

# Minutes

of the Academic Senate Meeting  
November 10, 2021

- PRESENT: Aguilar, Aragon, Barding, Chase, Chaturvedi, Chen, Corley, Davidov-Pardo, Fallah Fini, Gad, Gonzalez, Kumar, Kwok, Lee, Lloyd, Milburn, Monemi, Moore, Musgrave, Myers, Ortenberg, Osborn, Pacleb, Puthoff, Quinn, Shen, Small, Snyder, Soper, Urey, Vallejo, Van, Van Buer, Von Glahn, Wachs, Welke
- PROXIES: Senator Small for Senator Speak
- ABSENT: Flores
- GUESTS: A. Baski, V. Bhavsar, J. Chong, B. Davila, L. Dopson, T. Gomez, M. Guerrero, J. Hargis, J. Hernandez, C. LaMunyon, I. Levine, C. Love, L. Massa, C. Merrill, D. Parks, L. Roosa Millar, M. Sancho-Madriz, F. Teves, D. Urzua

1. Academic Senate Minutes – September 29, 2021, and October 20, 2021

The September 29, 2021 Academic Senate Meeting minutes are located on the Academic Senate website at [https://www.cpp.edu/senate/documents/packets/2021-22/11.10.21/academic\\_senate\\_minutes\\_09.29.21\\_posted.pdf](https://www.cpp.edu/senate/documents/packets/2021-22/11.10.21/academic_senate_minutes_09.29.21_posted.pdf).

The October 20, 2021 Academic Senate Meeting minutes are located on the Academic Senate website at [https://www.cpp.edu/senate/documents/packets/2021-22/11.10.21/academic\\_senate\\_minutes\\_10.20.21\\_posted.pdf](https://www.cpp.edu/senate/documents/packets/2021-22/11.10.21/academic_senate_minutes_10.20.21_posted.pdf).

M/s/p to approve the September 29, 2021, Academic Senate Meeting minutes with two (2) abstentions.

M/s/p to approve the October 20, 2021, Academic Senate Meeting minutes with two (2) abstentions.

2. Information Items  
a. Chair's Report

Chair Pacleb commented that an indication that life is slowly returning to normal after the pandemic is the running of the Los Angeles Marathon on Sunday, November 7, 2021. She recognized that several faculty, students, and staff ran the marathon and congratulated all those who did.

She reminded those senators who are going on sabbatical or professional leave in the spring semester that they must send their resignation to the Academic Senate Office at [senate@cpp.edu](mailto:senate@cpp.edu). She thanked the senators who are going on sabbatical for their service.

The Executive Committee met with CSU Trustee Wenda Fong on October 27, 2021. Trustee Fong serves as the Vice Chair on the Board of Trustees and serves as Chair on the University and Faculty Personnel Committee, as Vice Chair for Committee on Campus Planning, Buildings and Grounds, is a member of the Committee for Educational Policy, and the Finance Committee. The Executive Committee discussed how faculty are doing at the university and the increase in the cost of living in terms of faculty salaries. There was also a very productive conversation about the importance of mental health.

Chair Pacleb shared that President Coley responded to the [Academic Senate's Resolution in Support](#)

[of Counseling & Psychological Services \(CAPS\) Hiring Tenure-Track Faculty](#) which was adopted on September 29, 2021. She thanked President Coley for her response to the resolution and for providing support for examining the staffing structure, service modalities, and the need for culturally competent programs. To address the comprehensive needs of the students, President Coley has reached out to Vice President Gonzales to conduct a full review of all services, programs, and personnel resources in the entire Student Affairs area, which includes Counseling and Psychological Services. This plan will be guided by the highest priority of providing support for the health and wellbeing of the students. Chair Pacleb thanked Senator Hanna Lee and her colleagues in Counseling and Psychological Services for their diligent work on the resolution.

Chair Pacleb highlighted that Thursday, November 11, 2021, is Veteran's Day, and it is a holiday. She commented that there is more work to be done in supporting the university's veteran students. Chair Pacleb attended the Veteran's Day Observance on November 9, 2021. The event included videos of student veterans who shared their feelings about the holiday and thoughts about why they decided to serve in the military. Chair Pacleb thanked students, staff, and faculty who have served, and continue to serve, for their service in the armed forces.

November is Native American Heritage Month. The [Native American Student Center](#) will be hosting events all month. The Native American Student Center sent out information stating they will be celebrating "the community that continues to thrive here and campus and beyond." Events are posted on myBar at <https://mybar.cpp.edu/organization/NASC>. Chair Pacleb added that another reason to celebrate is the signing of AB-275, Native American Cultural Affiliation and Repatriation. The campus will be establishing a Presidential Advisory Committee to comply with AB-275. An announcement of this service opportunity should be out shortly.

b. President's Report

President Coley was attending the Board of Trustees Meeting and was not in attendance.

c. Provost's Report

The Provost's Report is located on the Academic Senate website at [https://www.cpp.edu/senate/documents/packets/2021-22/11.10.21/2021.11.10-provosts\\_report\\_to\\_academic\\_senate\\_.pdf](https://www.cpp.edu/senate/documents/packets/2021-22/11.10.21/2021.11.10-provosts_report_to_academic_senate_.pdf).

Interim Provost Levine commented that the Office of Admissions has officially kicked off its Fall 2022 application filing period and the deadline is November 30, 2021. The following shows the application numbers to date:

	Fall 2019	Fall 2020	Fall 2021	Fall 2022	AVG %
<b>Freshman</b>	6,582	6,857	7,194	9,722	41%
<b>Transfer</b>	3,022	2,933	2,616	2,638	-8%
<b>Graduate</b>	30	50	70	89	78%
<b>Credential</b>	13	3	9	14	69%
<b>Grand Total</b>	<b>9,647</b>	<b>4,576</b>	<b>9,889</b>	<b>12,463</b>	<b>27%</b>

The data shows a robust application filing, with over 9000 freshmen applications at this time. If this trend continues, Cal Poly Pomona could be looking at approximately 70,000 applications total. In the

past Cal Poly Pomona has received about 60,000 applications. There are some new programs for fall 2022. Early Childhood Studies will open for first-time freshmen. Previously Early Childhood Studies was only available to transfer students. There are two new graduate programs, MS in Digital Supply Management and the Master of Interior Architecture is now an online program.

Provost Levine stated that the university is making a sincere investment and focusing on transfer credit. The goals are to process all transfer credit for incoming students before orientation and to process all supplemental transfer credit for existing/continuing CPP students. She explained that the investment being made is building a Transfer Credit Team which includes hiring five different positions which will greatly assist in meeting the goals. The positions are:

- Transfer Credit Lead in Admissions
- Graduation Initiative 2025 funding approved positions:
  - Two (2) Transfer Credit Processors
  - Petitions and Substitutions Processing Position
  - Degree Progress Report (DPR)/Encoder Position
  - Transfer Imaging Position

The provost stated that last year, Governor Newsom signed AB-275 into law making significant changes to the [California Native American Graves Protection and Repatriation Act](#) (CalNAGPRA) and comports with the federal [Native American Graves Protection and Repatriation Act](#) (NAGPRA) passed more than two (2) decades ago. The legislation applies to the CSU and UC systems and requires campuses to inventory and summarize Native American remains, objects, and cultural artifacts. As part of the process, the campus is to consult and repatriate the items to their respective tribes. Provost Levine emphatically stated that the campus is committed to the spirit, as well as the legal requirements of NAGPRA and CalNAGPRA, which were enacted to acknowledge the fundamental human right of Native Americans and Native Hawaiians to their ancestral human remains and cultural items. Provost Levine recognized the CSU Academic Senate in passing a resolution on [Land Acknowledgment and Statement](#) that recognizes that each CSU campus is located on the traditional land of California tribes and that the tribes are the original stewards of the land we occupy.

A Presidential Advisory Committee will be established. This committee has the institutional responsibility of advancing and strengthening Cal Poly Pomona's relationship with regional Native American tribes, and leadership to accomplish the goals of AB-275 and has the authority and responsibility to make recommendations to act on behalf of the University President. The Presidential Advisory Committee will be, at minimum, a three-year effort. The charge of the committee is:

- Provide ongoing management and compliance oversight
- Provide determinations regarding the identification and repatriation of remains and artifacts
- Advise the President on matters regarding implementation of state and federal legal requirements
- Promote engagement with Tribal representatives and the Native American community on and off-campus
- Engage in training to assure understanding of NAGPRA, CalNAGPRA, and the process of tribal consultation and repatriation

The Presidential Advisory Committee will consist of eight members which include a Repatriation Tribal Liaison, Repatriation Coordinator, Dean of the Library, Student Affairs Vice President Designee, two (2) faculty members, and two (2) students. The President has approved the hiring of a Repatriation Coordinator who will be responsible for developing the inventories and summaries of remains and artifacts. The Repatriation Coordinator will report to the Dean of the Library. Dr. Sandy Dixon will act as the Tribal Liaison. In this role, she will engage directly with tribal representatives. This engagement and consultation with the tribes will underscore the campus's commitment to implementing the spirit as well as the legal requirements of AB-275. The Student Affairs VP Designee will be the coordinator of the Native American Cultural Center. If that role is unfilled, it will be the Director of Student Life and Cultural Centers. The Dean of the Library serves as the Provost's

Designee. For the two (2) student representatives, one (1) will be appointed by the Vice President for Student Affairs and the other will be appointed by ASI.

Provost Levine stated that the President will request faculty appointees and will provide details on the expectations, time commitment, and expertise required. The goal is to have committee members identified in January 2022 and the first meeting in February 2022. The Repatriation Coordinator is in the process of being hired. All this information will be communicated to the campus community in January 2022.

The First Year Experience (FYE) Showcase is on November 18, 2021, from 11:30 a.m. to 1:30 p.m. in the Library 4<sup>th</sup> floor Grand Reading Room. This event is a partnership between the Learn Through Discovery (LTD) initiative and the First Year Experience (FYE) program. First year students engage in a Signature Polytechnic Experience (PolyX) in their FYE classes, presenting their PolyX at the LTD FYE Showcase. By participating in the PolyX and presenting at the Showcase, these first-time students will be immersed in Cal Poly Pomona's learn-by-doing philosophy and polytechnic advantage during their very first semester at the institution. There will be 60 in-person presentations and 50 virtual presentations. The link to RSVP is [https://cpp.formstack.com/forms/ltd\\_fye\\_showcase\\_rsvp\\_form](https://cpp.formstack.com/forms/ltd_fye_showcase_rsvp_form).

There was a question about what artifacts Cal Poly Pomona has. Provost Levine responded that it is unknown how many collections of Native American remains, or funerary objects or artifacts exist at CPP. She mentioned that other CSU campuses range from 12 pieces to more than 2200 collections. An initial assessment of the university's collections has identified some artifacts and cultural items in at least two of our library and museum collections.

#### d. Vice Chair's Report

##### **NEW REFERRALS: (11)**

AP-006-212	Educational Leadership, Ed.D - PreK-12 Educational Leadership Option - NEW
AP-007-212	Educational Leadership, Ed.D - Leadership in Community Colleges and Postsecondary Education Option - NEW
AP-008-212	Merger of Interdisciplinary General Education with Liberal Studies
GE-001-212	MAT 1055 – College Algebra (GE Sub-area B4)
GE-002-212	PLS 4811 – California Government (GE Synthesis D4)
GE-003-212	PLT 3760 – Urban and Community Agriculture (GE Synthesis B5)
GE-004-212	SOC 2201 – Introduction to Sociology (D3 and E)
GE-005-212	STA 1205 – Statistics with Applications with Support (GE Sub-area B4)
GE-006-212	ENG 2801 – Young Adult Literature (GE Sub-area C2)
GE-007-212	EWS 4250 – Gender, Power, and Emerging Technologies (GE Synthesis D4)
GE-008-212	EWS 4250L – Gender, Power, and Emerging Technologies Laboratory (GE Synthesis D4)

##### **REFERRALS RETURNED TO AUTHOR: (1)**

AA-009-212	Re-Establishment of Ombud's Office Executive Committee returned to the author to have this become a resolution, not a referral
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##### **SENATE REPORTS FORWARDED TO PRESIDENT: (3)**

AS-2946-212-AP	Emphasis Name Change from Marketing Research to Consumer Insights and Analytics in the BS in Business Administration – Marketing Management Option
AS-2947-212-EP	Elections for Senators with Multiple Candidates from Same Department

AS-2909-201-FA Revision to Policy 1310 – Management Personnel Plan Appointments **Response to President’s Response**

**PRESIDENT RESPONSES TO SENATE REPORTS: (1)**

AS-2942-201-FA Revision and Updating of Policy 1329 – **Modification Requested**  
Sent back to Faculty Affairs Committee

e. ASCSU Report

Senator Urey reported that the ASCSU Plenary and Committees met last week. There was a discussion about AB-928, Student Transfer Achievement Reform Act of 2021, which is the new state law that requires a single transfer pathway. The bill requires the Intersegmental Committee of the Academic Senates of the University of California, the California State University, and the California Community Colleges, on or before May 31, 2023, to establish a singular lower-division general education pathway that meets the academic requirements necessary for transfer admission to the California State University and the University of California. Senator Urey commented that high unit majors may be the most impacted by this new law.

The ASCSU approved a resolution recommending that mandatory student evaluations of teaching and mandatory peer evaluations be suspended through the 2021-22 academic year because of pandemic disruptions. The body also approved a resolution in support of the Chancellor’s Office review of standards for GE Area G Ethnic Studies submissions from the community colleges.

f. Budget Report

The Budget Report is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2021-22/11.10.21/budget-report-nov2021.pdf>.

The presentation of the [Campus Meeting on CPP’s Annual Budget for Fiscal Year 2021-2022](https://www.cpp.edu/senate/documents/packets/2021-22/11.10.21/analysts---as-bc---asi-meeting-on-annual-process-for-budget-and-campus-conversation.pdf) is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2021-22/11.10.21/analysts---as-bc---asi-meeting-on-annual-process-for-budget-and-campus-conversation.pdf>.

Senator Lloyd reported that the committee met with various personnel from the Office of Finance and Administrative Services and went over a lot of the same information that was presented in the *Campus Meeting on CPP’s Annual Budget for Fiscal Year 2021-2022* that was held on October 26, 2021. For more detailed information, refer to the presentation that is posted on the Academic Senate website. The highlights from the meeting are:

- The CSU received a \$550 million increase in recurring funds
- The CSU received a \$976 million increase in one-time funds broken down as follows:
  - Operations: \$67M.
  - Infrastructure and Deferred Maintenance: \$898M
  - Legislative designated priorities \$11M
  - Graduation Initiative 2025 (GI2025): \$44.4M

Cal Poly Pomona received a total recurring (base) increase of \$20.5 million. There was also a one-time increase of \$5.8 million which has been allocated to use for GI2025, professional development, and emergency financial aid needs. The CPP revenue breakdown is:

- State: \$178.5 million
- Tuition/fees: \$184.9 million (enrollment estimate 28,330)

This is a total increase from the previous year of \$31.8 million and the carryover funds from the

previous year were \$104.5 million. The Higher Education Emergency Relief Fund (HEERF) allocation for CPP was \$178.6 million and approximately \$98 million of those funds have been spent so far.

Senator Lloyd stated the multi-year budget process was discussed. The Legislative Analyst's Office (LAO) has reported that California is probably looking at a budget increase next year, but there are no details as to how much. The Board of Trustees plans to make a comprehensive budget request to the legislature for an additional \$560 to \$750 million above this year's allocation for 2022-23.

g. CFA Report

Senator Von Glahn reported that CFA had a rally at Long Beach on November 9, 2021. CFA's Rally for Rights, Respect, and Justice brought together faculty, students, and organizers from across the CSU to demand that the CSU consider the bargaining proposals in good faith. CFA has suggested a 4% for 2020-2021 retroactively for all the work faculty did during the pandemic, plus 4% for 2021-2022 and 2022-2023. The CSU suggested 2% would effectively be a pay cut since inflation is at 6%.

Currently, the CFA is in mediation with the CSU and there is no guarantee that it will be successful. The CFA is continuing to ask the Board of Trustees and campus presidents to urge the Chancellor to settle with a fair contract that addresses faculty's salary concerns when the cost of living is so high and there is a record-breaking budget.

There was a question if the mediator will produce a report with the positions of parties. Senator Urey responded that the mediator will issue a statement that will eventually release the parties from the mediation process. Until the mediator releases that statement there is hope that mediation will have some productive outcome. At this time there are no more scheduled dates for mediation, but more can be scheduled if deemed necessary.

h. ASI Report

There was no ASI Report presented.

i. Staff Report

The Staff Report is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2021-22/11.10.21/2021.11.10-academic-senate-staff-report.pdf>.

Senator Gonzalez reported that there is a Winter Wonderland Holiday Mixer at the bookstore on Friday, November 19, 2021, from 4:30 to 7:30 p.m. This event is for alumni, parents, faculty, and staff. RSVPs are required by November 15, 2021, at <https://www.broncobookstore.com/holiday-mixer.asp>.

CSUES Chapter 319 Union Holiday Zoom Meeting is Friday, December 3, 2021, from 12:00 to 1:00 p.m.

Staff Council will be hosting their annual toy drive, in partnership with the Pomona Police Department's Santa Cop Program on Wednesday, December 1, 2021, from 11:00 a.m. to 2:00 p.m. The location is next to Starbucks, by the library. They will be accepting new unwrapped toys for kids in need. Also, during this time, university employees who received a Service Award either in 2020 or 2021, and were unable to pick it up in August, can pick it up at this event.

j. Safer Return Task Force

The Safer Return Task Force presentation is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2021-22/11.10.21/safer-return.academic-senate>

[update.11.10.21.pdf](#).

Frances Teves, Coordinator Safer Return Task Force and Associate Vice President for Government and External Affairs reported that across there are increases and plateaus in both COVID cases and hospitalizations, especially in areas with relatively high vaccination rates. In states and counties with lower vaccination rates, including Riverside and San Bernardino counties, there are significant increases in cases and hospitalizations. This is a reminder that continued vigilance is necessary to avoid wider spikes in cases, particularly as the winter holidays approach. In terms of Los Angeles County, the numbers are no longer declining but cases are increasing slightly and there is substantial transmission. The good news in LA County is that even with the increase the positivity rate is still approximately 1%. The highest hospitalization rates are among unvaccinated teens.

Vaccines are doing what they are intended to do which is prevent severe illness. One hundred percent of the COVID cases in Los Angeles County are the Delta Variant. In LA County a little over 1% of vaccinated individuals have tested positive. Fully vaccinated individuals diagnosed with COVID account for 0.03% of all hospitalizations and 0.006% of all deaths. The vaccination rate in LA County for people 12 years and up is 72%. Children 5 to 11 are now eligible to get a smaller dose of the vaccine and there is hope that children will get vaccinated to be fully protected by the winter holiday. Vaccination and indoor masking are key strategies in LA County and that is probably there are not a lot of concerns related to what is being seen in other counties and across the country.

Below are the campus indicators. AVP Teves commented that the positivity rate for the campus is calculated very similar to LA County, a seven-day average. The campus positivity rate has historically been aligned with the county positivity rate.

Campus Indicators	10/25/2021	11/4/2021	11/8/21	11/10/21
<b>Vaccination Rate<sup>†</sup></b> <i>% of students and employees who have uploaded their vaccination record</i>	81.9%	82.9%	83.1%	83.2%
<b>Compliance with CSU Interim Vaccination Policy <sup>†</sup></b> <i>% of students and employees who have taken one of the required actions</i>	92.0%	93.2%	93.5%	93.6%
<b>Public Health Testing Positivity Rate<sup>††</sup></b>	0.3%	0.6%	0.2%	0.2%

LA County Department of Public Health shared last week criteria for lifting masking requirements for outdoor mega-events involving more than 10,000 people, although they will not be making any determinations until January or February 2022 for masking requirements for institutes of higher education, this is helpful information. For LA County to lift the masking requirements for indoor mega-events, they are looking if case rates demonstrate three (3) consecutive weeks at or below moderate transmission. Moderate transmission is defined by the CDC as 50 new cases per week, per 100,000 residents. They will also require a hospitalization rate of below 600 for three (3) consecutive weeks, plus 80% or more of LA County residents 12 years and over are fully vaccinated. The other variable being considered is that there are no emerging reports of significant or new variants circulating in the community that threaten vaccine efficacy. In addition to those metrics, for masking requirements to be lifted at indoor events or establishments involving less than 1000 people, this includes offices and work sites, there must be a vaccination verification process in place and employees must be fully vaccinated. There must be accommodations for individuals who have vaccine exemptions. The good news is that Cal Poly Pomona has all those components in place.

For Thanksgiving week, public health testing at the Paseo will only be available Monday, November 22<sup>nd</sup> and Tuesday, November 23<sup>rd</sup>. It will be closed the remainder of the week for the

Thanksgiving holiday. The Paseo site will also be closed on December 17, 2021, through January 2, 2022, for the holiday break. Students, staff, and faculty who need to test can do so at the Health Center. The campus will continue to offer voluntary testing for students and employees who are not required to but would like to test. You are encouraged to test if you travel and gather during the Thanksgiving and winter holidays.

Research suggests that preparing the physical environment through signage and other controls can slow the transmission of COVID. If there are structures in place, people tend to follow the processes and procedures. AVP Teves commented that students and employees have been good at following signage and procedures.

AVP Teves stated that there is information regarding cleaning of spaces and classrooms on the Safer Return website. Since there is more data and information on surface transmission of COVID, the term “disinfection” has been removed by public health officials, but there are protocols for routine cleaning and cleaning of areas where there is a possible exposure. Faculty are not required to clean their classrooms but can utilize any PPE to enhance cleaning that they are comfortable with.

In terms of the exposure management plan, there was a [webpage](#) launched a few weeks ago with dates and building locations where there has been at least one individual who has tested positive for COVID-19. The webpage is built and launched in compliance with the legislative reporting requirements of AB685, which requires the campus to notify employees, including vendors and contractors of potential workplace exposures. Next week there will be a new webpage which will detail the University Institutional Risk Response Plan, which was shared at the October 20, 2021, Academic Senate meeting. That page will also include the campus vaccination rate, as well as the campus positivity rate. AVP Teves shared the following link for faculty resources <https://www.cpp.edu/faculty-affairs/covid-19-health-and-safety-plan.shtml>. This page highlights the 8-pronged University Institutional Risk Response Plan and provides tips and guidance for faculty, especially in the classroom.

There was a question about ventilation in the classrooms since many of the older classrooms have poor ventilation. AVP Teves responded that over the summer Facilities Management did a ventilation assessment of classrooms and workspaces. Cal OSHA and the LA Department of Public Health wanted to assure universities were focused on ventilation since ventilation is a way to mitigate transmission. If individuals have questions regarding ventilation, Aaron Klemm, Senior Associate Vice President for Facilities Planning & Management, can answer specific questions.

M/s/p to extend the committee reports time certain of 3:45 p.m. to after all informational items.

3. Academic Senate Committee Reports – Time Certain 3:45 p.m.
  - a. [AP-001-212, Program Review for BA Psychology and MS Psychology – SECOND READING](#)

The second reading report for AP-001-212, Program Review for BA Psychology and MS Psychology, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ap001212sr.pdf>.

Senator Small presented the report.

M/s to adopt AP-001-212, Program Review for BA Psychology and MS Psychology.

#### **RECOMMENDATION:**

The Academic Programs Committee commends the Department of Psychology on their good work, both in the operation of their BA and MS programs and in the preparation of a thorough and thoughtful review that highlights issues of critical importance to both their department and the campus as a whole.



**DISCUSSION:**

Senator Small stated that there have been no comments since the first reading. In brief, it was a very positive program review and the challenge noted by the reviewers was a shortage of tenure-track faculty.

Senator Small noted that this is Psychology's first program review since the splitting of the former Psychology and Sociology Department. The split raised no apparent issues in the program review indicating that the department split was very well executed and a sign of a healthy program that has adjusted well to its new independent status.

The AP Committee also notes that processes around program impactation, and a need for transparency and collaboration with departments, have received attention in the Senate of late. This program review highlights the way that a thoughtful application of impactation status may be useful for challenges of student/faculty ratios.

The motion to adopt AP-001-212, Program Review for BA Psychology and MS Psychology, passed unanimously.

b. [AP-007-201, Program Review for BA, Political Science – SECOND READING](#)

The second reading report for AP-007-201, Program Review for BA, Political Science, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ap007201sr.pdf>.

Senator Small presented the report.

M/s to adopt AP-007-201, Program Review for BA, Political Science.

**RECOMMENDATION:**

The Academic Programs Committee commends the Department of Political Science on their good work, both in the operation of their BA program and in the preparation of a thorough and thoughtful review that highlights issues of critical importance to both their department and the campus as a whole.

**DISCUSSION:**

The Program Review for the BA, Political Science was very favorable. There were some specific actions that the department will be working on but, as with all departments, the most significant need was for more tenure-track faculty. Senator Small noted that adding more tenure-track faculty is not just in response to enrollment numbers, but the commitment to experiential learning and high-quality capstone projects that the external reviewers praised highly, are very labor-intensive and are not always captured neatly in WTUs and enrollment numbers. These very high-impact project-oriented activities are essential to Cal Poly Pomona's polytechnic identity.

The motion to adopt AP-007-201, Program Review for BA, Political Science, passed unanimously.

c. [FA-002-212, Revision of Policy 1394: Office Hours Policy – SECOND READING](#)

The second reading report for FA-002-212, Revision of Policy 1394: Office Hours Policy, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/fa002212sr.pdf>.

Senator Barding presented the report.

M/s to adopt FA-002-212, Revision of Policy 1394: Office Hours Policy.

**RECOMMENDATION:**

The Faculty Affairs Committee recommends that the updated version of Policy 1394 be adopted. This updated policy adds the language to the end on paragraph four to read (new language underlined): For part time tenured, probationary, and temporary faculty as well as for instruction during the summer and winter intersession, the number of office hours shall be adjusted in proportion to the time base of the appointment, equivalent to 20 minutes for every 1 WTU for a minimum of 1 hour, or up to a maximum of 4 hours.

**DISCUSSION:**

The Faculty Affairs Committee (FAC) recently updated policy 1394 to include current practices and to include an online learning environment. After the report was adopted and approved it was noticed that there was an error in the office hour calculations for part-time instructors and those who teach in the summer. The FAC discussed the oversight in the calculation and included the interim AVP of Faculty Affairs in the meeting. In agreement with the previous office hour policy having a maximum of 4 office hours a term, the FAC decided to add language to the policy stipulating a maximum of 4 office hours to not increase the office hour requirement of the temporary or part time faculty. Additionally, some minor corrections were made to spell out the words “minutes” and “hours” instead of using abbreviations. Senator Barding commented that there have been no comments received since the first reading.

The motion to adopt FA-002-212, Revision of Policy 1394: Office Hours Policy, passed with one (1) abstention.

- d. [FA-003-201, Revision of Policy 1206: Minimum Qualifications of Principal Investigator\(s\) for Sponsored Programs; Revision of Policy 1207: Policy on Misconduct in Research – \*\*SECOND READING\*\*](#)

The second reading report for FA-003-201, Revision of Policy 1206: Minimum Qualifications of Principal Investigator(s) for Sponsored Programs, Revision of Policy 1207: Policy on Misconduct in Research, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/fa003201sr.pdf>.

A revised version of Policy 1206: Minimum Qualifications of Principal Investigator(s) for Sponsored Programs, is located on the Academic Senate website at [https://academic.cpp.edu/senate/docs/FA003201sr\\_1.pdf](https://academic.cpp.edu/senate/docs/FA003201sr_1.pdf).

A revised version of Policy 1207: Policy on Misconduct in Research, is located on the Academic Senate website at [https://academic.cpp.edu/senate/docs/FA003201sr\\_2.pdf](https://academic.cpp.edu/senate/docs/FA003201sr_2.pdf).

Senator Barding presented the report.

M/s to adopt FA-003-201, Revision of Policy 1206: Minimum Qualifications of Principal Investigator(s) for Sponsored Programs; Revision of Policy 1207: Policy on Misconduct in Research.

**RECOMMENDATION:**

The committee recommends adopting interim Policy 1206 as a permanent policy and replacing “AVP of Research and Graduate Studies” with “AVP responsible for research activities” in both policies 1206 and 1207.

**DISCUSSION:**

Senator Barding stated that there were no comments received since the first reading and explained that the Faculty Affairs Committee was tasked with updating the reference to an Associate Vice President (AVP) position to be broader. The committee is recommending that the new language “Associate Vice President responsible for research activities” replace the existing title “Associate Vice President of Research and Graduate Studies” to accommodate title changes for this position.

Regarding the appropriateness of interim Policy 1206, the committee consulted with Dr. LaMunyon, along with the provost, deans, associate deans, and department chairs, all confirmed that the policy is sufficient and there were no suggested changes.

The motion to adopt FA-003-201, Revision of Policy 1206: Minimum Qualifications of Principal Investigator(s) for Sponsored Programs; Revision of Policy 1207: Policy on Misconduct in Research, passed with one (1) abstention.

e. [AA-001-212, Update Accommodations of Military Students' Service Obligation – FIRST READING](#)

The first reading report for AA-001-212, Update Accommodations of Military Students' Service Obligation, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa001212fr.pdf>.

Senator Wachs presented the report.

M/s to receive and file AA-001-212, Update Accommodations of Military Students' Service Obligation.

**RECOMMENDATION:**

The Academic Affairs Committee recommends the following updates to the policy (as proposed with minor edits for clarity):

POLICY NO: 1454 ACCOMMODATIONS OF MILITARY STUDENT SERVICE OBLIGATIONS (Less than 30 Days)

**1. PURPOSE**

Students serving in the U.S. Armed Forces that are called to fulfill military service obligations of less than 30 days and who are currently enrolled in courses should be given every opportunity to successfully complete coursework. Alternate exam dates, assignment dates, and an opportunity to complete outstanding work is required. Military service is considered an excused absence and students may not be penalized for missing class, assignments, or exams, while fulfilling military service obligations.

The University recognizes that professional guidelines, ethics, and requirements could mean that even a short absence would leave a student at a significant disadvantage in some programs, courses, labs, or projects.

2. The University short-term Military Service Obligations Policy (Less than 30 days) includes the following:

2.1 Regarding timelines and procedures for completing work missed at different points in the semester.

2.1.1 The student will be allowed to work with the Department Chair and/or Associate Dean to complete any outstanding coursework in cases in which the instructor of record cannot do so (For example, an adjunct, retiree, or faculty member out on leave, is no longer available)

2.1.2. A student will be allowed to receive an Incomplete Authorized “I” grade. An Incomplete Contract must be created by the instructor of record and accepted by the student. They shall have a minimum of four weeks after returning to the institution to complete the course requirements. Additional time may be granted if alternative arrangements are made with the faculty member and provided that the alternative arrangements are consistent with the requirements of and Section 824 of the Military and Veterans Code. (California Education Code § 99130).

2.1.3. A reasonable extension will be granted to a student for any outstanding or incomplete coursework. Coursework submitted by the revised deadline shall not incur a reduced grade penalty.

- 2.1.4 Independent study options will be made available to complete coursework, creating alternative assignments, and offering online opportunities to participate in class.
- 2.2 If required to complete coursework, a student will be given access to specific and secure facilities or provide reasonable alternatives.
- 2.3 If required to complete internship requirements, a student will be provided with specific instructions and reasonable alternatives.
- 2.4 If at least 75 percent of the academic term has been completed, the student may request that the faculty member assign a grade for the course based on the work the student has completed. The faculty member shall make the final decision as to whether to grant the student's request. (California Education Code § 99130)
- 2.5 Students may choose to withdraw from the institution, retroactively to the beginning of the academic term, with a full refund of tuition and fees. ([California Education Code § 99130](#) and [Section 824 of the Military and Veterans Code](#))
- 2.6 If a student is called to service more than once or for a significant period of the semester, the department will indicate if it is feasible for the student to complete the courses. Departments may indicate that some courses must be completed in person for valid reasons, such as accreditation requirements, licensure requirements, supervisory requirements, and so forth. In such cases, a student will be given the option of withdrawal with a WX instead of Incomplete ("I") or Withdrawal Unauthorized ("WU").
- 2.7 Student will be made aware of any potential repercussions of withdrawal or grades of Incomplete in regards to financial aid and VA Educational Benefits. (For example, Satisfactory Academic Progress (SAP) Standards for Financial Aid Applicants – withdrawing from a course, including receiving a WX, or receiving a grade of Incomplete may have a negative impact on the student's SAP status and financial aid eligibility). An impacted student should be directed to contact Cal Poly Pomona's Veterans Resource Center to determine how recommendations may impact a student's financial aid eligibility, and/or VA educational benefits. This will ensure that a student's circumstances are well assessed before any recommendation is communicated to the student.
- 2.8 A student should contact the Veterans Resource Center for assistance in navigating the military leave of absence process.
- 2.9 This policy is effective starting **Fall 2021**.

#### **DISCUSSION:**

Senator Wachs commented that the CSU changed added some additional requirements that needed to be included in the policy. The committee worked with the Veteran's Center to change the policy to meet the CSU requirements.

#### f. [AA-003-212, Changes to Commencement/Graduation Ceremonies – FIRST READING](#)

The first reading report for AA-003-212, Changes to Commencement/Graduation Ceremonies, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa003212fr.pdf>.

Senator Wachs presented the report.

M/s to receive and file AA-003-212, Changes to Commencement/Graduation Ceremonies.

#### **RECOMMENDATION:**

The Academic Affairs Committee recommends the policy name be changed to "Participation in Commencement Ceremonies." The following policy language is recommended:

*Students may participate in Spring Commencement ceremonies, if they have graduated or applied for graduation for the prior Fall term, current Spring term or applied for graduation for the following Summer term. The process to apply for graduation will be determined by the Registrar's Office.*

#### **DISCUSSION:**

Senator Wachs explained that this is an update to the policy to clarify when students would file to participate in commencement. This is an attempt to clarify the policy. In the past there have been two (2) policies, one for undergraduate students and one for graduate students. This combines them into one policy.

One question that came up in consultation was regarding students receiving credentials or things that do not look like a traditional 4-year degree. The recommendation was that a separate referral should be written for those instances.

g. [AA-005-212, Posthumous Degree Policy – FIRST READING](#)

The first reading report for AA-005-212, Posthumous Degree Policy, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa005212fr.pdf>.

Senator Wachs presented the report.

M/s to receive and file AA-005-212, Posthumous Degree Policy.

**RECOMMENDATION:**

The Academic Affairs Committee recommends adoption of the following policy:

A posthumous baccalaureate degree may be awarded to a student who, at the time of death, had completed a substantial portion of the requirements for graduation, defined as follows:

The student was enrolled at the university at the time of death, on an approved leave of absence, or was an active-duty member of the U.S. Armed Forces, federal military reserve forces, and/or National Guard;

The student meets one of the following conditions:

The student was within 15 semester units of completing the minimum number of semester units for their degree

The student had satisfactorily completed at least 120 semester units of coursework and/or had completed at least 85% of all degree requirements, and is in good standing.

The student had a grade point average of 2.0 or higher for all units used in calculating the grade point average.

Under exceptional circumstances (such as outstanding service to the university), the President may, upon consideration of the recommendations of the faculty within the deceased student's major or concentration, that School's Dean, and the Provost, confer a posthumous bachelor's degree to a student who, at the time of death, had not completed the requirements set forth above. The Department Chair and the Dean of the student's major will be responsible for evaluating the request against the criteria above in consultation with the Registrar's Office, Office of Student Success, and Dean of Students. If the request is granted, the Office of Student Success will partner with the Dean of Students to contact the deceased's family to arrange for presenting the diploma.

Students who do not qualify for a posthumous bachelor's degree may be awarded a Certificate of Achievement if the student was in good standing and had been enrolled at CPP within the past three semesters prior to their death. The approval process for the Certificate of Achievement is the same as for the posthumous degree.

Proposed Graduate Student Policy:

A posthumous graduate degree may be awarded to a student who, at the time of death, had completed a substantial portion of the requirements for graduation, defined as follows:

The student was enrolled at the university at the time of death, on an approved leave of absence, or was an active-duty member of the U.S. Armed Forces, federal military reserve forces, and/or National Guard;

The student meets one of the following conditions:

The student was within 15 semester units of completing the minimum number of semester units for their degree

The student had satisfactorily completed at least 85% of all degree requirements with a C or better in all classes, and is in good standing.

The student had a grade point average of 3.0 or higher for all units used in calculating the grade point average

Under exceptional circumstances (such as outstanding service to the university), the President may, upon consideration of the recommendations of the faculty within the deceased student's major or concentration, that School's Dean, and the Provost, confer a posthumous degree to a student who, at the time of death, had not completed the requirements set forth above. The Department Chair and the Dean of the student's major will be responsible for evaluating the request against the criteria above in consultation with the Registrar's Office, Graduate Studies, and Dean of Students. If the request is granted, Graduate Studies will partner with the Dean of Students to contact the deceased's family to arrange for presenting the diploma.

Students who do not qualify for a posthumous bachelor's degree may be awarded a Certificate of Achievement if the student was in good standing and had been enrolled at CPP within the past three semesters prior to their death. The approval process for the Certificate of Achievement is the same as for the posthumous degree.

#### **DISCUSSION:**

Senator Wachs commented that this is something that the committee was saddened to have to put in place for the university, but the committee understood that it seemed appropriate to put a policy in place to honor students who have been members of the campus but did not survive to graduate. Senator Wachs explained that under these circumstances, students would need to be nominated for this honor, it is not automatic. The committee removed the line in the referral that stated students may not be considered for a degree if the "cause of death was related to illegal activity" because they felt that the legality of activity was not something that should be considered given potential complexities. The committee felt that the wording in the referral was not specific enough to tell if the student was a victim or a perpetrator, so it seemed best to delete the language since it was unnecessary since the student will need to be nominated.

#### h. [AA-006-212, Academic Standing Updates– FIRST READING](#)

The first reading report for AA-006-212, Academic Standing Updates, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa006212fr.pdf>.

Senator Wachs presented the report.

M/s to receive and file AA-006-212, Academic Standing Updates.

## RECOMMENDATION:

There are three items on which the committee was asked to give input. Each is detailed below.

The items included: 1) updates to At-risk/Early Warning language, 2) update to units for students on Probation with contract, and 3) updates to the administrative probation standing. An explanation and justification for each is below:

### Recommended updates to the Early Warning Language:

We recommend the following suggested update to the policy (Policy no. 1430, in AS-2830-189-AA) to reflect current practice:

All undergraduate students with a Cal Poly Pomona GPA and Major GPA of less than 2.2 will have an advising hold placed systematically on their record. These students will not be able to register until they have cleared this hold through an advising intervention.

### Recommended Updates to Units for students on Probation with contract

We recommended the following suggested updates to the units permitted for Students on Probation with Contract (Policy no. 1430, in AS-2830-189-AA):

Students having Probation with Contract standing may take no more than 13 semester units in the Fall and Spring terms (no more than 3 semester units in Winter terms, and 7 semester units in Summer terms) until their overall and Cal Poly Pomona grade point average is 2.0 or better.

### Recommended Updates to Administrative Academic Probation

We recommended updates for Administrative Probation (Policy no. 1430, in AS-2830-189-AA): An undergraduate student may be placed on administrative-academic probation for any of the following reasons:

Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 semester units of No Credit, when such failure appears to be due to circumstances within the control of the student. This may also include students who have not declared a major, and students who are no longer taking courses in their declared major.

## DISCUSSION:

This report is to make updates to the policy for what was being done in practice. These updates will bring the policies in alignment with the practices. The primary change is for early warning practices. The policy states that the overall GPA is being used for early warning when in actuality the CPP and major GPAs are being used.

#### 4. Discussion

- a. [Basic Needs Task Force](#) – Dr. Victoria Bhavsar, Director, Center for the Advancement of Faculty Excellence (CAFE)

The Basic Needs Task Force presentation is located on the Academic Senate website at [https://www.cpp.edu/senate/documents/packets/2021-22/11.10.21/basic\\_needs\\_presentation\\_11.10.21.pdf](https://www.cpp.edu/senate/documents/packets/2021-22/11.10.21/basic_needs_presentation_11.10.21.pdf).

Dr. Bhavsar asked that senators consider participating in the *Basic Needs Ally Training* and to please amplify the training invitation to their constituencies. Because faculty have the most contact with

students daily, they are a powerful voice in helping students find the support that they need. The training is open to faculty, staff, and student leaders. The next three schedule trainings are:

- Monday, November 15, 2021, 2:00 to 3:30 p.m.
- Thursday, February 17, 2022, 3:00 to 4:30 p.m.
- Friday, February 18, 2022, 10:00 to 11:30 a.m.

Training registration dates are on the [Basic Needs website](#) and registration is through MyBar. The training is an enjoyable and active training with various activities. In the trainings there will be the opportunity for participants to write a personal note of care to students who pick up basic needs kits. Not only will participants get the information from the training, but they will be able to make a personal connection, at least, to the student who receives the kit will know someone cares and is interested in their success.

Dr. Cheryl Love, Career Counselor, talked about the impacts of food and housing insecurity on learning:

- Lower GPAs
- Reduced concentration, high levels of depression and anxiety
- Greater academic stress
- More likely to drop classes
- Less likely to participate in co-curricular activities
- Reduced retention and return to future terms

There was a Basic Needs Study done in 2018 by Crutchfield and Maguire that has helped guide Cal Poly Pomona with regards to the needs as the campus continues to grow and improve the basic needs services offered. From that study it was found that 35.9% of CPP students reported food insecurity and 14.9% of CPP students reported being homeless at least once in the last 12 months. Housing and food insecurity impacts students and could lead to challenges with them being able to come and complete their degree at Cal Poly Pomona.

Dr. Love commented that the Broncos Care Basic Needs Program links students to support via a case-management model. She went over the following slide on the services available to students:

## Broncos Care Basic Needs Program Case Management Support Services

### Food Resources

- Poly Pantry 2 Go- curbside pickup
- CalFresh Outreach & Assistance
- Meal Assistance Program
- EBT Access on Campus (Farm Store)

### Financial Assistance and Support

- \$500 Emergency Grant for crisis/emergencies
- Career Clothes Closet Stipend
- Linkage with Financial Aid and other campus resources
- Education on financial resources and building budgets

### Housing Resources

- Emergency Housing (7 -14 days)
- Hotel Vouchers for students with families (7-14 days)
- College Focused Rapid Rehousing
- Linkage to community resources

### Holistic Support

- Follow academic achievement of students and focus on supporting them through a holistic wraparound approach within the Integrated Care Network.
- Full time Care Services Coordinator to assist with support and linkage to campus and community resources (Dr. CL)

Dr. Love explained that the Bronco Care Basic Needs Program uses a holistic support program to help students to be successful. There is an integrated care network that follows the academic achievement of students and



focuses on supporting them through a holistic wrap-around approach, because there is not a one size fits all approach in helping students who are struggling with food and housing insecurities. There is a full-time Care Services Coordinator to assist with support in getting students campus community resources.

Denise Urzua, Therapist in Student Health and Counseling Services detailed the signs of food or housing insecurities in various settings, such as face-to-face instruction versus remote instruction.



## Signs of food or housing insecurity

### Face to face

- Students express concern over food
- Students fall asleep in class
- Students stay behind after an evening class
- Students shower in campus facilities
- Students suddenly seem disengaged
- Significant grade difference
- Abnormal attendance patterns

### Remote

- Students express concern over food
- Students suddenly seem disengaged
- Significant grade difference
- Abnormal attendance patterns
- Missing assignments, lots of late assignments
- Emails from students

D

Faculty members often ask what they can do if they suspect one of their students is suffering from food or housing insecurity. Students with housing and food insecurity are often embarrassed and ashamed and will not ask for help directly, so Counselor Urzua suggested using the following class announcement template as a public service announcement for your class.

## Take action: Class announcement template

Hi students,

Here's a public service announcement for our class. If you, or someone you know who is a CPP student, are experiencing food insecurity or housing insecurity, Cal Poly Pomona can help.

Please look at the Basic Needs website: [www.cpp.edu/basicneeds](http://www.cpp.edu/basicneeds) to see what CPP can offer you and to get connected with someone who can help.

Or, please email me or visit office hours and I will help you get in touch with Basic Needs.

Spread the word!

Professor X

She also suggested that faculty members keep the Basic Need website address at hand in case students do contact them for assistance. The Basic Needs Ally training contains this approach and many others to help faculty members support their students with food and housing insecurity.

Senator Lloyd commented that this is such an important service for students. The challenges that students are facing are particularly acute at this time. He reminded the Basic Needs Task Force that Cal Poly Pomona students get free rides on Foothill Transit with the Class Pass. The Class Pass is available at the Bronco Student Center, Games Room (Building 35-1110).

Senator Wachs added that she hears a lot from her students about the challenges they are currently facing, and that faculty are the first line of defense in identifying and helping students with food and housing insecurity. She made a plea to administration to consider changes faculty teaching load because at times that is the primary barrier to being more involved with students one-to-one.

Senator Urey stated that she agrees with Senator Wachs that a reduced teaching load would enable faculty to better serve students on a one-on-one basis. She wondered if there was any information available to students about where they can go to better leverage their benefits. For example, the Pomona Farmers Market enables CalFresh recipients to get extra fresh fruits and vegetables if they check in and have their CalFresh information with them.

Senator Corley remarked that he really appreciated the presentation and it certainly meets a need with faculty who see students who are struggling with these issues. He asked if students get vouchers to eat when they are on campus because there is a nice synergy between coming to campus and being able to have a guaranteed meal associated with that. Dr. Love responded that there is a way for students to share some of their meal points with the Meal Point Swipe Program. These points can be used by other students for meals on campus. This program was started two (2) years ago through the Hunger and Homelessness Awareness Week.

Chair Pacleb thanked the Basic Needs Task Force for all they do and this very important information.

Chair Pacleb reminded everyone that the last Academic Senate Meeting of the fall semester is on December 1, 2021. She wished all a safe and relaxing Thanksgiving Break.

The November 10, 2021, Academic Senate Meeting adjourned at 4:45 p.m.