Engineering \(Self-Support\) – SECOND READING](#)

The second reading report for AP-025-178, Reinstatement of M.S. Electrical Engineering (Self-Support), is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap025178sr.pdf>.

Senator Small presented the report.

M/s to adopt AP-025-178, Reinstatement of M.S. Electrical Engineering (Self-Support).

Recommendation:

The Academic Programs Committee does not, at this time, recommend reinstatement of the self-support Master of Science in Electrical Engineering. However, the Committee recognizes that self-support programs have a place in this University, and welcomes proposals that have been initiated at the Department level and approved by the College Curriculum Committee and Dean. If a proposal for reinstatement of this program comes to the AP Committee with Department and College support, the Committee would evaluate the proposal without prejudice.

Discussion:

Senator Small stated that the Academic Programs Committee recommendation is to not reinstate the self-support Master of Science in Electrical Engineering, but the proponents of the program were not in agreement with the recommendation and there was some talk of tabling this report until a further date.

Vice Chair Nelson added that this program was discussed during at an Electrical and Computer Engineering (ECE) Departmental Meeting. The department voted 12 to 5 not to continue the program.

The motion was put to a vote and Chair Shen reminded the senators that a yes vote is a vote to not reinstate the program and a *no* vote is in support of reinstating the program.

The motion to adopt AP-025-178, Reinstatement of M.S. Electrical Engineering (Self-Support), passed unanimously.

g. [AA-006-189, 2019-2020 Academic Calendar – SECOND READING](#)

The second reading report for AA-006-189, 2019-2020 Academic Calendar, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa006189sr.pdf>.

Senator Wachs presented the report.

M/s to adopt AA-006-189, 2019-2020 Academic Calendar.

California State Polytechnic University, Pomona 2019-20 Academic Calendar

		2019 - 2020														
		Sun	Mon	Tue	Wed	Thu	Fri	Sat								
Summer Session I 2019 (10 weeks)* <i>Classes Start: May 29</i> <i>Classes End: August 1</i> Final Exams: August 5 - 8 Holidays/Campus Closures Memorial Day: May 27 Independence Day: July 4 Administrative Dates Grades Due: August 12	June 2019 July 2019 August 2019	26	27	28	29	30	31	1								
		2	3	4	5	6	7	8								
		9	10	11	12	13	14	15								
		16	17	18	19	20	21	22								
		23	24	25	26	27	28	29								
		30	1	2	3	4	5	6								
		7	8	9	10	11	12	13								
		14	15	16	17	18	19	20								
		21	22	23	24	25	26	27								
		28	29	30	31	1	2	3								
Summer Session II 2019 (1st 5-week session)* <i>Classes Start: May 29</i> <i>Classes End: July 27</i> Final Exams: July 1 & 2 Administrative Dates Grades Due: July 8	September 2019 October 2019 November 2019 December 2019	11	12	13	14	15	16	17	Instruction	Exam	Evaluation	Grades Due	Commencement	Other	Total	
		18	19	20	21	22	23	24	2						3	5
		25	26	27	28	29	30	31	5							5
		1	2	3	4	5	6	7	4							4
		8	9	10	11	12	13	14	5							5
		15	16	17	18	19	20	21	5							5
		22	23	24	25	26	27	28	5							5
		29	30	1	2	3	4	5	5							5
		6	7	8	9	10	11	12	5							5
		13	14	15	16	17	18	19	5							5
Summer Session III 2019 (2nd 5-week session)* <i>Classes Start: July 3</i> <i>Classes End: August 1</i> Final Exams: August 5 & 6 Administrative Dates Grades Due: August 12	December 2019 January 2020 February 2020 March 2020 April 2020 May 2020	20	21	22	23	24	25	26	5						5	
		27	28	29	30	31	1	2	5							5
		3	4	5	6	7	8	9	5							5
		10	11	12	13	14	15	16	4							4
		17	18	19	20	21	22	23	5							5
		24	25	26	27	28	29	30	3							3
		1	2	3	4	5	6	7	5							5
		8	9	10	11	12	13	14	5		5					5
		15	16	17	18	19	20	21	5			1	1			3
		22	23	24	25	26	27	28	5							0
Fall Term 2019 <i>Classes Start: Thursday, August 22</i> <i>Classes End: Sunday, December 8</i> Final Exams: December 9 - 15 Holidays/Campus Closures Labor Day: September 2 Veteran's Day: November 11 Thanksgiving: November 28 & 29 (no classes on Nov 30 & Dec 1) Winter Instruction Break: December 23 - January 1 Administrative Dates University Days (Fall Conference): August 19 - 21 Work Days: December 16 - 20 Grades Due: December 20 @ 6 am	January 2020 February 2020 March 2020 April 2020 May 2020	29	30	31	1	2	3	4	5						0	
		5	6	7	8	9	10	11	5							0
		12	13	14	15	16	17	18	4							1
		19	20	21	22	23	24	25	5							4
		26	27	28	29	30	31	1	5							5
		2	3	4	5	6	7	8	5							5
		9	10	11	12	13	14	15	5							5
		16	17	18	19	20	21	22	5							5
		23	24	25	26	27	28	29	5							5
		1	2	3	4	5	6	7	5							5
Winter Intersession 2020 <i>Classes Start: January 2</i> <i>Classes End: January 16</i> Administrative Dates Grades Due: January 17	May 2020 June 2020 July 2020 August 2020 September 2020 October 2020 November 2020 December 2020	29	30	31	1	2	3	4	5						0	
		5	6	7	8	9	10	11	5							5
		12	13	14	15	16	17	18	5							5
		19	20	21	22	23	24	25	5							5
		26	27	28	29	30	1	2	5							5
		3	4	5	6	7	8	9	5							5
		10	11	12	13	14	15	16	5							5
		17	18	19	20	21	22	23	5							5
		24	25	26	27	28	29	30	5							5
		31	1	2	3	4	5	6	5							5
Spring Term 2020 <i>Classes Start: Saturday, January 18</i> <i>Classes End: Friday, May 8</i> Final Exams: May 9 - 15 Commencement Ceremonies Commencement: May 15 - 17 Holidays/Campus Closures Martin Luther King Jr.'s Birthday: January 20 Spring Instruction Break: March 28 - April 3 Cesar Chavez Day: March 31 Administrative Dates Work Days: January 17 and May 18 - 20 Grades Due: May 20 @ 6 am	June 2020 July 2020 August 2020 September 2020 October 2020 November 2020 December 2020	17	18	19	20	21	22	23	147	10	2	2	1	8	170	
		24	25	26	27	28	29	30								
		1	2	3	4	5	6	7								
		8	9	10	11	12	13	14								
		15	16	17	18	19	20	21								
		22	23	24	25	26	27	28								
		29	30	31	1	2	3	4								
		5	6	7	8	9	10	11								
		12	13	14	15	16	17	18								
		19	20	21	22	23	24	25								

* Summer Sessions I, II, & III assumes the continued observance of the 4/10 summer schedule.

ADMISSION APPLICATION PERIODS	Summer 2019 Sessions			Fall 2019 Semester	Winter 2020 Session	Spring 2020 Semester
Applications will be accepted into any program up to the admission deadlines published on the Cal Poly Pomona website. For current information regarding admission application deadlines, please check the website or contact the major department.						
ACADEMIC INSTRUCTION	Summer 2019 Sessions			Fall 2019 Semester	Winter 2020 Session	Spring 2020 Semester
	10-Week Session	1st 5-Week Session	2nd 5-Week Session	15-Week Session	2-Week Session	15-Week Session
Beginning of college year	May 29					
Beginning of semester for faculty	May 29	May 29	July 3	August 19	January 2	January 17
Classes begin for all students	May 29	May 29	July 3	August 22	January 2	January 18
Classes end for all students	August 1	July 27	August 1	December 8	January 16	May 8
Finals	August 5 - 8	July 1 - 2	August 5 - 6	December 9 - 15		May 9 - 15
End of semester for faculty	August 8	July 2	August 6	December 20	January 16	May 20
Grades due at 6:00 a.m.	August 12	July 8	August 12	December 20	January 17	May 20
Commencement (Date will vary by college. Check with major department for exact date)	-	-	-	-	-	May 15 - 17
SCHEDULING AND REGISTRATION	Summer 2019 Sessions			Fall 2019 Semester	Winter 2020 Session	Spring 2020 Semester
	10-Week Session	1st 5-Week Session	2nd 5-Week Session	15-Week Session	2-Week Session	15-Week Session
Registration Holds Applied to Student Records	February 15	February 15	February 15	March 22	September 27	October 4
Registration Advising Period	February 25 - April 24	February 25 - April 24	February 25 - April 24	March 25 - June 14	September 30 - October 4	October 7 - November 20
Priority Registration Period	March 4 - 5	March 4 - 5	March 4 - 5	April 8 - 9	October 7 - 8	October 14 - 15
General Registration Period	March 6 - April 24	March 6 - April 24	March 6 - April 24	April 10 - June 14	October 9 - December 1	October 16 - December 4
New Student Orientation (tentative)				June 17 - August 2		November 25 - December 4
Fee Bills Posted to BroncoDirect	March 16	March 16	March 16	July 1	October 14	October 26
Fees Due	April 25	April 25	April 25	August 1	December 2	December 5
Enrollment Cancellation Due to Non-Payment	May 2	May 2	May 2	August 5 - 9		December 16
Late Orientation (tentative)				August 9 - 9		December 9 - 13
Add Period: Students may register & add classes online	May 6 - June 5	May 6 - June 5	May 6 - July 11	August 12 - September 5	December 6 - January 2	January 6 - February 3
Drop Period: Students may drop classes online without record	May 6 - June 5	May 6 - June 5	May 6 - July 11	August 12 - September 5	December 6 - January 2	January 6 - February 3
Last day to drop and receive 100% refund	May 28	May 28	July 2	August 21	January 1	January 17
Last day to drop classes without course being recorded	June 5	June 5	July 11	September 5	January 2	February 3
Class Withdrawal: Students may continue to withdraw from classes online. Students will receive "W" grades but may petition for "WX" grades.	June 6 - 24	June 6 - 10	July 12 - 16	September 6 - 19	January 3 - 6	February 4 - 17
Census	June 24	June 10	July 16	September 19	January 6	February 17
First day to withdraw for serious and compelling reasons; permitted by petition only	June 25	June 11	July 17	September 20	January 7	February 18
Last day to apply for current semester graduation	July 15	July 15	July 15	October 25	-	March 13
Last day to drop units and receive a pro-rated refund of Tuition & Fees	July 10	July 18	July 23	October 29	January 10	March 28
Spring Instruction Break (campus open, except on 03/31/2020)	-	-	-	-	-	March 28 - April 3
Last day to withdraw by petition for serious and compelling reasons and receive a "W"	July 17	June 19	July 24	November 15	January 14	April 17
Last day to withdraw by petition for serious and compelling reasons and receive a "WX"	August 8	July 2	August 6	December 15	January 16	May 15
HOLIDAYS	Summer 2019 Sessions			Fall 2019 Semester	Winter 2020 Session	Spring 2020 Semester
Holiday Closure - 07/04/2019 - Independence Day	July 4	July 4	July 4			
Holiday Closure - 09/02/2019 - Labor Day				September 2		
California Admission Day - 09/09/2019 observed 12/30/2019						
Columbus Day - 10/14/2019 observed 11/29/2019						
Holiday Closure - 11/11/2019 - Veterans Day				November 11		
Holiday Closure - 11/28/2019 - Thanksgiving Day				November 28		
Holiday Closure - 11/29/2019 - Columbus Day rescheduled from 10/14/2019				November 29		
Holiday Closure - 12/25/2019 - Christmas Day				December 25		
Holiday Closure - 12/26/2019 - Lincoln's Birthday rescheduled from 02/12/2019				December 26		
Holiday Closure - 12/27/2019 - President's Day rescheduled from 02/18/2019				December 27		
Holiday Closure - 12/30/2019 - California Admission Day rescheduled from 09/09/2019				December 30		
Holiday Closure - 12/31/2019 - Must use Personal Holiday, Vacation or CTO Hours				December 31		
Holiday Closure - 01/01/2020 - New Year's Day					January 1	
Holiday Closure - 01/20/2020 - Martin Luther King, Jr. Day						January 20
Lincoln's Birthday - 02/12/2020 observed 12/28/2020						
President's Day - 02/17/2020 observed 12/29/2020						
Spring Instruction Break (campus open, except on 03/31/2020)						March 28 - April 3
Holiday Closure - Cesar Chavez Day - 03/31/2020						March 31

NOTES:
 This is not to be construed as an employee work calendar. Certain collective bargaining agreements covering CSU employees are currently scheduled to expire prior to the last date indicated on this calendar. For employees in these bargaining units, any holiday(s) or campus closure(s) listed subsequent to the expiration of the current agreement(s) are tentative and subject to negotiations with the appropriate exclusive representative.
 Several U.S. states as well as many cities in California now observe the second Monday in October (Columbus Day) as Indigenous Peoples Day.

ADMISSION APPLICATION PERIODS	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
Applications will be accepted into any program up to the admission deadlines published on the Cal Poly Pomona website. For current information regarding admission application deadlines, please check the website or contact the major department.						
ACADEMIC INSTRUCTION	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
	10-Week Session	1st 5-Week Session	2nd 5-Week Session	15-Week Session	2-Week Session	15-Week Session
Beginning of college year				May 27		
Beginning of semester for faculty	May 27	May 27	July 1	August 17	January 4	January 22
Classes begin for all students	May 27	May 27	July 1	August 20	January 4	January 23
Classes end for all students	July 30	June 25	July 30	December 6	January 20	May 14
Finals	August 3 - 6	June 29 - 30	August 3 - 4	December 7 - 13	January 21	May 15 - 21
End of semester for faculty	August 6	June 30	August 4	December 18	January 21	May 26
Grades due at 6:00 a.m.	August 10	July 6	August 10	December 18	January 22	May 26
Commencement (Date will vary by college. Check with major department for exact date)	-	-	-	-	-	May 21 - 23
SCHEDULING AND REGISTRATION	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
	10-Week Session	1st 5-Week Session	2nd 5-Week Session	15-Week Session	2-Week Session	15-Week Session
Registration Holds Applied to Student Records	February 14	February 14	February 14	March 20	September 25	October 2
Registration Advising Period	February 24 - April 22	February 24 - April 22	February 24 - April 22	March 23 - June 12	September 28 - October 2	October 5 - November 18
Priority Registration Period	March 2 - 3	March 2 - 3	March 2 - 3	April 6 - 7	October 5 - 6	October 12 - 13
General Registration Period	March 4 - April 22	March 4 - April 22	March 4 - April 22	April 8 - June 12	October 7 - November 29	October 14 - December 2
New Student Orientation (tentative)	-	-	-	June 15 - July 31	-	November 23 - December 2
Fee Bills Posted to BroncoDirect	March 14	March 14	March 14	June 29	October 12	October 24
Fees Due	April 23	April 23	April 23	July 24	November 30	December 3
Enrollment Cancellation Due to Non-Payment	April 30	April 30	April 30	July 30	December 3	December 14
Late Orientation (tentative)	-	-	-	August 3 - 7	-	December 7 - 11
Add Period: Students may register & add classes online	May 4 - June 3	May 4 - June 3	May 4 - July 8	August 10 - September 2	December 4 - January 4	January 4 - February 5
Drop Period: Students may drop classes on line without record	May 4 - June 3	May 4 - June 3	May 4 - July 8	August 10 - September 2	December 4 - January 4	January 4 - February 5
Last day to drop and receive 100% refund	May 26	May 26	June 30	August 19	January 3	January 22
Last day to drop classes without course being recorded	June 3	June 3	July 8	September 2	January 4	February 5
Class Withdrawal: Students may continue to withdraw from classes online. Students will receive "W" grades but may petition for "WX" grades.	June 4 - 22	June 4 - 8	July 9 - 13	September 3 - 17	January 5 - 6	February 6 - 19
Census	June 22	June 8	July 13	September 17	January 6	February 19
First day to withdraw for serious and compelling reasons; permitted by petition only	June 23	June 9	July 14	September 18	January 7	February 20
Last day to apply for current semester graduation	July 13	July 13	July 13	October 23	-	March 12
Last day to drop units and receive a pro-rated refund of Tuition & Fees	July 8	July 16	July 21	October 27	January 13	April 3
Spring Instruction Break (campus open, except on 03/31/2020)	-	-	-	-	-	April 3 - April 9
Last day to withdraw by petition for serious and compelling reasons and receive a "W"	July 15	June 17	July 22	November 13	January 19	April 23
Last day to withdraw by petition for serious and compelling reasons and receive a "WX"	August 6	June 30	August 4	December 13	January 21	May 21
HOLIDAYS	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
Holiday Closure - 07/03/2020 - Independence Day observed (rescheduled from 07/04/2020)	July 3	July 3	July 3			
Holiday Closure - 09/07/2020 - Labor Day				September 7		
California Admission Day - 09/09/2020 observed 12/30/2020						
Columbus Day - 10/12/2020 observed 11/27/2020						
Holiday Closure - 11/11/2020 - Veterans Day				November 11		
Holiday Closure - 11/26/2020 - Thanksgiving Day						
Holiday Closure - 11/27/2020 - Columbus Day rescheduled from 10/12/2020				November 27		
Holiday Closure - 12/25/2020 - Christmas Day				December 25		
Holiday Closure - 12/28/2020 - Lincoln's Birthday rescheduled from 02/12/2020				December 28		
Holiday Closure - 12/29/2020 - President's Day rescheduled from 02/17/2020				December 29		
Holiday Closure - 12/30/2020 - California Admission Day rescheduled from 09/09/2020				December 30		
Holiday Closure - 12/31/2020 - Must use Personal Holiday, Vacation or CTO Hours				December 31		
Holiday Closure - 01/01/2021 - New Year's Day					January 1	
Holiday Closure - 01/18/2021 - Martin Luther King, Jr. Day						January 18
Lincoln's Birthday - 02/12/2021 observed 12/28/2021						
President's Day - 02/15/2021 observed 12/29/2021						
Holiday Closure - 03/31/2021 - Cesar Chavez Day						March 31
Spring Instruction Break (campus open)						April 3 - April 9
NOTES:	This is not to be construed as an employee work calendar. Certain collective bargaining agreements covering CSU employees are currently scheduled to expire prior to the last date indicated on this calendar. For employees in these bargaining units, any holiday(s) or campus closure(s) listed subsequent to the expiration of the current agreement(s) are tentative and subject to negotiations with the appropriate exclusive representative.					
	Several U.S. states as well as many cities in California now observe the second Monday in October (Columbus Day) as Indigenous Peoples Day.					

ADMISSION APPLICATION PERIODS	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
Applications will be accepted into any program up to the admission deadlines published on the Cal Poly Pomona website. For current information regarding admission application deadlines, please check the website or contact the major department.						
ACADEMIC INSTRUCTION	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
	10-Week Session	1st 5-Week Session	2nd 5-Week Session	15-Week Session	2-Week Session	15-Week Session
Beginning of college year	June 2					
Beginning of semester for faculty	June 2	June 2	July 7	August 16	January 4	January 21
Classes begin for all students	June 2	June 2	July 7	August 19	January 4	January 22
Classes end for all students	August 5	July 1	August 5	December 5	January 19	May 13
Finals	August 9 - 12	July 5 - 6	August 9 - 10	December 6 - 12	January 20	May 14 - 20
End of semester for faculty	August 12	July 6	August 10	December 17	January 20	May 25
Grades due at 6:00 a.m.	August 16	July 12	August 16	December 17	January 21	May 25
Commencement (Date will vary by college. Check with major department for exact date)	-	-	-	-	-	May 20 - 22
SCHEDULING AND REGISTRATION	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
	10-Week Session	1st 5-Week Session	2nd 5-Week Session	15-Week Session	2-Week Session	15-Week Session
Registration Holds Applied to Student Records	February 12	February 12	February 12	March 19	September 24	October 1
Registration Advising Period	February 22 - April 21	February 22 - April 21	February 22 - April 21	March 22 - June 11	September 27 - October 1	October 4 - November 17
Priority Registration Period	March 1 - 2	March 1 - 2	March 1 - 2	April 5 - 6	October 4 - 5	October 11 - 12
General Registration Period	March 3 - April 21	March 3 - April 21	March 3 - April 21	April 7 - June 11	October 6 - November 28	October 13 - December 1
New Student Orientation (tentative)	-	-	-	June 14 - July 30	-	November 22 - December 1
Fee Bills Posted to BroncoDirect	March 13	March 13	March 13	June 28	October 11	October 23
Fees Due	April 22	April 22	April 22	July 23	November 29	December 2
Enrollment Cancellation Due to Non-Payment	April 29	April 29	April 29	July 29	December 2	December 13
Late Orientation (tentative)	-	-	-	August 2 - 6	-	December 6 - 10
Add Period: Students may register & add classes online	May 3 - June 9	May 3 - June 9	May 3 - July 14	August 9 - September 1	December 3 - January 4	January 3 - February 4
Drop Period: Students may drop classes online without record	May 3 - June 9	May 3 - June 9	May 3 - July 14	August 9 - September 1	December 3 - January 4	January 3 - February 4
Last day to drop and receive 100% refund	June 1	June 1	July 6	August 18	January 3	January 21
Last day to drop classes without course being recorded	June 9	June 9	July 14	September 1	January 4	February 4
Class Withdrawal: Students may continue to withdraw from classes online. Students will receive "W" grades but may petition for "WX" grades.	June 10 - 28	June 10 - 14	July 15 - 19	September 2 - 16	January 5 - 6	February 5 - 18
Census	June 28	June 14	July 19	September 16	January 6	February 18
First day to withdraw for serious and compelling reasons; permitted by petition only	June 29	June 15	July 20	September 17	January 7	February 19
Last day to apply for current semester graduation	July 12	July 12	July 12	October 22	-	March 18
Last day to drop units and receive a pro-rated refund of Tuition & Fees	July 14	June 22	July 27	October 26	January 13	April 2
Spring Instruction Break (campus open, except on 03/31/2020)	-	-	-	-	-	April 2 - April 8
Last day to withdraw by petition for serious and compelling reasons and receive a "W"	July 21	June 23	July 28	November 12	January 18	April 22
Last day to withdraw by petition for serious and compelling reasons and receive a "WX"	August 12	July 6	August 10	December 12	January 20	May 20
HOLIDAYS	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
Holiday Closure - 07/05/2021 - Independence Day observed (rescheduled from 07/04/2021)	July 5	July 5				
Holiday Closure - 09/06/2021 - Labor Day				September 6		
California Admission Day - 09/09/2021 observed 12/30/2021						
Columbus Day - 10/11/2021 observed 11/26/2021						
Holiday Closure - 11/11/2021 - Veterans Day				November 11		
Holiday Closure - 11/25/2021 - Thanksgiving Day				November 25		
Holiday Closure - 11/26/2021 - Columbus Day rescheduled from 10/11/2021				November 26		
Holiday Closure - 12/27/2021 - Christmas Day observed (rescheduled from 12/25/2021)				December 27		
Holiday Closure - 12/28/2021 - Lincoln's Birthday rescheduled from 02/12/2021				December 28		
Holiday Closure - 12/29/2021 - President's Day rescheduled from 02/15/2021				December 29		
Holiday Closure - 12/30/2021 - California Admission Day rescheduled from 09/09/2021				December 30		
Holiday Closure - 12/31/2021 - Must use Personal Holiday, Vacation or CTO Hours				December 31		
Holiday Closure - 01/03/2022 - New Year's Day observed (rescheduled from 01/01/2022)					January 3	
Holiday Closure - 01/17/2022 - Martin Luther King, Jr. Day						January 17
Lincoln's Birthday - 02/12/2022 observed 12/27/2021						
President's Day - 02/15/2022 observed 12/28/2021						
Holiday Closure - 03/31/2022 - Cesar Chavez Day						March 31
Spring Instruction Break (campus open)						April 2 - April 8
NOTES:	This is not to be construed as an employee work calendar. Certain collective bargaining agreements covering CSU employees are currently scheduled to expire prior to the last date indicated on this calendar. For employees in these bargaining units, any holiday(s) or campus closure(s) listed subsequent to the expiration of the current agreement(s) are tentative and subject to negotiations with the appropriate exclusive representative.					
	Several U.S. states as well as many cities in California now observe the second Monday in October (Columbus Day) as Indigenous Peoples Day.					

Discussion:

The 2019-2020 academic calendar provides detailed dates for summer 2019 sessions, Fall 2019 Semester, Winter 2020 Intersession, and Spring 2020 Semester.

The motion to adopt AA-006-189, 2019-2020 Academic Calendar, passed unanimously.

h. [BC-001-178, New Program Budget Worksheet – SECOND READING](#)

The second reading report for BC-001-178, New Program Budget Worksheet, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/bc001178sr.pdf>.

Senator Lloyd presented the report.

M/s to adopt BC-001-178, New Program Budget Worksheet.

Recommendation:

The Budget Committee recommends adoption by the Academic Senate and recommendation to the President to approve the following **Proposed Program Estimated Resource Report** and vetting process. When program proposals are submitted to the Academic Senate, the Estimated Resource Report shall be forwarded to the Budget Committee for consultation. The Budget Committee shall review the Estimated Resource Report and return its recommendation to the Academic Programs Committee in a timely fashion. When the Academic Programs Committee

submits its recommendation to the Academic Senate, the report will contain the Budget Committee's recommendation as well.

Proposed Program Estimated Resource Report

Please report on the projected resource implications of your proposal. Provide your estimate in quantitative and narrative descriptions, to assist Senate Budget Committee analysis. Provide evidence that the proposal has received fiscal review at the College/School level. Use the following guidelines to prepare your report.

1. Projected changes in enrollment

- a. What is the recent enrollment history of the program and what effect will the proposed changes have on enrollment (FTES)?
- b. If FTES is expected to increase, what proportion represents new FTES and what proportion represents shifts from existing programs?
- c. How did you estimate your expected enrollment?
- d. What changes (if any) do you expect in SFR?

2. Space and equipment needs

- a. Estimate additional classroom space needed.
- b. Additional lab and lab equipment needed.
- c. Additional office and other space needed.

3. Projected changes in faculty and staff

- a. Will there be a shift in faculty assignments? If so, what will be the difference between current and proposed assignments?
- b. Will there be shifts in faculty numbers or distribution (T/TT vs FT/PT)? If so, what will they be?
- c. Will new positions be added/required and what resources will be used to acquire them?

4. Projected changes in budget

- a. Do you anticipate additional outside revenue to support your program (state funds, grants/contracts, endowments, etc.)?
- b. How do you plan to secure these resources?
- c. Will there be any increase in administrative roles/responsibilities that require buy-back or release time?
- d. How will the expected changes in budget requirements be met?
- g. Has the budgetary impact of the proposal been reviewed by the College/School Budget Analyst and Office of the Dean?

5. Effect on Support Services and programs in other Colleges/Schools

- a. Are support services (e.g. Library, Technology Services) required for program implementation and function?
- b. Are programs in other Colleges/Schools directly affected by the proposal and in what way?
- c. Who are the representatives in the affected service areas and/or Schools/Colleges that have been contacted?

Discussion:

This report proposes a new **Proposed Program Estimated Resource Report** which provides estimated resources for new programs.

The motion to adopt BC-001-178, New Program Budget Worksheet, passed unanimously.

4. Discussion

- a. [Emergency Management, Whitney Fields and Ernie Fierro](#)

Whitney Fields, Executive Director of Emergency Management & Business Continuity, gave a presentation on Emergency Management Overview Training, which is located on the Academic Senate website at <https://www.cpp.edu/~senate/documents/packets/2018->

[19/12.05.18/academicssenate-emergencymgmt.overview-presentation-12-05-18-415pm.pdf](https://www.cpp.edu/~em/files/19/12.05.18/academicssenate-emergencymgmt.overview-presentation-12-05-18-415pm.pdf).

Mr. Fields introduced Ernie Fierro who is the Emergency Management Coordinator.

The Office of Emergency Management (EM) shares Emergency Management responsibilities with the University Policy Department. Emergency Management responsibilities include, but are not limited to the following:

- Development of plans and standard operating procedures
- Coordination of drills and exercises
- Providing training and resources
- Continuity of operations planning

Mr. Fields reminded everyone if you make a 911 call from your cell phone the call will go to California Highway Patrol (CHP) dispatch. Therefore if you are on campus dial (909) 869-3070 from a mobile and that call will go directly to CPP police dispatch. Dialing 911 from a campus phone goes directly to police dispatch.

In the case of an earthquake, drop, cover, and hold on and wait until the shaking stops before you proceed to evacuate the building to the designated evacuation assembly area. Mr. Fields asked everyone to become familiar with the evacuation areas and provided a Campus Evacuation Map (included in presentation).

There are several emergency preparedness resources available on campus. The Emergency Procedures Flip chart is being updated. The orange flip chart that is currently available will be updated with a new blue flip chart. There is also an Emergency Procedures Poster available in the presentation and also online at <https://www.cpp.edu/%7Eem/emergency-procedures.shtml>. Cal Poly Pomona has a comprehensive Emergency Operations Plan that details how the campus responds in an emergency. It is located online at <https://www.cpp.edu/~em/files/eop.pdf>.

Mr. Fields encouraged all to be personally prepared for an emergency. Because CPP employees can be called to help in the case of an emergency it is important to be prepared at home. This includes, but it not limited to the following (a more complete list is included in the presentation):

- Having extra prescription medications and glasses on hand
- Having enough infant formula and diapers
- Making sure you have pet food and water
- Important family documents should be in a waterproof, portable container
- Extra cash, small denominations, or traveler's checks should be available
- Having a fire extinguisher

The campus itself is very well prepared in case of an emergency. There are an abundance of resources including Spadra/Chino Farms, campus restaurants, reverse osmosis water, and central power plants. There are enough resources to sustain the campus for a few weeks.

The campus emergency notification system includes sending alerts to phones and email addresses and desktop alerts to campus-owned computers. The digital marquees also display important emergency management information along with social media communication.

The 2019 Great California Shake Out campus evacuation will be on October 17, 2019 at 10:17am. Mr. Fields asked faculty members to keep this date in mind when planning class activities. This will be a campus wide evacuation exercise.

There was a question on whether there was a solution for doors that open out during a shelter in place activity. The response was that this has been considered, but there is no definite general solution to this problem at this time.

b. [Concur Travel Update, Michelle Cardona](#)

The PowerPoint presentation used is posted on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2018-19/12.05.18/academic-senate-travel-presentation_dec-5-2018.pdf.

Michelle Cardona, Director and Controller of University Accounting Services, presented an overview of the travel redesign initiative, which includes the following:

- Travel policy alignment with the CSU Travel Procedures
- Options to minimize out of pocket travel costs for faculty and staff
- Implementation of Automated Clearing House (ACH) payment processing
- Implementation of Concur

The travel policy alignment activity has identified and removed restrictive measures that are not valuable to the CPP traveler. An example of this is that boarding passes will no longer need to be submitted with travel claims. The campus travel website will be updated to be more user friendly and will provide a summary page outlining all the revisions to the travel procedures.

Starting in January 2019 the individual liability credit card will be replaced by a corporate individual credit card for frequent travelers or a corporate departmental credit card. The biggest difference in the new credit cards is that the liability for charges incurred falls under the department, and therefore the university, and not the individual traveler.

The option for ACH payment will be available in January 2019. This is a convenient and reliable payment option that eliminates the risk of payments being lost in the mail, stolen, or misplaced. Deposits will be posted within three (3) business days. This is an option, a traveler can still chose to have checks sent in the mail.

The biggest change to travel is the implementation of an online travel system, Concur. Concur will streamline the workflow associated with processing travel related activity. It provides a system of checks and balances to ensure completeness of a travel claim and policy enforcement. Concur is a fully automated and paperless process that will provide for faster approval and processing time for travel reimbursements.

Some of the features of Concur are:

- Built-in approval workflow for travel requests and expense reports
- Email notifications for pending approvals in queue
- Reminder emails for pending approvals, unsubmitted expense reports, and past requests with no expense reports
- Ability to check the status of your request or expense report in real-time
- Calculated mileage via Google Maps
- Customized audit rules
 - Identification of travel ban states
 - Receipt required notifications
 - Message displayed to provide justification for hotel costs above the cap

There will be multiple training materials and resources to aid in the implementation of Concur, including:

- Updated campus travel website
- How-to user guides with step-by-step instructions
- Concur training videos in coordination with Media Vision