

Minutes

of the Academic Senate Meeting
January 29, 2020

- PRESENT: Chen, Davidov-Pardo, Fallah Fini, Flores, Forrester, Gasdaglis, Givens, Gonzalez, Hargis, Huerta, Huh, Kumar, Kwok, Lloyd, Milburn, Nelson, Ortenberg, Osborn, Pacleb, Puthoff, Quinn, Sadaghiani, Senaratne, Shen, Small, Snyder, Soper, Speak, Urey, Von Glahn, Wachs
- PROXIES: Senator Osborn for Senator Barding, Senator Givens for Senator Chase, Senator Hargis for Senator Shen until she arrives, Senator Nelson for Senator Shih
- ABSENT: Lee
- GUESTS: L. Alex, A. Baski, L. Dopson, S. Eskandari, K. Forward, S. Garver, T. Gomez, L. Kessler, I. Levine, L. Massa, J. Passe, L. Roosa-Millar, B. Quillian, L. Rotunni, M. Sancho-Madriz, J. Wagoner

Chair Nelson welcomed Saeideh Fallah Fini, the new senator from the College of Engineering.

1. [Academic Senate Minutes – December 4, 2019](#)

The December 4, 2019 Academic Senate Meeting minutes are posted on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2019-20/12.04.19/academic_senate_minutes_12.04.19_posted.pdf.

M/s/p December 4, 2019 Academic Senate Meeting minutes as posted with two (2) abstentions noted.

2. [Information Items](#)
a. [Chair's Report](#)

Chair Nelson reminded the body that both the College of Letters, Arts, and Social Sciences, and the College of Business Administration have vacant senate seats. She has spoken to the deans of both colleges to help with recruitment of senators.

On January 25, 2020, the Academic Senate of the California State University (ASCSU) passed a resolution ([AS-3403-20/AA](#)) in response to Assembly Bill 1460 which proposes adding an ethnic students requirement in the CSU.

Chair Nelson stated that she will be looking at the classes that were offered during this year's winter intersession. Chair Nelson will be asking for input from colleges that taught winter intersession courses, including international and other experiences, to help shape the winter intersession policy.

She mentioned that there is an active recruitment for a Search Committee for the Senior Associate Vice President for Communications and encouraged people to help find volunteers for the committee.

b. President's Report

No President's Report given. The President was attending the Board of Trustees Meeting in Long Beach, California.

c. Provost's Report

The Provost's Report is located on the Academic Senate website at [https://www.cpp.edu/~senate/documents/packets/2019-20/01.29.20/2020.01.29-provosts_report_to_academic_senate .pdf](https://www.cpp.edu/~senate/documents/packets/2019-20/01.29.20/2020.01.29-provosts_report_to_academic_senate.pdf).

Provost Alva mentioned that the WSCUC Report has been received and it is being reviewed for factual accuracy. On February 13, 2020, there will be an off-site review where President Coley will present brief remarks, provide any updates to the WSCUC Commission, and answer any questions. Associate Vice President (AVP) Massa will accompany President Coley to the WSCUC meeting. Within 30 days following the WSCUC Commission meeting a formal action letter with decisions and recommendations will be sent to Cal Poly Pomona.

The Provost went over some enrollment targets and stated that enrollment is a very important driver of revenue to the campus. The Governor's proposed budget is located at <http://www.ebudget.ca.gov/>. It is important to remember that this budget does not go into effect until June 2020. Between now and June 2020 there is a lot of lobbying which can result in changes. Overall the budget appears to have a 5% general increase. The Provost pointed out that the amount allocated for student success is not as high as requested by the CSU system. Because of this fact the advice from the CSU is to keep enrollment the same as last year.

Provost Alva explained that for many years the CSU has had an admissions policy and not a strategic enrollment management (SEM) plan. Strategic Enrollment Management or SEM is a comprehensive process designed to help the university achieve and maintain the optimum recruitment, retention, and graduation rates of students where "optimum" is defined within the academic context of the institution. SEM is an institution-wide process that embraces virtually every aspect of an institution's function and culture. The SEM process is more than graduating and recruiting students, it is how to ensure that students have the resources and support they need to be successful at Cal Poly Pomona. One of the first steps of this planning process will be to define "capacity" and metrics. Does the campus have the capacity to grow? How does the campus operationalize the concept of capacity?

Provost Alva gave an update on winter 2020 Intersession. Nine (9) courses were offered from several different colleges that served 103 students. There will be deeper conversations about how the campus prepares for the next winter intersession.

The Provost announced that 39 faculty members have been approved for sabbatical leave in 2020-21 academic year. She shared that the numbers of sabbaticals were rounded up and two (2) additional spots were added because there was a large, strong pool of applicants. She added that lottery funds have been distributed to all the colleges and the University Library for improvements to classrooms and student spaces.

Provost Alva yielded the remainder of her time to Eileen Sullivan, Interim Vice President for Student Affairs, to give an update on the coronavirus. An email containing information on the coronavirus was sent to the campus community on January 27, 2020. There are health experts on campus at the Student Health Services. Dr. Tim Moody, Director of Student Health Services, is also a public health official so the campus is very informed and aware of what is going on with the

coronavirus. A specific Health Alert website (www.cpp.edu/safety/coronavirus/) has been established and includes more information, health resources, links to public health agencies and answers to frequently asked questions (FAQs). VP Sullivan mentioned that some of the symptoms of the coronavirus mimic the flu so if there has not been specific travel to China the risk of exposure to the coronavirus is very low. The Student Health Services is not asking faculty, staff, or students to report symptoms if you have not been exposed to the coronavirus. In this case, please see your normal health care advisor.

d. Vice Chair's Report

Chair Nelson stated that since there is currently no Vice Chair, she will present the Vice Chair's Report.

NEW REFERRALS: (5)

AP-020-190	New Minor in Plant Based Food and Nutrition
AP-021-190	New Minor in Footwear Design and Merchandising
AA-005-190	Graduation Writing Test (GWT) Exemptions for Some Post Baccalaureate Students
AA-006-190	Modification of Semester Final Exam Calendar for Fall and Spring
EP-002-190	Updated Charge of General Education Committee in Academic Senate Bylaws

SENATE REPORTS FORWARDED TO PRESIDENT: (9)

AS-2856-190-AA	Course Materials Adoption Policy
AS-2857-190-AP	Structure of Blended Programs
AS-2858-190-AP	New Option in Integrated Teacher Education Program Education Specialist: Moderate/Severe Disabilities in the BA in Liberal Studies
AS-2859-190-AP	New Option in Integrated Teacher Education Program Education Specialist: Mild/Moderate Disabilities in the BA in Liberal Studies
AS-2860-190-AP	New Master of Science in Business Analytics (Self-Support)
AS-2861-190-GE	MAT 1050 - College Algebra (GE Sub-Area B4)
AS-2862-190-GE	MAT 1052 - College Algebra Stretch II (GE Sub-Area B4)
AS-2863-190-GE	MAT 1200 - Calculus for Life Sciences (GE Sub-area B4)
AS-2864-190-AA	2020-2021 Academic Calendar

PRESIDENT RESPONSES TO SENATE REPORTS: (8)

AS-2804-189-AA	Request to Modify the Grade Appeals Policy (1605) – MODIFICATION REQUESTED
AS-2846-190-EC	Update Library Advisory Council Provisions for Semester – APPROVED
AS-2849-190-AP	New Option in Nutrition and Wellness in the BS in Nutrition – APPROVED
AS-2850-190-AA	Graduate Student Full-time and Part-time Status – APPROVED
AS-2856-190-AA	Course Materials Adoption Policy – APPROVED
AS-2861-190-GE	MAT 1050 - College Algebra (GE Sub-Area B4) – APPROVED
AS-2862-190-GE	MAT 1052 - College Algebra Stretch II (GE Sub-Area B4) – APPROVED
AS-2864-190-AA	2020-2021 Academic Calendar – APPROVED

e. CSU Academic Senate Report

The CSU Academic Senate Report is located on the Academic Senate website at <https://www.cpp.edu/~senate/documents/packets/2019-20/01.29.20/ascsu-plenary-report-january-2020.pdf>.

Senator Speak presented the report.

The 2020-2021 Operating Budget Update is located on the Academic Senate website at

<https://www.cpp.edu/~senate/documents/packets/2019-20/01.29.20/sbac-budget-update-jan-2020.pdf>.

The governor's proposed budget provides \$199M additional, which are not designated funds. The problem is if you stack those \$199M against the mandated cost increases and the anticipated contract cost increases, there is nothing left. Last year's budget was much more robust. This year the CSU had a much more robust ask and the governor did not respond as anticipated. Part of that, justifiably, depends on what happens with the March bond vote. Senator Speak explained that if the bond issue passes, the CSUs will get some of the capital monies they need for deferred maintenance and building. If the bond vote does not pass, there should be some budget adjustment from the Governor's Office. The current proposed budget does not include any funding for enrollment increases. The Legislative Analyst's Office does not believe that there should be any funding for enrollment increase because the number of students graduating from high school is decreasing. That position does not make sense because there are potential students who want to come to CPP and can't. This confusion is due in part to the recently implemented policy of redirection. On paper it appears that no eligible student who applied to the CSU system was turned away, but it may not be practical for students to go to the campus to which they were redirected.

Senator Urey communicated that there was a resolution passed by the ASCSU on the [*Recommended Implementation of a California State University \(CSU\) Ethnic Studies Requirement*](#). This resolution asks for a three-unit lower division ethnic studies course which can be overlaid as part of lower division GE. Included in the resolution are five (5) very specific learning outcomes. In addition, the resolution calls for an upper division reflective element that reinforces any two of the ethnic studies outcomes. Because different campuses teach ethnic studies in various departments, the resolution specifically kept "ethnic studies" lower case as to not imply that there needs to be a department titled Ethnic Studies. The resolution asks for the lower division requirement to be implemented by the 2023-24 academic year and the upper division portion to be implemented by the 2027-28 academic year.

Dr. Dixon, Chair of Ethnic & Women's Studies, read the following from an unspecified document, "...early exposure to ethnic studies will both provide a more welcoming environment for students of color at a CSU as well as enhance identity development and academic success for all students. A corollary development is that it will assist in closing the achievement gap..."

f. Budget Report

Senator Lloyd stated that the next Budget Committee meeting is February 5, 2020, when the committee will be receiving a report on the Foundation budget.

Senator Lloyd announced, as Chair of the Transportation Advisory Committee (TAC), that Friday, January 31, 2020, TAC is hosting a transit retreat, and the campus is moving forward with its partnership with Foothill Transit in the following ways:

- Free student transit passes beginning in fall 2020
- Piloting a campus stop of the Foothill Transit Silver Streak Express Bus that goes from Montclair to downtown Los Angeles, and runs every 10 minutes all day
- Creation of a Bronco Mobility Hub which will be the focal point for transit services and share mobility options

g. CFA Report

The CFA report was presented by CFA Chapter President, Weiging Xie.

Dr. Xie reported that bargaining is underway, and CFA is planning an informational update meeting for all unit 3 faculty.

CFA is planning a faculty celebration for those faculty members who have received national honors. More information on this event will be available soon.

h. ASI Report

ASI President Pasindu Senaratne reported that the ASI website has been updated to include information about the upcoming census (<https://asi.cpp.edu/census-2020>). Senator Senaratne also mentioned the following upcoming events:

- Transfer Spring Welcome – Friday, January 31, 2020
- Pizza with President – February 11, 2020 at 4:30 p.m. in Ursa Major

i. Staff Report

No Staff Report given.

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

a. AA-002-190, Alcohol and Other Drugs Policy – SECOND READING

The second reading report for AA-002-190, Alcohol and Other Drugs Policy, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa002190sr.pdf>.

Senator Wachs presented the report.

M/s to adopt AA-002-190, Alcohol and Other Drugs Policy.

Recommendation:

We recommend updating the current policy to reflect current state and federal laws. We recommend that the appendices be regularly updated to reflect current state and federal statutes. Below is the existing policy with minor updates made to reflect changes to state law regarding Marijuana. This is found in Appendix C. No other changes are being made.

ALCOHOL AND OTHER DRUGS POLICY

Alcohol and Other Drugs Policy
 Administrative 1.5
 August 3, 2015
 Alcohol, Tobacco and Other Drugs Advisory Council (ATODAC) Campus Community

Chair, ATODAC
 Supersedes AOD Policy adopted January 21, 1998; revised March 5, 1999; revised January 31, 2013 ,
 Revised, October, 2019

POLICY STATEMENT

The unlawful possession, use, manufacture, distribution, or sale of illicit drugs or drug-related paraphernalia, tobacco or alcohol, and the misuse of legal pharmaceutical drugs or alcohol by any faculty, staff, recognized auxiliary employee, student, registered student club or organization, campus entity, visitor or visiting organization is strictly prohibited in the workplace, on University premises, at University activities, or on University business, on campus or off. Any faculty, staff, student or student organization, campus entity, visitor or visiting organization that violates this policy is subject to disciplinary action as set forth in the following and/or will be referred to the appropriate authorities for legal prosecution.

DESCRIPTION OF UNIVERSITY POLICY Purpose

This policy is created to comply with the Drug-Free Workplace and Drug-Free Schools & Communities Act Amendments of 1989 (Public Law 101-226), which requires the University to adopt and implement a program to prevent the unlawful use and/or abuse of drugs or alcohol by faculty, staff and students and to set forth standards to provide a safe, healthy, and productive community setting for work and study.

The purpose of this policy is to describe University standards of conduct concerning alcohol and drugs, communicate the health risks and other legal and disciplinary consequences of failing to adhere to University standards of conduct, and provide information as to available assistance and resources.

Philosophy

California State Polytechnic University, Pomona (University or Cal Poly Pomona), as an institution of higher education, seeks to create and nurture a campus community where healthy lifestyle choices are fostered and promoted. The University accepts responsibility for maintaining and advancing a safe and productive educational and work environment free from both the illegal and the harmful use of alcohol and drugs. The University prohibits the illegal use of alcohol or other drugs, takes positive steps to reduce the abuse of alcohol and other drugs, and will not promote or condone their misuse.

Definitions

The term "alcohol" includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirit, wine, or beer, and which contains more than one-half of 1 percent of alcohol by volume and which is fit for

beverage purposes either alone or when diluted, mixed or combined with other substances (Business and Professions Code, Section 23004).

The term "illicit drug" includes any dangerous drug, restricted drug, or narcotic as those terms are used in California statutes, and all substances regulated under federal law through the Controlled Substances Act, including but not limited to marijuana, cocaine derivatives, "crack," heroin, amphetamines, barbiturates, LSD, PCP, and substances typically known as "designer drugs" such as "ecstasy."

See Appendix A for more definitions of terms found in this policy.

Standards of Conduct

The unlawful possession, use, manufacture, distribution, or sale of illicit drugs or drug-related paraphernalia, tobacco or alcohol, and the misuse of legal pharmaceutical drugs or alcohol by any faculty, staff, recognized auxiliary employee, student, registered campus organization, campus entity, visitor or visiting organization is strictly prohibited in the workplace, on University premises, at University activities, or on University business, on campus or off.

California's Compassionate Use Act conflicts with federal laws governing controlled substances. The California State University, including Cal Poly Pomona, receives federal funding in the form of student financial aid and grants that would be in jeopardy if those federal laws did not take precedence in our policies. Thus, the manufacture, possession, or use of marijuana on campus, or off campus while on

University business or participating in University sponsored function violates the CSU Student Conduct Code. The California Compassionate Use Act does not apply at the California State University or Cal Poly Pomona.

Authorized Use of Alcohol

The responsible use of alcohol must be in compliance with all federal, state, and local laws.

While Cal Poly Pomona and its recognized auxiliary organizations are each separate legal entities, this policy addresses shared legal obligations, guidelines and procedures regarding the use of alcohol at Cal Poly Pomona, the Cal Poly Pomona Foundation, Inc. and Associated Students, Inc.

The Board of Trustees of the California State University approved the use and sale of beer and wine on campuses in the 1970's and delegated authority to the President to regulate its use in compliance with all applicable provisions of law. The President, pursuant to Title V, California Code of Regulations 41301, issued the following Presidential Order:

“Possession or consumption of alcoholic beverages on campus by persons under the age of 21 is strictly prohibited. The use of alcoholic beverages by persons 21 years of age or older is permitted only in student residential areas as designated by the Director of University Housing Services or the Director of the Cal Poly Pomona Foundation, Inc. Kegs of alcoholic beverages, regardless of type or size, are prohibited in student residences. Alcoholic beverages may be purchased in designated food service operations, and may be served at specified events upon the approval of the Vice President for Student Affairs.”

Refer to University Housing Services webpage: <http://www.cpp.edu/~housing/forms-policies/license-agreement.shtml> and Foundation Housing website: <http://foundation.csupomona.edu/village/forms.aspx> for current policies

In 2005, The Board of Trustees of the California State University prohibited sales of alcoholic beverages in conjunction with any athletic events held in University owned or operated facilities (Executive Order 966, <http://www.calstate.edu/eo/EO-966.pdf>).

The following campus entities are authorized by the President to serve alcoholic beverages in accordance with all local and state laws, under regulation of the California Department of Alcoholic Beverage Control (ABC), and in compliance with all CSU executive orders.

1. The Cal Poly Pomona Foundation, Inc. in ABC licensed restaurants and events.
2. The Cal Poly Pomona Foundation, Inc. on the balance of the campus subject to specified guidelines (see Appendix B).
3. University entities or departments in the context of academic or educational purposes as approved by the President or designee.
4. Official University-sponsored events as approved by the President or designee.

Alcoholic beverages served on campus by or for faculty, staff or students at informal gatherings or departmental activities are strictly prohibited, unless approved by the President or designee. All on-campus registered student club and organization events must be alcohol-free. Official University-sponsored events on campus with 25% or more student attendees must be alcohol-free unless approved by the President or designee.

The possession, manufacturing, distribution, sale, and use of alcohol in campus facilities, designated workplace, or off-campus at University sponsored activities must have approval by the appropriate administrator as outlined under the Enforcement section of this policy.

Advertising, Marketing and/or Sponsorship

In 2005, The Board of Trustees of the California State University limited alcohol advertising to beer and wine on CSU campuses. Cal Poly Pomona prohibits sponsorship of any University activity or event by alcohol beverage manufacturers and/or the marketing or advertising of alcoholic beverages on the campus except under the following circumstances.

1. In authorized food service facilities, in accord with all local and state laws, under regulation of the California Department of Alcoholic Beverage Control, and in compliance with CSU specified guidelines (Executive Order 966), or
2. In the Collins College, when associated with the wine, beer and spirits program or official College-sponsored events, and in compliance with CSU specified guidelines (EO 966), or
3. In very limited circumstances, approved by the President or designee, where the University realizes some other substantial benefit, and in compliance with CSU specified guidelines (EO 966).

Advertisements shall not solely feature alcohol as an inducement to participate in any event. No reference shall be made to the amount of alcoholic beverages that will be available. The availability of nonalcoholic beverages must also be advertised.

AFFECTED AND RESPONSIBLE ENTITIES

Any faculty, staff, recognized auxiliary employee, student, registered campus organization, campus entity, visitor or visiting organization must comply with this policy. The University's Alcohol, Tobacco and Other Drugs Advisory Council is responsible for the distribution of this policy and for working with appropriate educational, intervention and enforcement entities throughout the campus community.

CONSEQUENCES OF NON-COMPLIANCE

Any faculty, staff, recognized auxiliary employee, student, registered campus organization, campus entity, visitor or visiting organization found to be in violation of federal, state and/or local law, or who violates the University's standards of conduct may be subject to disciplinary action as set forth in the following and/or referred to the appropriate authorities for legal prosecution.

See Appendix C for a summary of federal and state laws governing alcoholic beverages and controlled substances.

Disciplinary Sanctions

Faculty, staff, recognized auxiliary employees, and student employees found to be in violation of the University's standards of conduct may be subject to corrective action including required participation in an approved counseling or treatment program and/or termination. See detailed Human Resources information in Appendix E.

Individual students found to be in violation of the University's standards of conduct may be subject to disciplinary sanctions including warning, disciplinary probation, loss of privileges and exclusion from activities and/or from areas of the campus, referral to a required alcohol or other drug education program, interim suspension, suspension, or expulsion. See Judicial Affairs website (<http://www.cpp.edu/~judicialaffairs/index.shtml>) for Student Disciplinary Procedures.

Registered student clubs or organizations found to be in violation of the University's standards of conduct may be restricted from use of campus services and/or resources to support their organizational activities, and may be placed on probation or suspension through the Office of Student Life and Cultural Centers. Visitors or visiting organizations found to be in violation of the University's standards of conduct may be excluded from participation in campus events and/or further use of the campus. This may also include referral to the appropriate authorities for legal prosecution.

Campus entities, including University departments and colleges, as well as recognized auxiliary organizations, found in violation of this policy may be referred to the appropriate University administrators.

Education and Enforcement

Enforcement of the AOD Policy is the responsibility of the President of the University, or designee. Violations will be directed to the appropriate vice president in conjunction with the respective auxiliary or state human resources department for resolution. When appropriate, the University, in consultation with the ATODAC, will seek to provide educational opportunities and feedback to those in violation of this policy. Members of the campus community may forward concerns to the designated vice president.

“Safety First”

The goal of “Safety First” is to ensure that students receive prompt medical attention for any health or safety emergency, and to ensure there are no impediments to reporting incidents of alcohol or other drug intoxication, harassment, violence or assault (including physical or sexual). A Safety First policy benefits our campus by encouraging students to make responsible decisions in seeking medical attention in serious or life-threatening situations that result from alcohol and/or other drug abuse and in any situation where medical treatment is reasonably believed to be appropriate. If a student is so intoxicated or drugged that the student is incoherent and/or unable to be awakened, letting the student “sleep it off” is not a reasonable alternative to getting the student the necessary medical help. Failing to seek assistance for a fellow student who appears to be dangerously impaired due to drug or alcohol abuse may result in sanctions.

Health Risks and Other Consequences

Cal Poly Pomona is committed to educating the campus community regarding the health risks and other consequences associated with alcohol and/or drug use and abuse, and promoting responsible and safe drinking behaviors for those who engage in the lawful consumption of alcohol.

The use of illicit drugs or tobacco, and the illegal use or abuse of alcohol have all been shown to cause serious health consequences, including damage to the heart, lungs, and other organs. Alcohol-related accidents are a major cause of death among persons under age 25¹. The most significant long-term health risk, besides death, is addiction. In addition to direct physical consequences, the abuse of alcohol and other drugs has been associated with impaired learning and increased risks of violence, physical injuries, accidents, acquaintance rape, unintended pregnancy, and sexually transmitted diseases.

For more detailed information on Health Risks see Appendix F.

RESOURCES

The University recognizes alcohol and other drug dependency as treatable conditions and offers educational and counseling assistance and/or referrals to employees and students to aid them in dealing with problems associated with substance abuse.

¹ National Highway Traffic Safety Administration: Traffic safety facts: Crash stats. Alcohol-related fatalities and alcohol involvement among drivers and motorcycle operators in 2005. August 2006. DOT HS 810 644. Available from:

<http://www.nhtsa.gov>

All faculty, staff and students are encouraged to be proactive in their response to perceived alcohol abuse or drug dependency by initiating discussions with individuals whose behavior is not in accordance with the Cal Poly Pomona Alcohol and Other Drugs Policy. In situations where a member of the campus community is uncomfortable approaching an individual perceived to have a problem with alcohol/drug abuse, Human Resources, Judicial Affairs, the University Ombuds Office or University Police are appropriate resources for assistance.

For students, Student Health and Counseling Services is the campus resource for treatment of alcohol/drug related problems, as well as for advice in assisting students with related issues.

For faculty and staff, the Employee Assistance Program (EAP) is a campus resource that can provide appropriate referrals for assistance with drug or alcohol related problems. Benefits-eligible employees may have coverage in their medical benefits packages for counseling and the treatment of alcohol/drug related problems. The Human Resources EAP website (see below) contains referrals to resources.

Auxiliary employees and volunteers should contact the Human Resources representative in their respective auxiliary.

Health Services
Building 46
(909) 869-4000 <http://www.cpp.edu/~healthcounseling>

Counseling Services
Building 66, Room 116 (Bookstore Building) (909) 869-3220 <http://www.cpp.edu/~healthcounseling>

Employee Assistance Program (CPPLifeMatters by Empathia) Hotline (800) 367-7474
<http://www.cpp.edu/~employee-assist>

CONSULTED ENTITIES AND TIME PERIODS

The ATODAC is comprised of administrative, faculty, staff and student representatives from across the University, the Cal Poly Pomona Foundation, and ASI. This policy revision was drafted by a subcommittee of the AODAC in 2011 and approved by the AODAC in 2012. A draft was presented to Student Affairs Cabinet on 9/12/12, with revisions made and posted for all campus review through Blackboard during the period 11/13/12— 12/21/12. Revisions presented to President's Cabinet on 1/31/13 were approved for publication on the University website. In June of 2013, the council name was changed from AODAC to ATODAC to incorporate "Tobacco." The interim policies were then sent for Academic Senate approval in July of 2014 and reviewed by a sub- committee on 3/3/15. The ATODAC policy subcommittee met on 3/17/15 to finalize suggested edits from Academic Senate. Additional edits made by AVP and VP of Student Affairs 3/27/15. Final approval from Academic Senate (AS.2477.145/AA) granted 5/27/2015. Policy referred to University President and approved as permanent on 8/3/15.

APPENDIX A

DEFINITIONS OF TERMS

An entity that meets the definition provided for in the Education Code (California Code of Regulations, Title 5, Article 1, Section 42400), and meets the specific criteria and requirements as set forth by the CSU Board of Trustees. At Cal Poly Pomona, the recognized auxiliaries are the Cal Poly Pomona Foundation Inc. (Foundation), and the Associated Students Incorporated (ASI).

Shall include Cal Poly Pomona faculty, administrators, professional, support staff, part-time staff, student employees, volunteers, employees and agents of its recognized auxiliaries (ASI or Foundation).

Any property owned, controlled, leased from or by California State Polytechnic University, Pomona as a site for the performance of work by employees of Cal Poly Pomona or its recognized auxiliaries (ASI or Foundation) or any meeting place deemed to be the location for official business of the University.

The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of Federal or State criminal statutes.

As defined by the Chancellor's Office, student means an applicant for admission to the CSU, an admitted CSU student, an enrolled CSU student, a CSU extended education student, a CSU student between academic terms, a CSU graduate awaiting a degree, and a CSU student who withdraws from school while a disciplinary matter (including investigation) is pending.

The term "substances" includes both illegal and legal substances:

Illegal Substances—Controlled substances means those substances as listed in schedules I through V of the Federal Controlled Substances Act (21 U.S.C.812) and further defined by regulations (21 CFR 1308), which are obtained illegally.

Legal substances are:

1. Alcoholic beverages, for persons age 21 or older.
2. Controlled substances as listed in the Federal Controlled Substances Act, which are prescribed or administered by a licensed physician or health-care professional.
3. Over the counter drugs/products.

APPENDIX B

GUIDELINES FOR AUTHORIZED USE OF ALCOHOL ON CAMPUS

The lawful sale or service of alcoholic beverages on campus must adhere to the following guidelines:

1. The consumption of alcoholic beverages outside of Alcoholic Beverage Control (ABC) licensed food facilities is not permitted on campus unless associated with an approved campus event.
2. All registered student club or organization events must be alcohol-free.
3. University sponsored events must have approval by the President or designee to host an event where alcohol will be present.
4. All persons or groups requesting to serve alcohol at an on-campus event must submit a written request for authorization with an appropriate facility lease application.
5. Decisions for authorization to use alcoholic beverages will be made by the President or designee, unless otherwise stated in this policy, and based upon the request submitted with the appropriate lease application.
6. Consumption of alcohol is permitted only within the established and approved area designated for the event.
7. Properly marketed and displayed non-alcoholic beverages must be available at the same place as the alcoholic beverages and must be featured as prominently as the alcoholic beverage.
8. Food must be provided when alcohol is being served. A minimum of 30% of the event's budget shall be assigned to the purchase of food items.
9. No event shall include any form of "drinking contest" or use of bulk quantities (e.g., kegs, party balls). The service of shooters, shots or doubles is prohibited at any campus event.
10. The lawful sale or service of alcoholic beverages will be conducted solely by employees or agents of the Cal Poly Pomona Foundation, Inc.
11. For events taking place outside of an ABC licensed facility, a one-day Caterer's Permit from the Department of ABC for the event is obtained by the Cal Poly Pomona Foundation, Inc. Any and all fees for this permit are the responsibility of the sponsoring organization for the event.
12. The University Police must be notified in writing two weeks in advance of any event where alcohol is being served. At the discretion of the Chief of Police or designee, one or more police officers may be assigned to events. The organizer of the event will be responsible for all costs associated with University Police presence at these events.
13. Failure to abide by University Policy and the above mentioned guidelines may result in immediate termination of the event, disciplinary proceedings and/or criminal prosecution, and restriction from future use of campus facilities.

APPENDIX C

The following is not a comprehensive list and summarizes only a few laws that govern alcoholic beverages and controlled substances. Laws may change over time and individuals are expected to be aware of current federal, state, and local laws.

FEDERAL LAWS GOVERNING CONTROLLED SUBSTANCES

(See United States Code 21, Sections 811, 844, 853, 881)

1. The unlawful possession, use, manufacture, sale, or distribution of alcohol or all scheduled (illicit) drugs may lead to prosecution, and depending on the nature of the offense, may be categorized as a misdemeanor or felony and may be punished by fine and/or imprisonment.
2. Examples of illicit drugs include narcotics, barbiturates, amphetamines, cocaine, cannabis, hallucinogens, and synthetic drugs, e.g. PCP.
3. First offense penalties for the illegal possession of a controlled substance range from up to 1 year in prison and a fine of at least \$1,000 but not more than \$250,000, or both. Second and subsequent convictions can include increased imprisonment and fines.
4. Depending on the amount, first offense maximum penalties for trafficking marijuana range from 5 years in prison and a fine of \$250,000 to life imprisonment and a fine of \$4 million.
5. Depending on the amount, first offense maximum penalties for trafficking class I and II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl, etc.) range from 5 years to life imprisonment and fines from \$2 to \$4 million.
6. Property including vehicles, vessels, aircraft, money, securities, or other things of value which are used in, intended for use in, or traceable to transactions that involve controlled substances in violation of federal law are subject to forfeiture to the United States.
7. Persons convicted of possession or distribution of controlled substances can be barred from receiving benefits from any and all federal programs including student grants and loans, except some long term drug treatment programs.
8. The federal Drug-Free Workplace Act of 1988 (41 U.S.C. 701) requires that University employees directly engaged in the performance of work on a Federal contract or grant shall abide by this Policy as a condition of employment and shall notify the Principal Investigator and/or the Chair of the sponsoring department or unit within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on University business. In turn, the Principal Investigator or Chair shall notify the administrative head of the Office of Research and Sponsored Programs. That administrator is then obligated to notify the Federal contracting or granting agency within ten days of receiving notice of such conviction, and to take appropriate corrective action or require the employee to participate satisfactorily in an approved drug abuse assistance rehabilitation program.

CALIFORNIA LAW GOVERNING CONTROLLED SUBSTANCES

California law regarding controlled substances is, in many respects, similar to federal law. Violations can result in imprisonment, fine, or both.

CALIFORNIA LAW GOVERNING Cannabis (MARIJUANA)

It is important to be aware that Cal Poly Pomona does not permit marijuana use or possession on campus property, including residential facilities. The university is required to uphold federal laws that prohibit use, distribution and consumption of marijuana by anyone of any age. The California State University, including Cal Poly Pomona, receives federal funding in the form of student financial aid and grants that would be in jeopardy if those federal laws did not take precedent in our policies. Thus, the use and possession of marijuana in any form or amount violates the Cal Poly Pomona AOD Policy and the CSU Student Conduct Code. The California Compassionate Use Act and Proposition 64 do not apply at the California State University or Cal Poly Pomona.

Marijuana use and possession is not allowed on campus. If you choose to use marijuana off campus you will be subject to California law. Below are CA laws governing use outside on university property.

Under AB-64 the Adult Use of Marijuana Act (AUMA) you may not (HSC 11362.3-11362.4):

Consume, smoke or vaporize marijuana in any public place (\$100 infraction).

Consume marijuana or possess an “open container” of marijuana while driving or riding as a passenger in any motor vehicle (vehicle code 23220 & 23221)

Possess or use marijuana on the grounds of any school or University

Possess more than one ounce of marijuana flower or eight grams of marijuana concentrate

Minors under 21 may not possess, use, transport, or cultivate marijuana

More on Prop 64

Prop 64 also authorizes resentencing or dismissal of prior marijuana-related convictions, which means that people who have a criminal conviction for marijuana may be able to change their record or get it resentenced.

This judicial process provided through Prop 64 will eliminate some barriers to housing, employment, and other support services.

For more information on how to change your record visit <http://www.drugpolicy.org/how-change-your-record>

For more information on CA laws governing marijuana visit <http://www.courts.ca.gov/prop64.htm>

CALIFORNIA LAW GOVERNING ALCOHOLIC BEVERAGES

1. No person may sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages (California Business and Professions Code section 25658).
2. It is unlawful for any person under the age of 21 to possess alcoholic beverages on any street or highway or in any place open to public view (California Business and Professions Code section 25662).
3. It is a misdemeanor to sell, furnish, or give away an alcoholic beverage to any person under the age of 21 (California Business and Professions Code 25658) or to any one obviously intoxicated (California Business and Professions Code section 25602).
4. It is unlawful for any person to drink while driving, or to have an open container of an alcoholic beverage in a moving vehicle. With a blood alcohol level of .08 or higher, a driver is presumed under the influence of alcohol. Between .04% and .08% a person may be found guilty of driving under the influence (California Vehicle Code section 23152).
5. It is unlawful for any person under the age of 21, who has 0.05 percent or more by weight of alcohol in their blood, to drive a vehicle (California Vehicle Code section 23140).

OTHER CALIFORNIA LAWS

Every person who is found in any public place under the influence of intoxicating liquor, any drug, controlled substance or any combination of any of the above and is in such a condition that that person is unable to exercise care for their own safety or the safety of others is guilty of a misdemeanor (California Penal Code section 647(f)).

APPENDIX D

HEALTH AND SAFETY EMERGENCY SITUATIONS

Generally, the University may not disclose student education records and personal information, including but not limited to, disciplinary violations and/or proceedings, without the student's consent under the California Information Practices Act (IPA) (California Civil Code § 1798 et seq.) and the Family Educational Rights and Privacy Act (FERPA) (34 CFR § 99 et seq.). Notwithstanding, the University may disclose a student's education records and personal information to appropriate parties, without the student's consent, if the University determines that compelling circumstances exist, which affect the health or safety of the student to whom the information pertains and/or other individuals, and provided that, upon the disclosure, notification is transmitted to the student to whom the information pertains at their last known address.

The Director of Judicial Affairs, or designee, may notify the emergency contact person listed in the student's education records in circumstances involving alcohol and/or other drugs deemed by the University to pose a danger to the health or safety of a student and/or other individuals in the campus community. All possible circumstances that would meet the health and safety exception cannot be listed, but examples would include, but are not limited to:

1. The student was required to be transported to a medical facility because of alcohol or other drug use.
2. The student has caused harm to him/herself or another while under the influence of alcohol or other drugs.
3. The student has shown a pattern of behavior or violations that indicate a severe physical or emotional problem with alcohol or other drugs.

APPENDIX E

HUMAN RESOURCES INFORMATION

Employees are expected to be in a condition fit to perform the normal and reasonable duties of their positions at all times. The consumption of alcohol or use of drugs which impairs one's ability, either prior to the start of a work shift, during the work shift or during meal breaks, is prohibited.

Assistance for Employees

1. When an employee has drug or alcohol related issues or concerns, the employee is encouraged to seek assistance. The University Employee Assistance Program is a campus resource that can provide appropriate referrals for assistance with drug or alcohol related problems. Benefits eligible employees may have coverage in their medical benefits package for counseling and the treatment of alcohol/drug related problems. Auxiliary employees and volunteers should check with the Human Resources Representative in their respective auxiliary. The employee may request a leave of absence to attend counseling, treatment or employee support programs outside of regular work hours, in addition to using approved vacation or sick leave for this purpose. The Human Resources Employee Assistance Program, LifeMatters web site contains referrals to resources.
2. For student employees, additional resources are available through Student Health and Counseling Services for assistance with alcohol/drug related problems, as well as for advice in assisting students with related issues.

Identification, Referral and Reporting of Abuse

1. All faculty, staff and students employees are encouraged to be proactive in their responses to perceived alcohol abuse or drug dependency. If any member of the campus community judges that an individual is suffering from the abuse of alcohol or other drugs, they are encouraged to initiate discussions with the individual and/or other appropriate party, and refer to the Cal Poly Pomona Alcohol and Other Drugs Policy, and note the consequences of alcohol or drug abuse relating to health and well-being.
2. In situations where an individual as either supervisor or member of the campus community is uncomfortable approaching the individual who is perceived to exhibit alcohol/drug abuse, Human Resources, Judicial Affairs, PolyCARES, or University Police are viable alternatives to contact.
3. The supervisor has an obligation to bring work performance concerns to the attention of the employee and to take appropriate action to address the situation.

Employee Job Performance

A. When an employee's job performance appears to be compromised by behavioral or performance issues related to the use of an illegal substance or the abuse of a legal substance, including alcohol, the supervisor is obligated to take appropriate action to address the situation, which may include notifying and seeking advice from Human Resources (for staff or student employees), Academic Affairs (for faculty).

1. Appropriate action is determined on a case-by-case basis and may include, but is not limited to, supervisory referral to the Employee Assistants Program, corrective action, or University Police Department intervention.
2. Corrective action for employees found to be in violation of this policy may include, but is not limited to, dismissal, referral for prosecution, and/or referral for rehabilitation. In addition to, or in lieu of corrective action, an employee may be required to participate in an approved counseling or treatment program. Attendance in counseling or treatment programs does not relieve an employee from the obligation to maintain acceptable work standards nor should it delay appropriate corrective action.
3. Any person covered by this policy who is convicted of a drug or alcohol-related offense committed on campus, at the workplace, on other institutional property, or at an institutional function, shall report the conviction to their respective Vice President. Auxiliary employees and volunteers report to the Human Resources Representative in the respective auxiliary. Cabinet level administrators report to the President.
4. Employees who are subject to the requirements of the Federal Omnibus Transportation Employee Testing Act must comply with the required drug testing provisions, as defined by the program and administered by the Department of Human Resources.

Prescription Medication

1. An employee using a legally prescribed drug (e.g. muscle relaxant, pain medication) who has been advised by the employee's physician, or who has reason to believe, the drug may affect their ability to perform their job duties safely or efficiently, is required to report any safety issues and requests for accommodation while taking the drug. A medical certification will also be required, but should only list the need for accommodation, not a diagnosis.
2. The immediate supervisor and employee will confer with Human Resource Services (for staff or student employees) or Academic Affairs (for faculty), to discuss the request for accommodation. Consultation with the employee's physician may be required to determine whether or not an accommodation can be made, as well as appropriate responses to the request, without risk to safety or loss of efficiency. This is a confidential process; the doctor should not discuss the diagnosis with the University, but should only discuss the possible ways to accommodate the employee.

Enforcement of Regulations

1. Disciplinary Action—If an employee or student employee is suspected with good reason of the unlawful manufacturing, distributing, dispensing, possessing or using of illicit drugs or is in violation of an alcoholic beverage statute on University property, or in connection with University activities, the University will investigate and take appropriate action.
 1. Faculty and staff members will be referred to their immediate supervisor with assistance from Academic Affairs and Human Resources respectively and/or University Police.
 2. Supervisors and members of the campus community should report concerns or issues about student employees to Human Resources and/or University Police. Human Resources may refer student employees to Judicial Affairs for student disciplinary actions.
 3. Student organizations will be referred to the Office of Student Life and/or University Police.
2. In situations in which individuals assume multiple roles within the campus community (e.g., researcher/lecturer, student/staff person, faculty/federal contract researcher), it is recommended that each entity serve as a resource for counsel and clarification of strategies to best resolve the

Confidentiality

All medical records related to the diagnosis or treatment of drug or alcohol abuse program involving a Cal Poly Pomona employee or student employee are confidential. This information is subject to protection under Federal and State laws and may not be disclosed without specific authorization by the employee.

APPENDIX F

HEALTH RISKS

Associated with the Use of Alcohol and Other Drugs

The following information is meant to be used as a guide to inform you of potential drug and alcohol problems. This information should not be used as a diagnostic tool, nor is the information definitive of substance abuse. If you have concerns about a person's behavior, please utilize the resources provided in Appendix E.

Alcohol:

Alcohol is a depressant that reduces activity in the central nervous system. It can decrease heart rate, lower blood pressure, and decrease respiration rate. Alcohol intoxication lowers inhibitions, impairs judgment, slows reaction times and causes loss of fine motor coordination.

When a person drinks too much, their capacity to process information and make safe decisions is impaired. The risks associated with alcohol misuse include hangover, overdose and addiction. Alcohol misuse and abuse places you at increased risk for physical injury, driving under the influence, sexual assault and other violent behavior. Misusing alcohol can also have a negative impact on academic success, work performance, friendships and family relationships.

Numerous health risks are associated with drinking. Alcohol can interact with many over-the-counter, prescription, and illegal drugs, intensifying the effects of these drugs and leading to potential organ failure or death. Long-term excessive drinking can lead to a variety of health problems such as: decreased brain function; impaired sensation, memory lapses or blackouts, organ damage, and addiction. Research indicates that adult children of alcoholics have as much as a four to six times greater risk of becoming an alcoholic or having a problem with other drugs.

Excessive drinking can result in alcohol poisoning. On average, it takes over an hour to eliminate the alcohol content of one drink from the body. Nothing can speed up this process- not even coffee or cold showers. Drinking too much or drinking a large quantity of alcohol quickly raises one's blood alcohol content to the point where their body cannot effectively process the alcohol. This can result in overdose and possibly coma or death.

Marijuana:

Effects of THC (the active ingredient in marijuana) vary depending on the person, setting, dose, and/or expectation of the user. Marijuana can make it harder to function and succeed in an academic or work setting, particularly when tasks require close attention and thoughtful decision-making. Using marijuana may impair one's short-term memory, reading comprehension, and capacity to solve verbal and mathematical problems. Increased heart rate and uncomfortable feelings such as paranoia and panic are often experienced with marijuana use. Additionally, regular use may lead to "amotivational syndrome" with symptoms of listlessness, fatigue, inattention, withdrawal and apathy, making it difficult to achieve academic and personal goals.

Coordination is greatly affected by marijuana use since it slows reflexes and impairs visual perception. Driving while under the influence (or being driven by someone else under the influence) can be as dangerous as driving under the influence of alcohol. Regular use can lead to a variety of health problems such as elevated blood pressure and decreased body temperature; irritation of the mouth, throat, and lungs,

and aggravation of asthma, bronchitis, and emphysema; chronic lung disease and cancer. Additionally, one can test positive for marijuana up to 3 months after use.

Inhalants:

Inhaling fumes (also known as “huffing”) from chemicals such as paint thinners, glue, gasoline, propane, butane, nitrous oxide, and others can be extremely risky and can cause death. Other health consequences include loss of inhibition, loss of motor coordination and/or muscle weakness, headache, nausea or vomiting, cramps, slurred speech, wheezing, unconsciousness, depression, memory impairment, and/or damage to heart and nervous system.

Tobacco:

The ingestion of nicotine through cigarette smoking is highly toxic, addictive, and can result in heart disease, emphysema and cancer. Emphysema destroys the lung’s capacity to expand and contract which causes decreased oxygen intake leading to organ damage. Smoking has been linked to cancers of the lung, mouth, throat, pancreas, cervix, kidney, and bladder. Smoking cigarettes can also affect the health of non-smokers. Environmental tobacco smoke contains many of the toxic substances the smoker inhales. Chewing tobacco and snuff are not safe alternatives to cigarettes. They are highly addictive, contain more nicotine than cigarettes, and cause rapidly-spreading cancers of the mouth, head, and neck.

Ecstasy (MDMA):

Ecstasy (MDMA) is a hallucinogenic-amphetamine that can lead to a variety of physical problems such as cardiac difficulties, dangerously high body temperature, severe thirst and heat exhaustion, sensory distortion and heightened arousal. Even with limited use, it can permanently alter serotonin levels in your brain, which can increase the risk of chronic depression.

Steroids:

Anabolic steroids are synthetic versions of the hormone testosterone. Used medically to supplement normal hormonal levels after injury or disease, others use steroids to gain an edge (albeit illegally) in athletic endeavors. Steroid use can lead to a variety of health problems including high blood pressure, liver disease and cancer. Male users experience testicular atrophy, breast growth, impotence, sexual dysfunction, acne, and aggression (‘roid rage). Female users experience enlarged clitoris, deepened voice, male pattern baldness, and acne. Most of these effects are permanent even after steroid use has ended.

Cocaine:

Cocaine is a highly addictive stimulant that can lead to serious health problems such as heart attack, respiratory failure, strokes, seizure, and/or death. Common effects of cocaine include damaged nasal tissues, malnutrition, intense anxiety and anger, violent behavior, restlessness, fear, paranoia, depression, and hallucinations.

Amphetamines:

Amphetamines are highly addictive stimulants that can have severe health consequences, including death. Even limited use can lead to many physical symptoms including increased heart rate and blood pressure; heart, brain, and lung damage, stroke, chronic fatigue and malnutrition. Psychological effects include anxiety, depression, mood swings, hallucinations, paranoia and psychosis.

LSD:

LSD (acid) can dramatically alter one’s thought processes, mood, and perceptions. Initial effects of LSD are mostly physical and include dilated pupils, muscular weakness, rapid reflexes, decreased appetite, increased blood pressure and increased body temperature. As effects continue, the user begins to

experience visual and other sensory distortion, which can result in unusual or frightening hallucinations. LSD can trigger more serious problems such as psychosis for individuals with a history of psychological problems. Effects may recur days or weeks later without further use (flashbacks).

Heroin:

Heroin is a highly addictive opiate that can be lethal in high doses. Health effects of heroin use include drowsiness and loss of appetite, addiction with severe withdrawal symptoms, impaired mental functioning, slowing of reflexes and physical activity; infection, hepatitis, and HIV (from needle sharing), or death from overdose.

Predatory Drugs:

These drugs are given to another person without them knowing, usually by slipping the drug into a drink. Rohypnol (aka. Roofies), is a potent tranquilizer that has been used to facilitate sexual assaults. Effects of the drug occur 20 to 30 minutes after ingestion and leave the person feeling drowsy, dizzy, and disoriented, rendering them helpless and immobile. In addition to these sedative effects, impaired balance and/or speech, and memory loss are common. Like rohypnol, GHB has also been associated with sexual assault. In its clear liquid form, it can easily be slipped into someone's drink. Effects of the drug can be felt in 15-20 minutes and include dizziness, heavy drowsiness, and confusion.

Some people use GHB to enhance the effects of alcohol or other drugs. This combination can be especially life-threatening due to synergistic effects of the drugs. GHB use can lead to a variety of physical problems such as dizziness, nausea, breathing problems, memory loss, seizures, unconsciousness, and in some cases, death. Originally used as an animal tranquilizer, ketamine is now used as a club drug due to its hallucinogenic effects. Many negative effects can result from ketamine use including vomiting, numbness, loss of muscle control, paranoia, and aggression. In larger doses, effects may include convulsions, decreased oxygen to the brain, coma and even death. Individuals who use ketamine are at increased risk for sexual and physical assault since their loss of muscle control and mental state make them vulnerable to assault.

Discussion:

This is an update to our existing policy because the California law governing use of marijuana has changed. Federal laws however have not changed. The committee updated Appendix C the new state law, but the university remains a smoke free campus. The only changes made in this policy were to Appendix C.

The motion to adopt AA-002-190, Alcohol and Other Drugs Policy, passed unanimously.

b. [EP-001-190, Adoption of More Inclusive Language in Senate Constitution and Reports – SECOND READING](#)

The second reading report of EP-001-190, Adoption of More Inclusive Language in Senate Constitution and Reports, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ep001190sr.pdf>.

Senator Puthoff presented the report.

M/s to adopt EP-001-190, Adoption of More Inclusive Language in Senate Constitution and Reports.

Recommendation:

The proposed revised language in the AS-CPP constitution and bylaws is attached. In summary:

- **Art. II, Sec. 3(E):** “his/her” → “their”
- **Art. III, Sec. 7:** “to an alternate designated by him/her” → “their designee”
- **Art. III, Sec. 8(B):** “his or her” → “their”
- **Art. III, Sec. 10:** “his/her” → “their”

in the Constitution, and the modification of **Art. II, Sec. 3(C)** of the Bylaws as above.

ADDITIONAL RECOMMENDATION:

The AS-CPP constitution is still referred to as “Appendix 17” of the University policy manual, which does not exist in the same form as it did when the AS-CPP constitution was first adopted. We recommend renaming this document header to “Policy 121” to reflect the current University manual. It is unclear if such a document-control–related matter requires ratification by the CPP faculty.

Discussion:

Senator Puthoff explained that this is a minor change to the constitution, but profound in the sense that this update remedies the current non-inclusive nature of the constitution. This is in line with what the Chancellor’s Office is recommending for university documents. The report eliminates the use of him/her and replaces it with non-binary pronouns they/them/theirs.

Senator Puthoff informally recommended that when people are writing referrals, reports, and policies, that they keep this in mind and forgo the use of binary pronouns.

If adopted these changes will be included in a referendum to be voted on by all enfranchised faculty.

The motion to adopt EP-001-190, Adoption of More Inclusive Language in Senate Constitution and Reports, passed unanimously.

c. [FA-002-190, Review of Policy 1335 Periodic Evaluation of Tenured Faculty Members –SECOND READING](#)

The second reading report for FA-002-190, Review of Policy 1335 Periodic Evaluation of Tenured Faculty Members, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/fa002190sr.pdf>.

Senator Von Glahn presented the report.

M/s to adopt FA-002-190, Review of Policy 1335 Periodic Evaluation of Tenured Faculty Members.

Recommendation:

The Faculty Affairs Committee recommends adopting the following to serve as Policy 1335:

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA POLICY NO: 1335

Periodic Evaluation of Tenured Faculty Members

Periodic evaluation of tenured faculty members not under consideration for promotion shall be conducted by a department committee of full-time tenured faculty members at the professor rank and elected by a secret ballot of the probationary and tenured members of the department. This committee may be the RTP committee, a subcommittee of the RTP committee, or a separate committee. The committee shall have at least two members. If there are not enough faculty to properly constitute the committee faculty members from other departments shall be elected to supplement the committee.

Tenured faculty members shall be evaluated at intervals of no greater than five years. Participants in the Faculty Early Retirement Program (FERP) shall not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator. Evaluations shall be conducted during the spring term. The contents of the Post Tenure Review [file package](#) shall be compiled and reviewed in electronic format beginning academic year 2020-2021. The evaluation of the tenured faculty member shall terminate at the college dean/director's level.

Periodic Evaluation of Tenured Faculty Members shall include [each of the following](#):

1. An updated curriculum vitae; [highlighting the achievements of the past 5 years](#);
2. A self-assessment narrative [of the activities and achievements over the last five years](#), not to exceed ~~two~~ [four](#) pages, that discusses the following as applicable [based on the nature of work assigned](#): ~~the strengths and areas for growths in~~ teaching; ~~research and creative activities;~~ ~~and service;~~ ~~and career accomplishments and obstacles~~ [administrative roles](#);
 - [In your narrative, highlight, as applicable, how your accomplishments support CPP's core values, such as academic excellence, experiential learning, student learning and success, inclusivity, community engagement, and social and environmental responsibility.](#)
- 2-3. [For those with teaching responsibilities, statistical summaries of student evaluations of teaching performance.](#)

Each department may choose to develop additional criteria or procedures that are consistent with this policy. Any such criteria or updates shall be approved by the majority of tenured and probationary faculty in the department and submitted to the dean or director (or other appropriate administrator) for approval no later than February 15th of the academic year prior to the year of implementation.

The departmental committee and the dean (or appropriate administrator) shall each produce a report providing feedback to the evaluated faculty member. The peer review committee chair, [the department chair \(in case the department chair is not the committee chair\)](#), and the appropriate administrator shall meet with the tenured faculty unit employee to discuss the faculty member's strengths and ~~weaknesses~~ [areas for growth](#), along with suggestions, if any, for improvement.

A copy of the reports of the peer committee and the appropriate administrator shall be placed in the faculty member's Personnel Action File in conformance with standard procedure for introducing material to a Personnel Action File.

[The Faculty Affairs Office establishes the calendar for the periodic reviews and performance evaluations. Therefore, the Faculty Affairs Office establishes the calendar for the Periodic](#)

Evaluation of Tenured Faculty Members. You have ten (10) days after this report is provided to submit a response/rebuttal.

Discussion:

Currently we are not in compliance with Collective Bargaining Agreement (CBA) which requires a five (5) year periodic review of tenured faculty. The current process resembles a full RTP process. The track changes in the recommendation are the changes requested since the first reading. Periodic Evaluation of Tenured Faculty Members shall include each of the following:

1. An updated curriculum vitae highlighting the achievements of the past 5 years;
2. A self-assessment narrative of the activities and achievements over the last five years, not to exceed four pages, that discusses the following as applicable based on the nature of work assigned: teaching; research and creative activities; service; and administrative roles;
 - In your narrative, highlight, as applicable, how your accomplishments support CPP's core values, such as academic excellence, experiential learning, student learning and success, inclusivity, community engagement, and social and environmental responsibility.
3. For those with teaching responsibilities, statistical summaries of student evaluations of teaching performance.

The motion to adopt FA-002-190, Review of Policy 1335 Periodic Evaluation of Tenured Faculty Members, passed unanimously.

4. New Business

Chair Nelson introduced Senator Gonzalez as the new Parliamentarian and thanked her for taking on this role.

a. Retiring Senator

Vice Chair Sharyn Fisk has taken leave to assume remarkable opportunity as the lead of the Internal Revenue Service's Office of Professional Responsibility (OPR). This leaves a vacancy on the Executive Committee for a College of Business Administration representative and a Vice Chair vacancy.

b. College of Business Administration Executive Committee Election

Senator Puthoff, Chair of the Elections and Procedures Committee, explained that the Elections and Procedures Committee is seeking nominations for a College of Business Administration representative to the Executive Committee. Senator Kumar has been nominated via email and has accepted the nomination. Senator Puthoff opened nominations to the floor and no other nominations were received.

M/s to elect Senator Kumar to the Executive Committee for the remainder of the 2019-2020 academic year.

The motion to elect Senate Kumar to the Executive Committee pass unanimously.

c. Vice Chair Election

Senator Puthoff, Chair of the Elections and Procedures Committee, explained that the Elections and Procedures Committee is seeking for the Senate Vice Chair Position. Senator Pacleb has been nominated via email and has accepted the nomination. Senator Puthoff opened nominations to the floor and no other nominations were received.

M/s to elect Senator Pacleb to the Vice Chair position for the remainder of the 2019-2020 academic year.

The motion to elect Senator Pacleb as Vice Chair passed unanimously.

5. Discussion – Time Certain 4:30 p.m.

a. Automated External Defibrillator (AED) Update

Al Vasquez, Interim Associate Vice President of Strategic Enterprise Risk Management, was not available to present this update. This agenda item will be rescheduled to a future meeting.

The January 29, 2020 Academic Senate Meeting adjourned at 4:00 p.m.