

Minutes

of the Academic Senate Meeting

April 15, 2020

- PRESENT: Barding, Chase, Chen, Davidov-Pardo, Fallah Fini, Flores, Forrester, Gasdaglis, Givens, Gonzalez, Hargis, Huerta, Huh, Kumar, Kwok, Lee, Lloyd, Nelson, Ortenberg, Osborn, Pacleb, Puthoff, Quinn, Sadaghiani, Senaratne, Small, Snyder, Soper, Speak, Urey, Van, Von Glahn, Wachs, Welke
- PROXIES: Senator Hargis for Senator Shen
- ABSENT: Coburn, Milburn
- GUESTS: L. Alex, A. Baski, L. Bricker, J. Chong, S. Dixon, L. Dopson, S. Eskandari, S. Garver, E. Gibson, H. Gilli-Elewy, T. Gomez, D. Horner, G. Johnson, L. Kessler, C. LaMunyon, A. Lang, I. Levine, L. Massa, J. McGuthry, S. Oldak, J. Passe, B. Quillian, J. Rencis, T. Roby, L. Roosa Millar, S. Shah, M. Singh, G. Tejadilla, J. Wagoner, C. Wyrick, W. Xie

1. [Academic Senate Minutes – March 25, 2020](#)

The March 25, 2020 Academic Senate Meeting minutes are posted on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2019-20/04.15.20/academic_senate_minutes_03.25.20_posted_revised_04.14.20.pdf.

M/s/p to approve March 25, 2020 Academic Senate Meeting minutes as posted.

2. Information Items

a. Chair's Report

Chair Nelson reported that although the official notice has not come out yet, the Emeritus Reception will be postponed until the fall semester. Faculty members who have applied for emeritus status on the regular timeline will receive their emeritus status as normally planned at the end of the semester. However, since the ceremony is being postponed, the Academic Senate Office will be processing emeritus resolutions until the last working day of the semester, May 20, 2020. All approved emeritus requests up to May 20, 2020 will be included in the fall reception.

Chair Nelson mentioned that there is currently a faculty recruitment for the Search Committee for the Director of Admissions and Enrollment planning. After two recruitment calls there are no volunteers. She went on to say that this is an important position and asked Provost Alva to expand on this issue. The Provost communicated that there is currently an Interim Director of Admissions and one of the concerns is that, when there are talented people in interim roles, there is the possibility that you may lose that person to a permanent position elsewhere. That is one reason it is important to start this search as soon as possible. This position is also important because of the upcoming changes in enrollment management and admissions practices. Provost Alva recognizes that starting a search at this point in the spring semester will require continued work in the summer months and therefore there will be a modest stipend offered for faculty members on the search committee who are on academic year contract. Provost Alva stated that she hoped that her explanation clarified why this is such an important search.

b. President's Report

President Coley expressed her gratitude to the Academic Senate and the entire faculty community for the work that continues to get done under incredible circumstances. She stated that continuing the educational mission has been a massive undertaking and she appreciates the combined efforts which have been marked by collaboration, persistence, and ingenuity.

President Coley provided information on the Coronavirus Aid, Relief, and Economic Security, (CARES), Act, which through the Coronavirus Relief Fund, provides for payments to State and Local governments navigating the impact of the COVID-19 outbreak. The bill provides about \$31B in overall educational aid, of which Cal Poly Pomona will receive about \$30M with \$15.4M designated as the minimum allocation to be awarded as emergency federal aid grants for students. The bill is very clear that these funds are to be distributed to students. Currently the CSU system is working on methodologies to distribute the funds by looking at eligible expenses which include costs of attendance, housing, food, course materials, technology, etc. These funds are on top of other emergency grants.

On Thursday, April 23, 2020, there will be a campus conversation on virtual instruction. The conversation will feature faculty and student perspectives. It will be an opportunity to reflect on experiences, cover best practices and engage in future planning. There will be remote instruction in the summer term and, more recently, it has been decided that the campus should plan for remote instruction for the fall. Campus conversations started in spring 2018 to engage the community on matters of importance. Prior conversations covered budget, student success, and the future of work.

The campus and the CSU system are actively engaged in promoting participation in the 2020 census. The deadline for the census has been extended to August 14, 2020. Cal Poly Pomona will be counting students who lived and who intended to live in university housing and the University Village prior to the transition to remote instruction. Students who live off campus will be counted in their respective communities. The President stated that all are encouraged to complete the census survey which determines everything from education funding to construction to infrastructure to deciding how many seats will be allocated in the US House of Representatives. She noted that after the 2010 census Los Angeles County missed out an investment of \$670M and this year the San Gabriel Valley stands to lose representation in Congress. President Coley stressed that this is an important act of participation for the country.

c. Provost's Report

The Provost's Report is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2019-20/04.15.20/provosts_report_to_academic_senate_2020-04-15.pdf.

Provost Alva expressed her heartfelt gratitude for all the work that has been done to get through this unique chapter in higher education. She stated that all the hard work is a testimony to the commitment to the academic mission and to the success of the students. She thanked everyone for their perseverance, compassion, and partnership for getting through the situation the campus is currently facing.

Provost Alva detailed the campus rapid response to the COVID-19 Pandemic by transitioning to virtual instruction and remote work. There has been a temporary change in the Credit/No Credit grade option for students. Many universities across the nation have instituted this change to allow

students to opt for credit/no credit rather than a letter grade. The Provost added that there will be a virtual town hall to address any questions students may have regarding this policy. There will be temporary policy adjustments to minimize the negative impact of ~~going to~~ moving to remote instruction for both undergraduate and graduate students, in addition to permanent faculty and lecturers. Modifications to admissions practices have been made. Offers of admission are being made earlier, along with notifications of financial aid awards. It is recognized that enrollment is currently in a very ~~volatile~~ precarious state. Students will feel the economic impact of the COVID-19 crisis ~~which~~ and it may impact their ability to go to college. Provost Alva stated that the administration is being very aggressive and creative in ensuring that students are engaged through a variety of virtual ways. ~~Because the~~ Due to campus ~~is on~~ remote instruction, there will be a need to ~~be~~ for creative ways to engage students and help educate them about what makes Cal Poly Pomona special and why they should attend this university. The Office of Admissions is anticipating that there will be a significant reduction in the number of international students attending Cal Poly Pomona, which means that enrollment numbers for residents will need to be increased to offset the revenue lost from the reduction in international students.

Provost Alva reiterated the following guidance regarding remote instruction for spring and summer 2020:

- Remote and virtual instruction will continue through the summer term
- Final exams and culminating projects must be done remotely since the campus will not be open for finals week
- Synchronous instruction must stay on the originally scheduled meeting days/times and final exam schedule to avoid any scheduling conflicts
- Asynchronous instruction is worth exploring if it helps the students

The Provost stated that the campus needs to anticipate that the first part of fall 2020 may require virtual instruction and remote work. This means that scheduling will have to be very intentional, for example, lab classes may be offered in the spring instead of the fall. Provost Alva has started the conversation with the college deans and associate vice presidents (AVPs) to think more deeply about block scheduling if virtual instruction in fall 2020 becomes a reality. New student orientation, summer advising, and student engagement will continue in virtual formats. New faculty orientation will be done virtually. The Provost communicated that it is important that the campus prepare for version 2.0 of remote virtual learning. Spring 2020 can be considered version 1.0 of remote instruction. The tasks had to be done quickly due to the pandemic. In the future students will expect, as they should, a higher quality experience in virtual learning and on-line instruction. There will be a workshop on Remote Course Design for Summer 2020. This ~~will be~~ is a learning community approach coordinated by eLearning. the Provost encouraged all faculty in attendance to sign up for the workshop. Priority will be given to those faculty members teaching in the summer.

The Provost recognized that the suspension of faculty searches where ~~there was not~~ an offer was not made was disappointing for those departments that ~~did not get~~ were not able to finalize their searches. Provost Alva remains committed to diversifying the faculty and increasing the number of tenure-track faculty. The decision to suspend faculty searches ~~currently was purely~~ was made due to budgetary concerns. Currently unemployment is up, health costs are up, emergency management related costs are up, and retail sales are down. Today would normally be Tax Day but due to the pandemic, 2020 Tax Day has been delayed to July 15th. ~~so~~ The CSU System will not know what their budget will be until late July or August 2020. The Provost asserted that tenure-track lines are institutional investments made based on the best read of the 2021 state budget. ~~and~~ The administration thought it was important not to put undue pressure on the budget by making commitments that might not be able to be honored, particularly with regard to adding new personnel to the institution. This is a conversation that is happening in every single division

and not just in Academic Affairs.

Status and update of faculty searches:

- Started the academic year with 53 faculty searches.
- Forty (40) faculty searches have been completed, meaning there was an offer made or agreed to.
- Thirteen (13) faculty searches will be rolled forward.

The campus has initiated a new early alert system using the tool CPP Connect. In one week, 40% of all instructors submitted reports for their course(s), identifying 4,588 students as “at-risk”. The Provost stressed that “at-risk” does not just mean academically at-risk, there are other stressors that students are experiencing. There is a team of Academic Affairs and Student Affairs professionals following up on these alerts and providing high-touch interventions and strategies that the students need to be successful. The goal is to have these types of alerts much earlier in the semester.

Provost Alva reminded the body that there will be a campus conversation on virtual instruction on Thursday, April 23, 2020, from 12:30–1:30 pm. The Zoom webinar information is as follows:

- <https://cpp.zoom.us/j/139192051>
- Password (case sensitive) -CPP
- Join via phone-(669)900-6833
- Webinar ID:139192051

A senator commented that although it is understandable that 13 faculty searches were postponed, ~~but~~ it is incongruous that at the beginning of the meeting a call was made for faculty to volunteer for an MPP search committee. There may be an impact on morale. ~~where~~ On the one hand, very difficult choices ~~being~~ were made regarding faculty searches but on the other hand, it appears that the institution is pushing forward with administrative hires. Understanding that there is always more to the situation, ~~but~~ the optics are bad. Provost Alva responded that she understands what is being alluded to and she explained ~~but~~ it that it is important to note that these are positions where ~~the~~ resources were already committed and accounted for in the budget. In addition, it is university policy not to keep people in interim positions for long periods of time. The Provost assured the body that the administration is looking at every vacancy in terms of the importance of the position and the budgetary concerns. She added that the faculty positions that ~~have been~~ were postponed are considered new investments and the administration is making very hard decisions to make sure all resources are available to cover existing salaries.

It was asked if there is a method for students to report themselves as “at-risk” and not just dependent on the faculty reports. Provost Alva responded that all the advising centers are in full operation and they are reaching out to students virtually. The Provost stated that she has been very impressed by the advising centers and how quickly they have pivoted to help students in need. Associate Vice President Gomez added that students are self-reporting, although not through the same type of survey that faculty members used.

d. Vice Chair’s Report

NEW REFERRALS: (0)

SENATE REPORTS FORWARDED TO PRESIDENT: (9)

AS-2868-190-GE GE 3600 - UFOs, Illuminati, and Other Conspiracy Theories (GE Sub-area D4)
 AS-2869-190-GE IGE 1200 – Authority and Faith: Ancient and Medieval Worlds (GE Sub-areas A2 and C2) – Modify

- AS-2870-190-GE EWS 1450 – Introduction to Gender and Sexuality Studies (GE Sub-area D3) - Modify
- AS-2871-190-GE SPN – 2111 – Intermediate Spanish I (GE Sub-area C2) - Modify
- AS-2872-190-GE SPN – 2112 – Intermediate Spanish II (GE Sub-area C2) - Modify
- AS-2873-190-GE SPN – 2140 – Intermediate Spanish Conversation (GE Sub-area C2) - Modify
- AS-2874-190-GE CLS – 4100 – Model United Nations (GE Sub-areas C3 & D4) - Modify
- AS-2875-190-AP New Fully Online Master of Science in Dietetics (Self-Support)
- AS-2876-190-GE ARC 1010 - Introduction to Architectural Design Theories and Methods (GE Area E)

PRESIDENT RESPONSES TO SENATE REPORTS: (1)

AS-2859-190-AP New Option in Integrated Teacher Education Program Education Specialist: Mild/Moderate Disabilities in the BA in Liberal Studies – **MODIFICATION REQUESTED APPROVED**

e. CSU Academic Senate Report

Senator Speak reported that there has not been a plenary meeting since the last Academic Senate Meeting, but the committees have met. Senator Speak has spoken often about the mismatch between the academic calendar and the legislative calendar but delaying tax reporting will make that a serious problem this year, as both the President and the Provost have mentioned. With taxes not being determined until late summer, having a budget by August 2020 is very optimistic. Senator Speak remarked that the budget produced will be, at best, a draconian cut budget ~~because there will be~~ due to significant reductions in revenue from both income and sales tax. In addition, if there is a decrease in student numbers, this will result in another decrease in funding. In terms of advocacy, the ASCSU has decided that they are going to concentrate primarily on the budget at this time. There is still is not a coherent strategy for coordinating a response with the Chancellor's Office, although there is a social media campaign to try to impress the legislators about the importance of the CSU System.

f. Budget Report

Senator Lloyd reported that the Budget Committee had to reschedule their meeting with Foundation. Senator Lloyd echoed Senator Speak's concerns about the budget, telling the body that we should prepare for a much tighter budget next academic year.

g. CFA Report

Dr. Weiqing Xie, CFA Chapter President, reported.

The CFA Chapter Executive Board and department representatives had a meeting with President Coley last week. Dr. Xie stated that he appreciates both the President and the Provost for their recognition ~~that~~ for the increased faculty workload due to the transition to remote instruction

h. ASI Report

Senator Senaratne reported that student employees are working remotely due to the pandemic. ASI has held and will continue to hold virtual engagement experiences for students. Senator Senaratne stated that recently ASI held a virtual cooking course that was well attended. The ASI Senate at their last meeting passed a campus climate resolution. ASI elections are completed and he introduced Lucy Yu, 2020-21 ASI President.

i. Staff Report

Senator Gonzalez reported that staff are all working remotely, 8:00 a.m. to 5:00 p.m., to support faculty, students, and administrators. It is now required that employees who come to campus wear masks for protection. Masks are available at the parking booth kiosk with valid Bronco ID.

j. WSCUC Report

No WSCUC Report given.

k. Faculty Athletic Representative Report – Laura Chase

Senator Chase requested that the Faculty Athletic Representative Report be postponed until the next Academic Senate Meeting on May 6, 2020.

M/s/p that the Faculty Athletic Representative (FAR) Report be postponed until the May 6, 2020 Academic Senate Meeting.

3. Consent Agenda

Academic Senate Chair Nelson reminded the body that the Executive Committee is careful about placing items on the consent agenda; they are very simple, straightforward, and non-controversial. There are second reading reports on the consent agenda and adopting the consent agenda means that all second reading reports are adopted. Per procedure, any senator can request that an item be removed from the consent agenda. Reports are not debatable until removed from the consent agenda.

a. [AP-009-190, Program Review BS Food Science and Technology – SECOND READING](#)

The second reading report for AP-009-190, Program Review BS Food Science and Technology, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap009190sr.pdf>.

b. [AP-010-190, Program Review BS Agribusiness and Food Industry Management – SECOND READING](#)

The second reading report for AP-010-190, Program Review BS Agribusiness and Food Industry Management, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap010190sr.pdf>.

c. [AP-011-190, Program Review BS Plant Science – SECOND READING](#)

The second reading report for AP-011-190, Program Review BS Plant Science, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap012190sr.pdf>.

d. [AP-012-190, Program Review EdD Educational Leadership – SECOND READING](#)

The second reading report for AP-012-190, Program Review EdD Educational Leadership, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap012190sr.pdf>.

e. [AP-013-190, Program Review BA Liberal Studies – SECOND READING](#)

The second reading report for AP-013-190, Program Review BA Liberal Studies, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap013190sr.pdf>.

f. [AP-014-190, Program Review BA Science, Technology, and Society – SECOND READING](#)

The second reading report for AP-014-190, Program Review BA Science, Technology, and Society, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap014190sr.pdf>.

M/s/p to adopt the consent agenda passed with one abstention.

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

M/s/p to postpone the time certain for the committee reports and follow the order of the agenda.

a. AP-020-190, New Minor in Plant Based Food and Nutrition – SECOND READING

The second reading report for AP-020-190, New Minor in Plant Based Food and Nutrition, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap020190sr.pdf>.

Senator Small presented the report.

M/s to adopt AP-020-190, New Minor in Plant Based Food and Nutrition.

RECOMMENDATION:

The Academic Programs Committee recommends approval of the New Minor in Plant Based Food and Nutrition.

DISCUSSION:

Senator Small commented that this is a very uncontroversial new minor in the Nutrition and Food Science Department. This minor does not require any new substantial resources to offer. Since the first reading there are been no additional concerns raised.

The motion to adopt AP-020-190, New Minor in Plant Based Food and Nutrition, passed unanimously.

b. EP-002-190, Updated Charge of General Education Committee in Academic Senate Bylaws – SECOND READING

The second reading report for EP-002-190, Updated Charge of General Education Committee in Academic Senate Bylaws, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ep002190sr.pdf>.

Senator Puthoff presented the report.

M/s to adopt EP-002-190, Updated Charge of General Education Committee in Academic Senate Bylaws.

RECOMMENDATION:

The Elections and Procedures Committee recommends the following proposed revised language in the bylaws for the General Education Committee:

(E) The General Education Committee shall:

- (1) Oversee the implementation of all Executive Orders in force related to general education in all of their specified and applied dimensions, except where local exceptions have been

obtained.

(2) Oversee the implementation of California State Polytechnic University, Pomona's American Cultural Perspectives requirement.

We are also aware that a statewide implementation of an ethnic studies requirement may obviate the necessity of the local cultural perspectives requirement in subsection (2) and are prepared to act in the event that this requirement is modified.

DISCUSSION:

This report changes the wording in the Academic Senate Bylaws with regards to the General Education Committee. If this change is implemented, the GE Committee responsibilities will be defined without reference to any specific Chancellor's Office (CO) documents that describe GE policy. Instead, the GE Committee's responsibilities will be linked to whatever the current, though unspecified, CO directives are.

The motion to adopt EP-002-190, Updated Charge of General Education Committee in Academic Senate Bylaws, passed unanimously.

c. [GE-015-190, PHL 3540 – The Philosophy and Science of Implicit Bias – SECOND READING](#)

The second reading report for GE-015-190, PHL 3540 – The Philosophy and Science of Implicit Bias, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge015190sr.pdf>.

Senator Quinn reported.

M/s to adopt GE-015-190, PHL 3540 – The Philosophy and Science of Implicit Bias.

RECOMMENDATION:

The GE Committee recommends approval of PHL 3540 – The Philosophy and Science of Implicit Bias.

DISCUSSION:

This is a new GE course proposed by the Philosophy department for GE Areas C3 or D4. The only concern that the committee had was the wording "...and science..." in the title. The committee consulted with the College of Science and they had no concerns about the term *science* in the title of the course. In its evaluation of the course, the GE Committee found that it meets the requirements of GE Areas C3 and D4 student learning outcomes. No comments have been received since the first reading.

The motion to adopt GE-015-190, PHL 3540 – The Philosophy and Science of Implicit Bias, passed unanimously.

d. [FA-001-190, Review of Policy 1336, Periodic Evaluation of Temporary Faculty – SECOND READING](#)

The second reading report for FA-001-190, Review of Policy 1336, Periodic Evaluation of Temporary Faculty, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/fa001190sr.pdf>.

Senator Von Glahn presented the report and requested that this report be postponed until the May 6, 2020 Academic Senate Meeting. Because of some late feedback the committee needs to

do some additional consultation.

Senator Lloyd commented that this report is an example where the actions of the Academic Senate pertain to lecturers and therefore they should be represented on the Academic Senate.

M/s/p to postpone FA-001-190, Review of Policy 1336, Periodic Evaluation of Temporary Faculty, until the May 6, 2020 Academic Senate Meeting.

e. [FA-002-189, Review of Frequency of All-Level Review of RTP Packets URTPC – **SECOND READING**](#)

The second reading report for FA-002-189, Review of Frequency of All-Level Review of RTP Packets URTPC, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/fa002189sr.pdf>.

Senator Von Glahn presented the report.

M/s to adopt FA-002-189, Review of Frequency of All-Level Review of RTP Packets URTPC.

RECOMMENDATION:

The FAC recommends that the revised policy 1328 (PROCEDURES FOR REAPPOINTMENT, TENURE, AND PROMOTION AND PERIODIC EVALUATION OF PROBATIONARY FACULTY) be adopted.

The revised 1328 awards reappointments in 2-year increments after a successful performance review (RTP). A streamlined focused evaluation (“periodic evaluation”) would occur in the first year of a 2-year reappointment. The “periodic evaluation” ends at the dean/director level and does not result in a personnel action. Rather, the expected outcome is to provide the candidate a brief written document with input and guidance in preparation for their performance review scheduled in the second year of the 2-year reappointment. The candidate should address such input and guidance in their RTP packet in the following period of review. However, the DRTPC and/or other evaluators (e.g. department chair, dean, URTPC) may instead recommend a 1-year appointment (and a performance review) if it assesses this option is in the best interest of the candidate. The Provost will consider such recommendation(s) at all levels of review before rendering a final decision.

DISCUSSION:

Senator Von Glahn stated that only a couple changes have been made to the policy because of the first reading. One comment was that it needed to be clear that the periodic evaluation of faculty report would be placed in the Personnel Action File (PAF). The committee reviewed section *1.0 General Principles* of the policy and realized that the language is the same as the RTP policy, so they did not feel any changes were necessary.

There was a change made to the very last line of paragraph 7.3, which now reads “Through a full performance review faculty can **apply for reappointment**, tenure, and/or promotion.” The yellow highlighted wording is what changed. In addition, there was a change made to paragraph 7.4 which were inadvertently left out of the previous version of the report. The change is that the self-assessment narrative needs to discuss the DRTP criteria regarding strengths and areas for growth in teaching, research, scholarly and creative activities, and service from the current review period. Self-assessment narratives need to highlight the accomplishments support that CPP’s core values, such as academic excellence, experiential learning, student learning and success, inclusivity, community engagement, and social and environmental responsibility.

It was asked if the message regarding self-assessment highlighting CPP core values will be passed on to the departments so that they can modify their department RTP criteria. Senator Von Glahn stated that it should because this statement and language is currently in the post tenure review document and is proposed in the lecturer review policy that that will go to the Academic Senate on May 6, 2020. He went on to say that there is interest to make it salient that faculty should be highlighting how they are supporting CPP's core values.

The motion to adopt FA-002-189, Review of Frequency of All-Level Review of RTP Packets URTPC, passed unanimously.

f. [AA-005-190, Graduation Writing Test \(GWT\) Exemptions for Some Post Baccalaureate Students – FIRST READING](#)

The first reading report for AA-005-190, Graduation Writing Test (GWT) Exemptions for Some Post Baccalaureate Students, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa005190fr.pdf>.

Senator Wachs presented the report.

M/s to receive and file for AA-005-190, Graduation Writing Test (GWT) Exemptions for Some Post Baccalaureate Students.

RECOMMENDATION:

The Committee recommends the adoptions of the following Policy:

It is proposed to exempt from the GWT post-baccalaureate students who have previously: Received a degree from an accredited college or university in the United States, or received a degree from an accredited non-US institution located in a country where English is a primary language of communication; or received a score of 4 or higher on the analytical writing portion of the Graduate Record Exam (GRE) or the Graduate Management Admissions Test (GMAT). Students who are not exempt from the requirement, may complete the requirement in one of the following ways:

- 1) Complete the course ENG 3151: Writing for the Professions with a B- or better; OR....
- 2) Complete and pass the Graduate Writing Test (GWT)

DISCUSSION:

Senator Wachs stated that during consultation all agreed that it is not necessary for students who have received a degree from an accredited college or university in the United States, or received a degree in a country where English is a primary language of communication; or received a score of 4 or higher on the analytical writing portion of the Graduate Record Exam (GRE) or the Graduate Management Admissions Test (GMAT), to take the Graduate Writing Test (GWT). These students have already demonstrated writing at the proficiency required by Cal Poly Pomona.

There was a concern that the report uses interchangeable "language of communication" and "language of instruction" and those are considered different things. It was also brought up that the list of English-Speaking Countries may be incomplete. Senator Wachs responded that the list provided comes from the CSU and not the Academic Affairs Committee. Senator Nelson reminded the body that this is a first reading and to provide any additional comments to Senator Wachs, Chair, Academic Affairs Committee.

g. [AA-008-190, Credit/No Credit Policy \(Policy 1601\) – FIRST READING](#)

The first reading report for AA-008-190, Credit/No Credit Policy (Policy 1601), is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa008190sr.pdf>.

Senate Wachs presented the report.

M/s to receive and file AA-008-190, Credit/No Credit Policy (Policy 1601).

M/s to waive the first reading of AA-008-190, Credit/No Credit Policy (Policy 1601).

Senator Wachs stated that this is time sensitive because due to the COVID-19 situation. Cal Poly Pomona's Credit/No Credit Policy is inconsistent with the rest of the CSU and some of CPP's own documentation. CPP was requiring a **C** for credit rather than a **C-** which is the CSU policy.

The motion to waive the first reading of AA-008-190, Credit/No Credit Policy (Policy 1601), passed unanimously.

M/s to adopt AA-008-190, Credit/No Credit Policy (Policy 1601).

RECOMMENDATION:

The committee recommends editing University Policy 1601 Section 3 to read:

Section 3.0

CR Credit, for undergraduate course work equivalent to a grade of "C-" or better, or graduate course work equivalent to a grade of "B-" or better. (Units attempted are not included in GPA)

NC No Credit, for undergraduate coursework equivalent to a grade of "D+" or lower, or graduate coursework equivalent to a grade of "C+" or lower. (Units attempted are not included in GPA)

Section 3.II.D.

Undergraduate students and postbaccalaureate students seeking a second undergraduate degree will be given a grade of CR for coursework equivalent to a grade "C-" or better in any course for which CR/NC grading is approved and in which the student is properly enrolled. "NC" will be assigned for coursework equivalent to "D+," or lower grades.

Section 3.II.E.

For graduate and credential courses designated as mandatory CR/NC, the grade of "CR" will be given for coursework equivalent to a grade of "B-" or better. "NC" will be given for coursework equivalent to a "C+" or lower grade. This will apply to both graduate and undergraduate students who are enrolled in graduate courses.

DISCUSSION:

Several senators voiced their support for this policy change.

The motion to adopt AA-008-190, Credit/No Credit Policy (Policy 1601), passed with one (1) No vote.

5. New Business

a. Chair and Vice Chair Elections

Senator Puthoff, Chair of the Elections and Procedures Committee, conducted the election for the Senate Chair and Vice Chair.

The candidate for Chair is Phyllis Nelson from the College of Engineering who has accepted the nomination. M/s/p to elect the Academic Senate Chair by acclamation. Phyllis Nelson was elected Academic Senate Chair for 2020-2021.

The candidate for Vice Chair is Jocelyn Pacleb for the College of Education and Integrative Studies. M/s/p to elect the Academic Senate Vice Chair by acclamation. Jocelyn Pacleb was elected Academic Senate Vice Chair for 2020-2021.

b. Executive Committee Election – College of Engineering Representative

Senator Angela Shih had to resign from the Academic Senate due to medical leave ~~and that~~ which leaves a vacancy on the Executive Committee for a College of Engineering representative. The Academic Senate Office sent out a request to the College of Engineering Senators requesting nominations. Senator Puthoff was nominated to the position.

M/s/p to elect Senator Puthoff to the Executive Committee for the remainder of the 2019-2020 academic year with one (1) abstention.

Chair Nelson asked Senator Puthoff about his position as Elections and Procedures Chair. Senator Puthoff responded that all the work for that committee has been completed for the year, so he will remain as Chair until the end of the academic year.

c. Executive Committee Nominations

Senator Puthoff, Chair of the Elections and Procedures Committee, stated that the Executive Committee is reconstituted every academic year. The election will take place on May 6, 2020.

The following is the procedure for election of the Executive Committee.

Article III, Section 11 of the Constitution states:

The Executive Committee of the Academic Senate shall consist of the Chair, the Vice Chair, one Senator representing each college or school, one Statewide Senator, and one Senator from other Unit 3 areas specified in Article III, Section I, B, and C. The Senate may vote to include the immediate past chair as a voting member of the Executive Committee, provided that the immediate past chair is a member of the Senate. Members of the Executive Committee must be Unit 3 members and should be tenured.

A. Election of the Executive Committee shall occur after the seating of new Academic Senators at the last regularly scheduled Academic Senate meeting of the Spring Term.

B. The nomination of candidates for the Executive Committee shall commence at 9:00 am on the day of the first regularly scheduled Academic Senate meeting in the month of April (April 15, 2020). Nominations, in writing, will be accepted in the Academic Senate Office until 12:00 p.m. on the day of the last regularly scheduled Academic Senate meeting of the Spring Term (May 6, 2020). At the last regularly scheduled Academic Senate meeting of the Spring Term, floor nominations shall be accepted, but only after the seating of new Academic Senators.

C. At the election, candidates for the Executive Committee shall have the opportunity to present a short statement.

The following nominations were received:

- Gabriel Davidov-Pardo, Don B. Huntley College of Agriculture
- Jill Hargis, College of Letters, Arts, and Social Sciences
- Rita Kumar, College of Business Administration
- Linchi Kwok, Collins College of Hospitality Management
- Alexander Ortenberg, College of Environmental Design
- Jocelyn Pacleb, College of Education and Integrative Studies
- Jonathan Puthoff, College of Engineering
- Homeyra Sadaghiani, College of Science
- Julie Shen, University Library
- David Speak, ASCSU

Senator Puthoff reminded the body that nominations, in writing, will be accepted until 12:00 p.m. on May 6, 2020. At the May 6, 2020 Academic Senate meeting, floor nominations will be accepted after the seating of the new senators.

d. [Resolution Specifying Adjustments to Policies and Processes for Faculty Evaluation in the Spring Semester of 2020](#)

The Resolution Specifying Adjustments to Policies and Processes for Faculty Evaluation in the Spring Semester of 2020 is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/resolutions/resolution_faculty_teaching_evaluation_adjustments_04.15.20_signed.pdf.

Chair Nelson thanked everyone involved in negotiating the terms of this resolution. She appreciated the collegiality of the process.

M/s to adopt the Resolution Specifying Adjustments to Policies and Processes for Faculty Evaluation in the Spring Semester of 2020.

WHEREAS, the COVID-19 pandemic has disrupted the lives of all members of the Cal Poly Pomona community and, specifically, has caused major changes to the mode of instruction for nearly every class section being offered in the spring semester of 2020, and

WHEREAS, the decision to make a rapid transition to alternative modes of instruction after the academic term was already in session has resulted in significant challenges for faculty, and

WHEREAS, it is of utmost importance to ensure that faculty are not penalized because the response to a major global public health crisis has forced unplanned mid-course modification of the instructional experiences they had prepared for their students, and

WHEREAS, the policy adjustments described in this Resolution reflect those being applied across a broad range of institutions both within the CSU and nationally, and are the result of consultation between the Academic Senate of California State Polytechnic University Pomona, the campus chapter of the California Faculty Association, the University Retention Tenure and Promotion Committee, the University Council of Chairs, and the Office of Faculty Affairs, be it therefore

RESOLVED, that student evaluations of teaching will be performed online in the spring semester of 2020, and that instructors will have the option to exclude the results of the evaluations for that semester from any future performance reviews or periodical evaluations (lecturer evaluations, RTP reviews, and post tenure review), and that a memo documenting the right to these options will be issued by the Office of Faculty Affairs to the colleges to be placed in

the personnel action file (PAF) of each faculty member who is teaching during that semester, and be it also

RESOLVED, that peer observations of teaching that would normally be conducted in the spring semester of 2020 are canceled, and that, upon the request of an individual faculty member, a virtual peer observation may be conducted if feasible, and that all faculty members will also have the option to exclude any peer observations conducted in the spring semester of 2020 from any future performance reviews or periodical evaluations (lecturer evaluations and RTP), and that a memo documenting the cancellation of the requirement for peer observations in spring of 2020, as well as the right to exclude the report of one which is conducted during that term, will be issued by the Office of Faculty Affairs to the colleges to be placed in the personnel action file (PAF) of each faculty member who is teaching during that semester, and be it also

RESOLVED, that probationary faculty with concerns that their RTP progress may be impacted by the COVID-19 pandemic will have the option to request and receive a one-year extension of their probationary period provided that they request this extension from the Office of Faculty Affairs by July 20, 2020, and be it also

RESOLVED, that evaluations expected to be conducted in the spring semester of 2020 for lecturers on annual appointments are waived, and that evaluations shall proceed for lecturers who are currently in their first year of teaching at CPP and therefore without an entitlement under CBA 12.3, and that evaluations will also be conducted for lecturers who are currently in their 6th year and eligible for an initial 3-year appointment, as well as for 3-year lecturers eligible for a subsequent 3-year appointment, and that those lecturers who undergo evaluation will have the option not to include student evaluations of teaching for the spring semester of 2020 as well as any peer observations conducted in the same period, and be it also

RESOLVED, that the spirit of cooperation and collegiality evidenced in the negotiation of these adjustments is testimony to the commitment of all parties to “one team, one goal, student success,” and be it also

RESOLVED, that this resolution be distributed to the President of Cal Poly Pomona, all Vice Presidents and Associate Vice Presidents in Academic Affairs and posted on the Academic Senate website.

DISCUSSION:

Dr. Weiqing Xie, CFA Chapter President, asked the Provost if the administration is open to additional modifications within the CBA framework. Provost Alva responded that these resolutions address complicated issues and added that in her opinion implementation details and policy need to be kept separate. The Provost expects that implementation details will continue to be worked in good faith as has been the case up to this point. The policies addressed need to adhere to the contract and address the deeper intent of recognizing that transition so quickly to remote instruction due to the pandemic has been difficult. She stated that faculty’s careers should not be impacted by this anomalous semester.

Senator Speak added that shared governance across campuses is quite different and expressed his gratitude for everybody who has participated in the conversation.

Senator Quinn noted that in the 7th paragraph (4th RESOLVED) it states, “that evaluations will also be conducted for lecturers who are currently in their 6th year and eligible for an initial 3-year appointment, as well as for 3-year lecturers”. Senator Quinn wanted confirmation that these types of evaluations are going to continue during this time of remote instruction and campus closure. If so, department chairs will need to access Personnel Action Files (PAFs) which are located on

campus and cannot be access remotely. Is it expected that department chairs will have to go to campus to do evaluations? Provost Alva responded that this issue has been discussed with the Department of Chairs. The contract makes it very clear that lecturers must be given careful consideration and we want to make sure that this happens, but at the same time we need to adhere to the safety concerns and not unduly expose anyone to the virus. Provost Alva stated that she is confident that this issue can be resolved to everyone's best interest.

The motion to pass the *Resolution Specifying Adjustments to Policies and Processes for Faculty Evaluation in the Spring Semester of 2020*, passed unanimously.

e. [Resolution Supporting Alternative Completion of Graduate Culminating Experiences for Spring and Summer 2020](#)

The Resolution Supporting Alternative Completion of Graduate Culminating Experiences for Spring and Summer 2020 is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/resolutions/resolution_graduate_student_culminating_experience_04.15.20_signed.pdf.

M/s to adopt the *Resolution Supporting Alternative Completion of Graduate Culminating Experiences for Spring and Summer 2020*.

WHEREAS, the COVID-19 pandemic has disrupted the lives of all members of the Cal Poly Pomona community and, specifically, has caused major challenges for those graduate students who are attempting to complete culminating experiences in the spring and summer of 2020, and

WHEREAS, these challenges, including restricted access to university facilities, laboratories and, in some instances, faculty advisors and committee members, are the result of national, state, and CSU advice and directives in response to a global pandemic, and

WHEREAS, these circumstances may severely disrupt a student's ability to complete a culminating experience as it was designed and agreed upon before these restrictions could be considered, and

WHEREAS, these students may have been admitted to graduate programs or offered employment options which are contingent on their timely graduation, be it therefore

RESOLVED, that the Academic Senate of California State Polytechnic University Pomona strongly urges those faculty supervising or evaluating a graduate culminating experience which was intended to be completed during the spring or summer of 2020, as well as Department Chairs, Deans, the Director of Graduate Studies, and the Associate Vice President for Academic Programs, to exercise the greatest possible flexibility and imagination in accommodating the progress of these students in order, if at all possible, to enable them to complete a revised culminating experience in the originally intended time frame, and be it therefore also

RESOLVED, that the Academic Senate requests the University administration to explore creation of a no-cost or low-cost extension of enrollment for those graduate students who require registration in the fall semester of 2020 to complete their culminating experience due to disruption of university operations caused by the COVID-19 pandemic, and be it also

RESOLVED, that this resolution be distributed to the President of Cal Poly Pomona, all Vice Presidents and Associate Vice Presidents in Academic Affairs and posted on the Academic Senate website.

DISCUSSION:

Chair Nelson remarked that the challenges to graduate students seeking to complete this semester or in summer have been concerning the Director for Graduate Studies and the Vice President for Academic Programs. Some faculty have been resistant to considering how best to accommodate students during this time. This resolution makes a statement in support of imagination and flexibility to help students graduate.

There was a question on the statement about exploring no cost or low-cost extension of enrollment and if there has been any additional discussion regarding that. Chair Nelson responded that AVP Massa and Associate Provost Eskandari are looking into possibilities. It has been suggested that University Advancement set up a fund for graduate students who are having problems completing their culminating experience.

Senator Givens was concerned that the RESOLVEDs are vague and should be more specific. Chair Nelson answered that this is a resolution to be supportive and since culminating experiences are very individual experiences, it is difficult to define accommodations for each culminating experience. This resolution is an attempt to advertise the problem and remind faculty to be flexible during these unusual circumstances while recognizing that these experiences are up to the departments and the faculty.

Senator Speak remarked that the university is in a tough place and wants to do right by the students, but we also need to remember that a large portion of university funding comes from student fees. So when the university is exploring the low cost and no cost options it is very important to try and keep the fees in place and try an alternative way to pay for them or to find a way in which the fee structure gets shifted to the state or federal government, rather than just reducing the fees. Associate Provost Eskandari responded that he appreciates all the feedback and that the administration is exploring all options with the intention of allowing students to finish their graduate degree through this crisis. AVP Massa added that there is already one solution in place by allowing students four (4) extra weeks to complete their culminating experience after the end of the term.

The motion to adopt the *Resolution Supporting Alternative Completion of Graduate Culminating Experiences for Spring and Summer 2020* passed with one (1) abstention.

- f. [Resolution Endorsing Policy Deviations to Minimize Impacts of the COVID-19 Pandemic on Students in Spring 2020](#)

The *Resolution Endorsing Policy Deviations to Minimize Impacts of the COVID-19 Pandemic on Students in Spring 2020* is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/resolutions/resolution_policy_adjustments_for_students_04.15.20_signed.pdf.

M/s to adopt the *Resolution Endorsing Policy Deviations to Minimize Impacts of the COVID-19 Pandemic on Students in Spring 2020*.

WHEREAS, the COVID-19 pandemic has disrupted the lives of all members of the Cal Poly Pomona community and, specifically, has caused major changes to the mode of instruction for nearly every class section being offered in the spring semester of 2020, and

WHEREAS, the decision to make a rapid transition to alternative modes of instruction after the academic term was already in session resulted from the response to a global pandemic and could therefore not proceed in accordance with the usual processes for policy and curriculum review, and

WHEREAS, it is of utmost importance to ensure that students are not penalized because of a major global public health crisis, and

WHEREAS, the policy adjustments described in this Resolution reflect those being applied across a broad range of institutions both within the CSU and nationally, and are the result of what consultation the rapid evolution of this crisis allowed, be it therefore

RESOLVED, that the Academic Senate of the California State Polytechnic University Pomona endorses the action of the Provost and Vice President for Academic Affairs, in consultation with the Chair of the Academic Senate, to allow students to choose one of the three grading options shown in the table below for each course in which they are enrolled, as well as to exclude Spring 2020 courses from the limits on credit / no credit units taken in a single term and the total number of such units which may be taken, and be it also

	Undergraduate s	Graduates and Post- baccalaureate
Option 1: Letter Grades*	Graded (A, B, C, D, F)	Graded (A, B, C, D, F)
Option 2: Letter Grades*/No Credit	A, B, C, No Credit	A, B, No Credit
Option 3: Credit/No Credit	Credit, No Credit	Credit, No Credit

*This includes any plus or minus grades.

RESOLVED, that this body recommends that incomplete grades which would normally convert to F after spring or summer 2020 receive an automatic extension to the end of the fall 2020 semester, and be it also

RESOLVED, that this body supports the suspension of automatic disqualification for the spring semester of 2020, and be it also

RESOLVED, that spring 2020 grades shall not change a student’s probation status, and be it also

RESOLVED, that requests for withdrawal during the spring 2020 semester may be automatically approved for WX and allowed beyond the usual deadline without supporting documentation, and be it also

RESOLVED, that faculty are urged to only apply a grade of WU for students who stopped attending before the social disruptions of this pandemic began, and be it also

RESOLVED, that the limit of 18 units of withdrawal shall not include units from the spring 2020 semester, and be it also

RESOLVED, that except where there has been a finding of a student conduct violation, courses taken in the spring 2020 semester shall not be counted toward the 28 semester unit limit for course repetition through regular enrollment, the limit of three (3) times to repeat a single course, or the limit of sixteen (16) semester units for grade forgiveness, and be it also

RESOLVED, that this body commends the efforts of the Division of Academic Affairs to identify those policies which would negatively affect students and implement adjustments, and be it also

RESOLVED, that this body also commends the extraordinary response of the faculty in submitting Faculty Progress Reports in addition to altering their mode of instruction, and also commends the divisions of Academic Affairs and Student Affairs for developing and launching this project with such a short timeline, resulting in 39% of the faculty completing 50,564 responses and the identification of 4,588 students at risk of failing. In addition, be it also

RESOLVED, that this resolution be distributed to the President of Cal Poly Pomona, all Vice Presidents and Associate Vice Presidents in Academic Affairs and posted on the Academic Senate website.

DISCUSSION:

M/s to amend the 2nd RESOLVED to add “report in progress” so that it now reads:

“RESOLVED, that this body recommends that incomplete and report in progress grades which would normally convert to F after spring or summer 2020 receive an automatic extension to the end of the fall 2020 semester, and be it also”

The motion to amend 2nd RESOLVED to add “report in progress” passed unanimously.

It was asked if there was any contingency plan preparation for fall since all these resolutions only address spring 2020. This would allow faculty to prepare for fall during the summer. Provost Alva answered that the campus is taking direction from the public health experts and the Governor on this matter. She added that the campus is anticipating virtual instruction for fall 2020 but does not know if that will be for all of fall or just a portion of the semester. Summer is a valuable time to work on remote instruction skills, but most faculty are on academic year appointments. Provost Alva explained that we will have to create spaces and opportunities to support faculty to become increasingly more familiar with the tools and the strategies to ensure the virtual classroom experience lives up to Cal Poly Pomona’s values and ideals of active and experiential learning. She looks forward to engaging the Faculty Center and others to develop communities of practice to help faculty work together. The Provost’s advice was that the campus will be in the same virtual instruction modality in the fall semester.

Chair Nelson added that the purpose of these three (3) resolutions is to accommodate the current anomalous situation and come to some agreement how to operate in this situation. The intent is to document agreements on how the university operates in the spring term.

The motion to adopt the *Resolution Endorsing Policy Deviations to Minimize Impacts of the COVID-19 Pandemic on Students in Spring 2020* passed unanimously.

Chair Nelson thanked everyone for their participation and adjourned the meeting at 5:00 p.m.