

Minutes

of the Academic Senate Meeting

Wednesday, November 5, 2025, 3:00 PM – 5:00 PM

Location: Building 98, P2 – 007 Lecture Hall

PRESENT SENATORS: Melissa Aaron, Pam Adams, Corwin Aragon, Aaron Cayer, Chitra Dabas, David Edens, Amiyah S. Ellsworth, Saeideh Fallah Fini, Ghada Gad, Michael Giang, Berit Givens, Mario Guerrero, Peter Hanink, Paivi Hoikkala, Mohammad Husain, Alex John, Rita Kumar, Kelly Min, Sean Monemi, Brian Newman, Jessica Perez, Jonathan Puthoff, Erin Questad, Dennis Quinn, Jeffrey Ray, Jeffrey Roy, Bharti Sharma, Julie Shen, Zahra Sotoudeh, Kang Hoon Sung, Sabrina Toney, Nicholas Van Buer, Preeti Wadhwa, and Alireza Yazdani.

GUESTS: Jeanne Almaraz, Cheryl Wyrick, Brandon Tuck, Lisa Rotunni, Cheryl Koos, Marla E. Peppers, Olukemi Sawyerr, Amar Raheja, Ethan Orr, Margie Jones, Alisaj Bird, Craig LaMunyon, Aaron DeRosa, Cecilia Santiago-Gonzalez, Keith Forward, Jessica Wagoner, Terri Gomez, Nicole Hawkes, Ben Grover, and Poly Post Reporter.

PROXIES: Senator Ghada Gad for Vice Chair Gregory Barding, Senator Jeffrey Roy for Senator Teresa Lloro, and Senator Alireza Alireza Yasdani Tabaei for Senator Gerd Welke.

ABSENCES: Faye Wachs

1. Academic Senate Minutes – October 15, 2025
Motion by Senator Melissa Aaron and second by Senator Julie Shen. All in favor, no abstentions. The motion passes.
2. Information Items
 - a. Chair's Report

Presenter: Chair Hanink
Time: 15:03 – 15:05

 1. **Attendance Reminder**
 - All senators and guests must sign in to ensure accurate attendance records.
 - Senators are reminded that repeated absences may result in removal from the Senate. While rare, attendance is essential.
 2. **Service Opportunities**
 - Many service opportunities discussed in the September meeting have been filled.
 - New opportunities have emerged:
 - Vacancies remain on the Academic Senate Standing Committees for at-large positions.
 - Faculty from any department may apply for these at-large roles.

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California State Polytechnic University, Pomona

- There is still a **senator vacancy from the College of Environmental Design.**
 - Links to vacancies are available on the Chair's report.
- 3. **Senate Update**
 - One senator vacancy has been filled: **Welcome Senator Michael Giang** to the Academic Senate.
- 4. **Executive Committee Minutes**
 - EC meeting minutes are accessible via the hyperlink in the presentation linked to the Chair's report.
- 5. **Office Hours**
 - Chair Hanink holds office hours every **Wednesday from 12:00 PM to 2:00 PM.**
 - Senators are encouraged to attend for discussion and feedback. Alternative meeting times can be arranged if needed.
- 6. **Closing**
 - No additional items. Questions were invited.

b. President's [Report](#)

Presenter: Nicole Hawkes, Chief of Staff (Proxy for Interim President Levine)

Time: 15:06 – 15:10

1. **Opening Remarks**
 - Interim President Levine was unable to attend due to receiving the Strategic Engagement Award on behalf of the University from the Los Angeles County Economic Development Corporation.
 - She looks forward to joining the Senate meeting in December.
 - Chief of Staff Nicole Hawkes provided timely updates on her behalf.
2. **Presidential Search Update**
 - The **Presidential Search Profile** has been completed by the search committee.
 - The profile is informed by feedback from the **Campus Open Forum.**
 - It is now available on the **Presidential Search webpage.**
 - Senators are encouraged to review the PDF document when possible.
3. **CSU Economic Impact Study**
 - The **California State University (CSU)** system will release the results of its economic impact study at the **Board of Trustees meeting on November 17.**
 - **Systemwide Highlights:**
 - CSU's statewide impact during the 2023–24 academic year: **\$31.6 billion.**
 - Generated **\$2.3 billion** in state and local tax revenue.
 - Supported nearly **211,000 jobs**, contributing **\$13.5 billion** in labor income.

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- **Cal Poly Pomona Highlights:**
 - Regional impact (Los Angeles area & Inland Empire): **\$1.5 billion** in industry activity and **11,000 jobs**.
 - Statewide impact: **\$1.6 billion**, adding **\$120 million** in tax revenue.
 - For every **\$1 invested**, CPP returns **\$6 in economic activity**; including alumni impact, this more than doubles.
 - Alumni contributions: **\$2 billion statewide activity**, supporting nearly **10,000 jobs**.
 - CPP remains the **#1 polytechnic university in the nation for diversity and economic mobility**.
4. **Centennial Celebration**
- Academic year **2025–26** marks the **100th anniversary** of W.K. Kellogg’s purchase of the land that became Cal Poly Pomona.
 - Kellogg’s foundational belief: *“Education is the only thing that improves one generation over another.”*
 - Centennial celebrations will honor CPP’s legacy and inclusive, hands-on approach to education.
5. **Centennial Celebration – Expanded Activities**
- Polytechnic education exemplifies W.K. Kellogg’s belief in education as a generational improvement.
 - The original deed includes specific requirements:
 - Maintain the **Arabian Horse Breeding Program**.
 - Host **monthly Sunday Horse Shows**, open to the public, held on the **first Sunday of each month (October–May)**.
 1. Recent show: **November 2**; next show: **December 7 at 2:00 PM**.
 - Centennial activities will expand Sunday Shows to showcase **Polytechnic excellence**, featuring students, faculty, and staff innovations.
6. **W.K. Kellogg Arabian Horse Center**
- Recognized as the **oldest continuously operating Arabian breeding farm in the U.S.**, with horses descended from Kellogg’s original bloodlines.
 - Provides students with hands-on experience in horsemanship and instills values of **community, dedication, and leadership**.
 - Recently honored with the **Heritage Award** by the **San Gabriel Valley Economic Partnership** for its contributions to the region.
 - Other honorees: In-N-Out Burger (Business of the Year), Santa Anita Park, Rose Bowl, Pasadena City College.
 - Awards presented at the event were **designed and fabricated by CPP students** in the Innovation Lab, themed “Emerald City” (Wizard of Oz).
7. **Legacy Leadership Recognition**
- **President Emerita Soraya Coley** received the **Legacy Leadership Award** from the San Gabriel Valley Economic Partnership for her lifelong dedication to equity and opportunity.

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8. Native American Heritage Month & NAGPRA Compliance

- Campus announced the **annual physical survey** of spaces for human remains and Native American cultural items.
- This aligns with **Native American Heritage Month** and demonstrates commitment to:
 - **Repatriation of cultural items.**
 - Recognition and reconciliation honoring **tribal sovereignty** and **Indigenous rights.**
- Compliance with **federal and state NAGPRA** is both a legal and ethical responsibility.
- Survey period: **November 4 – December 1.**
- Employees must attest that assigned spaces have been searched; process takes less than 10 minutes.
- Instructional video included in the campus message for guidance.

9. Native American Graves Protection and Repatriation Act (NAGPRA) Update

- Appreciation extended to **college and division points of contact** collaborating with **Director Desiree Martinez** to complete the annual physical search.
- **Desiree Martinez** recognized as a leading expert in **Native American cultural resources management**, providing leadership for CPP and CSU system-wide repatriation efforts.
- **Current Collections Status (as of October 2025):**
 - CPP stewards **266 Native American cultural items.**
 - Approximately **69 items** are controlled by other entities (e.g., City of Pomona), with CPP assisting in outreach to relevant tribes.
- **Repatriation Process:**
 - Outreach conducted to **161 tribes** over the past year.
 - Active consultations are underway to determine claims for return of stewarded items.
- Emphasis on continuing **annual physical searches** and maintaining good-faith engagement with tribal partners.
- Questions regarding the search process can be directed at **Director Desiree Martinez.**

10. Campus Event Announcement

- **Manor House Winter Festival**
 - **Date:** Wednesday, December 3
 - **Time:** 1:00 PM – 3:00 PM (prior to Senate meeting)
 - **Activities:**
 1. Tour of the historic **Manor House.**
 2. Outdoor market featuring **Bronco-made gifts** from:
 1. Farm Store
 2. Apparel Merchandising & Management

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- 3. Apiary Program
 - 4. Rose Float
 - 5. WK Kellogg Arabian Horse Center
 - 6. Bronco Bookstore
 - Complimentary refreshments and seasonal treats.
 - Opportunity to **donate to the Staff Council Toy Drive**.
 - Purpose: Celebrate campus creativity, holiday cheer, and community engagement.
 - Special invitation extended to **Senate members**.
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11. Q&A

- **A senator** raised concerns about the recent **internal phishing test**:
 - Suggested improvements:
 1. Advance notice of testing period.
 2. Follow-up communication for all recipients, including those who did not click or report.
 - Response:
 1. Acknowledgment that the test caused disruption and felt overly realistic.
 2. Commitment to adopt best practices moving forward:
 1. Ensure phishing exercises are educational, not punitive.
 2. Improve communication and minimize confusion.
 3. Appreciation expressed for feedback.
- c. Provost's [Report](#)

1. Financial Aid Updates

- **FAFSA & California Dream Act Applications**
 - Applications for the **2026–27 academic year** are now open.
 - Students are encouraged to apply early to maximize eligibility for:
 - Federal Work-Study
 - Cal Grants
 - Middle-Class Scholarships
 - State University Grant
 - **Priority deadline: Monday, March 2, 2026.**
 - Applications submitted after the deadline may only be considered for limited funding.
 - Faculty and staff are asked to promote the deadline in:
 - Class announcements
 - Advising sessions
 - Department communications
- **Scholarship Applications**

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- The **2026–27 Scholarship Application** is now open.
 - Offers **282 scholarship opportunities** (up from 234 last year).
 - Covers **Fall 2026 through Spring 2027**.
 - Students can apply via the **Bronco Scholarship Portal**.
 - Open to all current and admitted students across all majors and class years.
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2. Basic Needs & Government Shutdown

- Due to the ongoing **government shutdown**, **SNAP and CalFresh benefits** were set to be eliminated starting November 1.
 - In response:
 - **Basic Needs Grants** issued for food insecurity will be temporarily classified as **emergency grants** for financial aid purposes.
 - This prevents the grants from counting against students' cost of attendance.
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3. Explore CPP Event Recap

- Event was held last weekend:
 - **935 students checked in** (up from 658 last year).
 - **1,567 total attendees**, including many first-time visitors.
 - Representation from all colleges, led by **Engineering, Business, and Science**.
 - Post-event survey results:
 - **91% satisfaction**
 - **20% increase in likelihood to attend CPP**
 - Appreciation extended to all who supported the event.
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4. Faculty Learning Lab

- Hosted by the **Office of Assessment and Program Review**.
 - Purpose: Help faculty develop or adapt assignments to assess **quantitative literacy** in **Spring 2026**.
 - Ideal for courses seeking **GE recertification** in:
 - **Area 4C**: Upper Division Social & Behavioral Sciences
 - **Area 5D**: Upper Division Scientific Inquiry or Quantitative Reasoning
 - Stipend: **\$250**.
 - **Application deadline: Friday, November 7**.
 - Space is limited.
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5. Faculty Affairs Updates

- Current and upcoming opportunities are available through **Faculty Affairs** and **CAFE**.
- Faculty encouraged us to utilize **CAFE resources** to ensure online course materials meet **accessibility standards**.

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- Visit the **CAFE website** for details.
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6. Immigration Policy Update

- University continues to monitor changes to the **H-1B visa program**.
 - Clarification:
 - New rules and fees **do not apply to current H-1B holders**.
 - They will apply to **future petitions**.
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7. Student Success Convening

- Scheduled for **Friday, November 14**.
- Hosted by the **Office of Student Success** and **CPP Student Success Strategic Planning Working Group**.
- Purpose:
 - Celebrate progress
 - Share insights
 - Shape next phase of student success initiatives
- Collaboration with:
 - **Growing Inland Achievement**
 - **Bill & Melinda Gates Foundation**
- Will refine priorities and inform an actionable roadmap.
- Builds on discussions from the **CSU Grad Initiative 2025 Symposium** held in October.

8. RSVP Update

- Nearly all slots for the upcoming event are filled; only a few remain.
 - Appreciation extended to those who have already RSVP'd.
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9. National First-Gen Week

- Ongoing activities celebrating **National First-Generation College Student Week**:
 - **Today: *First Gen on Tap*** at Innovation Brew Works, 5:00–7:00 PM.
 - Opportunity to connect with first-gen students, faculty, and staff in a relaxed setting.
 - Learn about mentorship opportunities and show support.
 - **Thursday: Fireside Chat with Dr. Latonya Reese-Smiles** discussing her memoir *Smart Girl: A First-Gen Origin Story*.
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10. Fall PolyX Showcase

- Scheduled for **Tuesday, December 2**.
 - Highlights experiential learning at CPP:
 - **503 first-year FYE students** presenting.
 - **118 projects** showcased.
 - Faculty and staff encouraged students to attend and celebrate student work.
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11. Research Security Training

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- New **federal requirement** for all senior personnel on grant proposals:
 - Must complete **research security training** before proposal submission.
 - Training covers:
 - Cybersecurity
 - Foreign interference
 - International collaboration
 - **CITI training module** is now available to meet this requirement.
 - Faculty urged them to complete training early to avoid delays.
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12. Major Research Awards

- Recent significant grants awarded:
 - **Industrial Manufacturing Engineering**: \$7.5M for smart manufacturing systems (Shokoufeh Mirzaei, EGR).
 - **Education Department**: \$1.25M for preparing personnel to serve school-age children with disabilities (Sara Werner Juarez, CEIS).
 - **Civil Engineering**: \$4.5M for stormwater dry well capacity best practices (Ali Sharbat, EGR).
 - **Biology**: \$1.169M for biodiversity conservation and ecosystem function in agricultural landscapes (Erin Questad, SCI).
 - These awards reflect the breadth and excellence of CPP faculty research.
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13. Indirect Cost Rate Discussion

- Federal discussions underway to **lower allowable indirect cost rates** on grants to ~15%.
 - Current CPP federally negotiated rate: **47%** (actual cost closer to 72%).
 - Indirect costs fund essential research infrastructure:
 - Compliance, lab space, utilities, administrative support.
 - A reduction to 15% would cut CPP's indirect cost recovery by approximately half.
 - Updates will be shared once federal guidance is finalized.
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14. Upcoming Workshops

- Additional details on research and faculty development workshops will be announced soon.

15. Upcoming Workshop

- The Office of the Provost will host a **faculty workshop** featuring a panel of outstanding faculty who have successfully secured proposals combining:
 - Research
 - Education
 - Institutional capacity building
 - **Current registration**: 40 faculty members.
 - Faculty interested in proposal development are encouraged to attend.
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16. College Accreditations & Achievements

- **College of Business Administration & Singelyn Graduate School of Business**
 - Reaffirmed among the world's top business schools with **renewal of AACSB accreditation**.
 - AACSB distinction is held by fewer than **6% of business schools worldwide**.
 - Earlier this year, AACSB also granted **supplemental team accreditation**, placing the college in an elite group recognized for excellence in **both business and accounting**.
 - Congratulations extended to the college for this significant achievement.
 - **Collins College of Hospitality Management**
 - Successfully completed a **comprehensive site visit and evaluation** by the **Accreditation Commission for Programs in Hospitality Administration (ACPHA)** in October 2025.
 - Review assessed:
 - Program quality
 - Alignment with institutional objectives
 - Compliance with accreditation standards
 - Visiting team confirmed all nine accreditation standards were met, demonstrating:
 - Commitment to academic excellence
 - Student success
 - Continuous improvement
 - Congratulations extended to Collins College for this accomplishment.
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Closing

- Provost Gomez concluded the report and invited questions from attendees.

Question & Response

Question: Senator Guerrero

- *"We're about a month into registration for spring. Are there any updates to our expectations for meeting enrollment targets for the academic year?"*

Response: Provost Gomez

- The university **fully expects to meet enrollment targets** for the academic year.
- Thanks expressed to college leadership and department chairs for their efforts in balancing interests and managing enrollment.
- A **strong spring class** is anticipated, which will help achieve targets.
- Enrollment may **slightly exceed projections**.

- d. Vice Chair's [Report](#)

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Presenter: Chair Hanink (on behalf of Vice Chair Barding)

Time: 15:34

Summary of Actions

- **New Referrals:**
 - Two new referrals have been received.
- **Center Reports:**
 - Two center reports have been forwarded to the President.
- **Responses:**
 - No responses have been received to previously sent reports.
- **Withdrawn Referrals:**
 - Two referrals were withdrawn.

NEW REFERRALS: (2)

GE-001-256, PHL 3550 – Artificial Intelligence for Thinking Humans: A History (New GE Area 5D)

GE-002-256, PLT 4020 – Agricultural Drone Technology (New GE Area D)

SENATE REPORTS FORWARDED TO PRESIDENT: (2)

AS-3141-256-AP, Program Review for BA in Philosophy

AS-3142-256-AP, Program Review for MS in Civil Engineering

PRESIDENT RESPONSES TO SENATE REPORTS: (0)

WITHDRAWN REFERRAL (2)*

AA-001-256, Creation of Academic Year 5-Unit Time Modules

AA-005-234, Change the Grade for Zero-Unit Continuation Courses

* **AA-001-256**, The Department of Mathematics and Statistics decided to withdraw the referral to revise their proposal in alignment with anticipated broader scheduling changes.

***AA-005-234**, The Academic Affairs Committee decided to withdraw the referral given the implementation of the automated system, no further action is required; the issue has been resolved through administrative and technical improvements.

e. ASCSU Report

There was no ASCSU report.

f. Budget [Report](#)

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a. [CPPE – Academic Senate Budget FY25-26](#)

1. Committee Goal

- The Senate Budget Committee aims to **enhance financial transparency** and improve understanding of university resources and expenditures.
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2. Recent Meetings

- **Two meetings held in the past month:**
 - **First Meeting:**
 - Reviewed CPPE’s role from last year’s presentation.
 - Discussed a presentation by Langerman.
 - Examined responses provided by the **CFO’s office** to previous committee reports.
 - Responses are published on the **SAMH website** at the end of the report.
 - **Second Meeting (October 29):**
 - Featured a presentation by **Cal Poly Pomona Enterprises (CPPE)**.
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3. CPPE Overview

- CPPE is a **legally independent non-profit auxiliary** of Cal Poly Pomona.
 - Governed by a **Board of Directors** including administrators, faculty, staff, and external members.
 - Functions:
 - Serves as the **entrepreneurial arm** of the university.
 - Provides services such as **student housing, bookstore operations**, and other campus programs.
 - Generates revenue reinvested into university priorities, including **scholarships and infrastructure**.
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4. Financial Highlights

- **Expenditure Report (FY 2025–26):**
 - Approved **70 capital projects** totaling **\$6.3 million**.
 - Includes **\$1.6 million carryover** from last year.
- **Budget Projections:**
 - Expected surplus: **\$5.5 million** (subject to change).
 - Last year’s projection was \$2.7 million; actual surplus reached **\$10 million**.
- **First Quarter Review:**
 - Losses in **commercial services** due to increased goods prices.
 - Some program-related losses (e.g., \$428K from agriculture stream).
 - Investment portfolio remains positive at **\$2.6 million**.
- **Challenges:**

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- Anticipated **\$3.2 million collective loss** due to federal policy shifts and grant-related issues.
 - Rising **publisher costs** identified as a sustainability concern.
 - Recommendation: Faculty collaborate with CPPE to address publication cost increases.
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5. Contributions to University

- CPPE allocates a portion of profits back to the university.
- **This year's gift: \$2.5 million** designated for university initiatives.

6. Additional Discussion Points

- Gift Amount: CPPE will allocate \$2.5 million back to the university this year—same amount as last year.
 - Historical Revenue Trends: Committee reviewed CPPE's historical revenue and expenditure trends (graph provided in the report).
 - Budget Sheet: Requested detailed budget sheet for the current fiscal year.
 - Land Events Project: Committee asked for a year-to-year report on project timelines and overdue items.
 - CPPE committed to providing this information next week during a follow-up meeting with Anthony and the CFO.
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7. Recommendations

- Streamline Processes: Improve efficiency in branch-related activities, including hiring and related roles, to ensure timely execution.
 - Affordable Dining: Explore strategies to provide cost-effective dining options for students.
 - Collaboration: Continue fostering alignment between CPPE and university priorities for shared governance and financial transparency.
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8. Facilities & Capital Planning

- Reviewed updates from CFO Cardona and AVP Whinery regarding:
 - Operational Budget for facilities management.
 - Clarification on the \$900 million deferred maintenance backlog:
 - Current backlog: \$500 million.
 - Projected to reach \$900 million if not addressed.
 - Committee raised questions:
 - Which projects are cosmetic vs. essential?
 - What is the strategy for prioritization and funding?
 - Provided clarification on ongoing and future projects, including funding percentages.
 - Discussed how capital funds are curated, revenue streams supporting them, and allocations for institutional projects.
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9. Closing

- All updates, including the operating budget and capital planning details, are included at the end of the published report.
- Senators are encouraged to review the full report and reach out via email with questions.
- Senator Sharma concluded the report and invited questions from attendees.

g. CFA Report

Presenter: Senator Puthoff

Time: 15:42 – 15:43

1. Legislative Update

- **Proposition 50** has officially become law.
 - This was a **CFA-supported initiative**.
 - Expected to have a **positive impact on higher education at the federal level**, regardless of differing opinions on its content.
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2. Upcoming Board of Trustees Meeting

- **Date:** November 18
 - **Location:** Long Beach
 - CFA will organize a **contingent to attend**.
 - Opportunity for faculty who have **never spoken before the Board**:
 - CFA may assist in arranging speaking slots.
 - Interested individuals should **contact CFA** for coordination.
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Closing

- Senator Puthoff concluded the report and invited questions from attendees.

h. ASI Report

Presenter: Senator Ellsworth

Time: 15:44 – 15:49

1. Undocumented & Immigrant Support Resolution

- ASI Board of Directors passed a **resolution supporting undocumented and immigrant students**.
- While ASI cannot create university legislation, the resolution serves as a **call to action** to ensure students feel supported.
- Key recommendations:
 - Align with **SB98 policy**.
 - Encourage faculty to share **information and resources** on:
 - Responding to ICE approaches.

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- Exercising legal rights.
 - Steps to take in case of arrest or detention.
 - Make legal and mutual aid resources **accessible via syllabi**.
 - Provide flexibility for students facing challenges related to **attendance, housing, and basic needs**.
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2. Student Organization Funding

- ASI awarded **\$53,000** to registered student organizations.
 - Additional **\$23,000** pending approval by the Finance Committee.
 - Funding supports **conferences and travel**.
 - Student organizations can request **up to \$10,000 annually** from ASI.
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3. Cabinet Initiatives & Wins

- **Swipe Out Hunger Grant:** \$3,000 secured for pantry infrastructure.
 - Funds will support refrigeration to expand food resources.
 - **SNAP Eligibility Materials:** Posted across campus.
 - **Community Bridge Project:**
 - Partnership with Enterprise for food donations.
 - \$1,000 allocated for a **detainer fund**.
 - Collaboration with local food bank for liability compliance.
 - Space reserved in **BSC near the Bronco Pantry**.
 - **Safe Overnight Parking:** Exploring partnerships with LA and Long Beach City College to provide secure overnight parking for students living in cars.
 - **Attorney General Initiatives:**
 - Developing a bill to require ASI facilities to meet **universal accessibility standards**.
 - Working to increase board representation, including efforts to add an **athletic senator**.
 - **Sustainability Officer Achievement:**
 - Nearing completion of a **Zipcar partnership** to provide car rental services for students, especially those in-residence halls.
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4. Cal State Student Association (CSSA) Engagement

- ASI participated in CSSA discussions and submitted qualitative feedback.
- Key priorities identified:
 - Addressing **total cost of attendance**.
 - Improving **mental health and wellness**:
 - Reduce wait times.
 - Expand staffing.
 - Destigmatize help-seeking.
 - Enhancing **academic success and career readiness**:
 - Strengthen internships and experiential learning.
 - Promoting **inclusive engagement in shared governance**.

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- Increasing CSU collaboration in decision-making processes.
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5. Printing Concerns

- Students report challenges with **printing costs and access**.
 - Request to faculty:
 - Minimize printing requirements where possible.
 - Reduce financial burden on students.
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6. Closing Remarks

- Senator Ellsworth expressed excitement about ongoing initiatives and invited questions from attendees.
 - Senator Ellsworth concluded **Item 4** and thanked attendees for their attention.
 - Invited questions from the Academic Senate.
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7. Q&A Highlights

- **Question:** Recommended language for faculty to include in syllabi regarding ICE and student rights.
 - **Response:**
 - Senator Ellsworth will **follow up with the ASI Attorney General** to provide a formal template.
 - Current resolution includes:
 - Phone numbers and contact information for legal and mutual aid resources.
 - Guidance on what to do if approached by ICE or in case of detention.
 - ASI will ensure **“Red Cards”** (rights information cards) are available in advising centers across colleges.
 - Cards are multilingual and inventory will be maintained.
 - ASI will also coordinate with **Maricela Chavez (CAFE)** to integrate additional resources.
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• Closing

- Senator Ellsworth reaffirmed ASI’s commitment to supporting students and improving access to resources.
- Encouraged faculty collaboration and resource sharing.
- Report concluded; questions invited.

i. Staff [Report](#)

Presenter: Senator Sabrina Toney

Time: 15:51 – 15:55

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1. Report Overview

- Full report is **12 pages** and includes all updates throughout the week of the next Senate meeting.
 - Organized into **four categories**:
 1. **University Events & Opportunities**
 - Includes events and benefits available to staff and faculty.
 - Covers on-campus and off-campus events during and after work hours.
 - Dates, times, locations, and registration details are listed at the top for easy access.
 2. **University News & Updates**
 - Pertinent information for employees, including faculty and staff.
 3. **University & CSU Engagement**
 - Opportunities for service, surveys, and feedback requests.
 4. **CSU Professional Development Classes**
 - Tangible skill-building opportunities are offered across CSU campuses.
 - Great for networking with administrators and faculty from other campuses.
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2. Key Highlights

- **Event Participation:**
 - Staff are encouraged to attend events labeled for “students, staff, and faculty.”
 - Example: **University Library Stress Relief Dogs**—open to all.
 - **Campus Closure:**
 - Reminder: Campus will be closed on **Tuesday**.
 - **Donation Drives:**
 - Multiple drives across campus, including those by **Stop Counseling** and the **Native American Student Center**.
 - **Direct Deposit for Non-Payroll Reimbursements:**
 - Transitioning to an **online system** for reimbursements.
 - **Library Resource Update:**
 - **24/7 lockers** are now available for book pick-up after online checkout.
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3. Engagement Opportunities

- **Grateful Grant Program:**
 - Runs through November; supports scholarships for students interested in **Human Resources**.
- **Employee Spotlight Nominations:**
 - Submit nominations through **EODA** for staff recognition.
- **CSU Voices Platform:**

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- New **e-advocacy tool** for staying informed on federal and state issues impacting higher education.
 - President Levine has shared details via campus communication.
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Closing

- Senator Toney encouraged staff to review the full report for comprehensive details and take advantage of listed opportunities.
- Questions were invited.

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

Presenter: Chair Hanink

Time: 15:51

Action Item

- Chair Hanink noted the **time certain of 3:45 PM for committee reports** had been reached.
- **Motion:** Extend time for committee reports by **five minutes**.
- **Vote:** Motion carried; all in favor.

AA-005-245 Correction to Policy 1021: Division of an Academic Department –

SECOND READING

Senator Roy motioned to adopt; Senator Quinn second.

Senator Aaron motioned to adopt; Senator Adams second. All in favor, no abstentions.

M/s to adopt AA-005-245.

1. Purpose of Meeting

To review and adopt referral **AA-005-245**, which proposes a correction to **Policy 1021: Division of an Academic Department**.

2. Discussion

- The referral addresses an error in **Section 5** of Policy 1021:
 - The policy incorrectly identifies the **Academic Affairs Committee** as part of the process.
 - This is considered a **typo**, as the correct committee is the **Academic Programs Committee**, which is referenced later in the policy along with the **Office of Academic Programs**.
 - This meeting represents the **second reading** of the referral; the first reading occurred last month.
-

3. Motion

- **Senator Aaron Motion to adopt AA-005-245** was presented.
- **Second received by Senator Adams**.

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- **Vote:** All in favor.
 - **Result:** Motion **passes**.
-

4. Outcome

- Correction to Policy 1021 is officially adopted.
- Policy will now correctly reference the **Academic Programs Committee** in Section 5.

AP-004-256 Academic Credit Certificate Programs Update – **FIRST READING**
Senator Husain moved to file AP-004-256. Senator Quinn second. Senator Husain read the background of the report. Senator Yazdani asked a question on any data for self-support. The Provost replied to the second question.

1. Motion

- **Senator Husain Motion:** Move to file AP-004-256, Academic Credit Certificate Programs Update.
 - **Second:** Motion seconded by Senator Quinn.
 - **Result:** Motion carried.
-

2. Overview

- The report is **lengthy**; members are encouraged to review it later and share updates with constituents.
 - **Purpose of Policy Update:**
 - Align with **new federal financial aid regulations** for stand-alone academic certificates.
 - Previous attempts to offer certificates through **CPGE self-support programs** were unsuccessful due to:
 - Student confusion
 - Lack of federal aid eligibility
-

3. Key Highlights

- **Compliance with Federal Aid Requirements:**
 - Stand-alone academic credit certificates are difficult to meet federal aid standards.
 - Moving forward:
 - **No stand-alone certificates** will be offered through CPGE.
 - Certificates will only be offered **state-side** as part of a **degree program**.
- **Pipeline Programs:**
 - At least **four certificates** currently in development will follow this new structure.
- **Unit Requirements:**
 - Undergraduate certificates: **9–12 units**
 - Graduate certificates: **6–9 units**
 - Previously: **16–35 units**

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- **Professional Development Certificates:**

- May still be offered through CPGE but **not tied to academic credit** or CPP courses.
-

4. Financial & Structural Implications

- Certificates will be **shorter in length** to fit within existing financial aid policies.
 - Students can complete certificates alongside their degree program without additional aid complications.
-

5. Questions & Discussion

- **Senator Yazdani:**

- Asked about the statement in the background section:
“Current policy allows for academic certificates to be offered in self-support, but these are not proven viable.”
 - Question: Do we have data supporting this?
 - **Response:**
 - Yes. Six programs were approved under self-support; all had **zero enrollments**.
 - Financial aid limitations were a major factor, especially for veterans using GI Bill benefits and other students seeking aid.
 - Provost confirmed that lack of aid significantly impacted enrollment.
-

6. Outcome

- AP-004-256 filed successfully.
 - Policy updates will ensure compliance with federal regulations and improve clarity for students.
-

Next Steps

- Share report with constituents.
- Begin implementation of new certificate structure.
- Continue development of pipeline programs under updated policy.

AP-012-245 Program Review for BA in Spanish – **FIRST READING**

Senator Husain moved to file AP-012-245. Senator Quinn second. There were no questions.

1. Program Strengths

- **Strong Curriculum:** Well-structured and academically rigorous.
 - **Engaged Faculty:** Active involvement in teaching and program development.
 - **Robust Assessment:** Comprehensive evaluation processes in place.
-

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2. Areas for Improvement

- **Enhance Program Outreach & Visibility:**
 - Increase awareness through improved marketing and communication.
 - **Implement Placement Program:**
 - Ensure students are enrolled at the correct language level.
 - **Expand Disciplinary & Professional Course Offerings:**
 - Examples include:
 - Spanish for State Majors
 - Spanish for Healthcare
 - Courses supporting native language speakers.
-

3. Additional Recommendations

- **Department Name Change:**
 - From *English and Modern Languages* to *English and Spanish* to improve visibility and clarity.
 - **Leverage Digital Platforms:**
 - Use websites and social media for outreach.
 - **Upcoming Initiatives:**
 - Development of a **Spanish Media Minor**, which will be addressed in a future referral.
-

4. Questions

- No questions were raised during the meeting.

AP-013-245 Program Review for MA, Education – **FIRST READING**

Senator Husain moved to file AP-013-245. Senator Quinn second. There were no questions.

1. Overview

- **Program Review Conducted:** Spring 2024
 - **Significance:** First program review for the Master of Arts in Education program.
-

2. Program Strengths

- Strong **student support services**.
 - **Innovative curriculum updates** aligned with state standards and credential pathways.
 - Clear **progression from credential to master's degree**, providing structured academic advancement.
-

3. Areas Needing Support

- **Faculty Overload:**
 - Faculty currently handles all advising responsibilities in addition to teaching, administrative, and supervisory duties.

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- **Loss of Graduate Resource Support:**

- The **Water Program**, previously offered through the campus resource center, was sunsetted last year.
 - Review strongly recommends finding **sustainable campus support** to revitalize graduate student services.
-

4. Recommendations

- **Improve Tracking of Credential Students:**

- Department is collaborating with **IRPA office** to enhance data tracking.

- **Expanded Academic Options:**

- Development of new master's options, including:
 - **Educational Technology**
 - **Teaching and Writing**

- **Revitalize Graduate Support Services:**

- Explore campus-level solutions for advising and resource support.
-

5. Questions

- No questions were raised during the meeting.
-

Outcome

- Program review acknowledged.
- Department will work on implementing recommendations and exploring sustainable support solutions.

AP-017-245 New Spanish Media Minor – **FIRST READING**

Senator Husain moved to file AP-017-245. Senator Quinn second. There were no questions.

1. Overview

- This discussion is a **follow-up to the program review** process.
 - The proposed minor will be **jointly offered by the Communications Department and the EML (English and Modern Languages) Department.**
-

2. Purpose of the Minor

- Designed to **train students for careers in media**, including:
 - **Print media**
 - **Television**
 - Other media platforms
 - Program is particularly relevant given the **Los Angeles media market.**
-

3. Program Structure

- All requirements will be met using **existing courses and faculty.**

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- **No new budget** is required for implementation.
 - Program leverages current departmental resources.
-

4. Key Considerations

- Committee requested clarification that the minor is intended for **heritage Spanish speakers**.
 - Recommendation to **implement a placement test** to ensure proper enrollment and language proficiency.
 - Recruitment materials should clearly state the **target audience** for the minor.
-

5. Questions

- No additional questions raised during the meeting.
-

Outcome

- Minor proposal acknowledged as meeting requirements.
- Department will proceed with recruitment planning and placement test implementation.

4. New Business

Out-of-Cycle Faculty Emeritus Resolution – Dr. Jeanne Almaraz

Chair Hanink read the following resolution to the Academic Senate:

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

RESOLUTION

WHEREAS, Professor Jeanne A. Almaraz has rendered distinguished service to California State Polytechnic University, Pomona for over two decades (1999–2024); and

WHEREAS, She has served as a faculty member in the College of Business Administration, including roles as Department Chair of Management and Human Resources, Interim Associate Dean of Academics and Student Success Innovations, and Dean’s Faculty Fellow of Student Success Innovations; and

WHEREAS, She has been a dedicated advocate for student success, spearheading initiatives such as the Supplemental Instruction (SI) Program, First-Year Peer Mentor Program, and the CSU Student Success Analytics Certificate

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Program, which have significantly improved student retention, course performance, and engagement; and

WHEREAS, She has served as an Academic Senator representing the College of Business Administration from 2003 to 2008, was elected to the Senate Executive Committee from June 2003 to June 2007, and contributed to academic governance through her service on the Academic Programs Sub-Committee of the University Senate from 2007 to 2008; and

WHEREAS, She has provided exemplary academic leadership, including overseeing the CBA Digital Badge Initiative, leading the Semester Conversion Advising Taskforce, and directing the London Internship Program, enhancing academic and professional experiences for students; and

WHEREAS, She has played a critical role in faculty development and curricular innovation, leading efforts such as the implementation of High Impact Practices, revising strategic management curricula, and supporting faculty in the use of instructional technologies; and

WHEREAS, Her research and scholarly contributions to organizational change, leadership, and student success have been widely recognized in peer-reviewed journals, national conferences, and grant-funded initiatives, reinforcing CPP's reputation for excellence; and

WHEREAS, She has provided distinguished service to the university through participation in numerous committees and advisory councils, including the Provost's Faculty Fellow on Advising, the BroncoLEAD Advisory Committee, and the Veteran Student Success Committee; and

WHEREAS, She has been recognized with multiple awards, including the California Internship & Work Experience Association's University Program of the Year Award, the Partnership Award from the Division of Student Affairs, and the Inaugural Outstanding On-Campus Partner of the Year Award from the Career Center; therefore, be it

RESOLVED, That the Academic Senate of California State Polytechnic University, Pomona unanimously expresses its deepest appreciation for her many years of dedicated service to the students and faculty of the University; and be it further

RESOLVED, That the title of "Professor Emerita" be bestowed upon this distinguished faculty member; and be it further

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RESOLVED, That this action be duly recorded in the Minutes and Archives of the Academic Senate; and be it further

RESOLVED, That this resolution be presented to Professor Jeanne A. Almaraz in recognition of her many accomplishments and contributions.

The Senate voted unanimously in favor of adopting the Faculty Emeritus Resolution on behalf of Dr. Jeanne Almaraz.

5. Old Business

There was no old business

6. Discussion

a. 2026 Commencement Plan – Helen Yniguez, Keith Forward, and Melissa Riordan | 4:00 PM

1. Purpose of Meeting

To share and review the proposed schedule for the 2026 Commencement ceremonies and discuss related logistics and support needs.

2. Key Updates

• **Commencement Schedule**

- The 2026 schedule will follow a **3-day format**:
 - **Day 1:** Friday, May 15
 - CLASS, CEIS, and Collins ceremonies
 - **Day 2:** Saturday, May 16
 - Engineering and Science
 - **Day 3:** Sunday, May 17
 - Business, Agriculture, and ENV
- Schedule is finalized but **not yet released publicly**. Communications will be sent prior to launch.

• **Ceremony Details**

- Students will RSVP and claim tickets in **Spring 2026**.
- Initial ticket allocation: **8 tickets per student**.
- Additional tickets will be released based on remaining seat availability.

3. Student Communication

- Multiple reminders and instructions will be sent to students regarding:
 - RSVP process
 - Ticket claiming
 - Ceremony details

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4. Support Needs

- **Final Exam Coordination**
 - Friday ceremonies overlap with finals for some classes.
 - Dr. Keith Forward is engaging Associate Deans to:
 - Relocate ~12 classes scheduled on Friday/Saturday to **south campus locations** near the parking structure.
 - If relocation isn't possible, finals will remain at the same time but move to alternate locations.
 - Adjustments will be finalized after **census** when the final exam schedule is set.
 - **Campus Access**
 - Review surrounding buildings to ensure smooth access for students attending both finals and commencement.
 - **Remote Work Recommendation**
 - Requests for remote workdays during commencement have been submitted to ELR and leadership.
 - Approval is expected; official email will be sent once confirmed.
-

5. Next Steps

- Finalize and release commencement schedule.
- Continue coordination with Associate Deans on exam relocations.
- Prepare student communications for RSVP and ticketing.
- Await approval for remote work recommendation.

6. Traffic & Campus Flow

- Managers will be asked to **make all accommodation possible** to help reduce traffic congestion on campus during **Friday, May 15** ceremonies.
-

7. Commencement Ambassador Support

- Each ceremony will require approximately **85 ambassadors** (“boots on the ground”) for:
 - Guest check-in and ticketing
 - Line management
 - General event execution
 - **Recruitment request** for ambassador support will go out in **February 2026**.
-

8. New Addition for 2026

- **Credential Students** will now participate in commencement:
 - They will join the **Friday 8:00 AM ceremony**.
 - Will wear caps and gowns and cross the stage like other graduates.
 - Financial and logistical details are currently being finalized.

9. Schedule Release Timeline

- **Public release of schedule:** Within **1–2 weeks**.

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- **Detailed breakdown for larger colleges:** Targeting **December**, before finals end.
 - **Full public posting:** January 2026.
 - Goal: Allow **fall graduates** to plan travel and family arrangements early.
-

10. Communication Plan

- Graduates will receive **35–40 email reminders** throughout the season, including:
 - Ticketing instructions
 - RSVP deadlines
 - Name card submissions
 - **Fall graduates:** Initial outreach begins **after Thanksgiving**, with major updates starting in **January**.
 - Communication uses **CPP email accounts** (kept active for single sign-on) and managed through the official ticketing system.
-

11. Senate Feedback

- **Senator Adams:** Asked about notification for fall graduates. Confirmed that CPP emails are used and outreach begins late November.
 - **Senator Givens:** Advocated for **clear parking instructions** for students with Friday finals:
 - Suggested sending **specific emails** with parking directions by building, rather than just maps.
 - Team agreed to implement targeted communication and confirm with instructors for affected classes (approx. 17–20).
-

Next Steps

- Release schedule publicly within two weeks.
- Begin ambassador recruitment in February.
- Finalize credential student participation details.
- Improve parking communication for finals overlap.
- Continue outreach to graduates per timeline.

12. Final Exam Scheduling Challenges

- **Hybrid Courses:**
 - Hybrid classes without fixed meeting times are **not included** in the official final exam schedule.
 - These courses do not appear in students' calendars, making coordination difficult.
 - **Location Changes:**
 - Occasionally, final exam locations are changed without notifying the scheduling team, creating confusion for students and staff.
 - Emphasis on maintaining communication when changes occur.
-

13. Student Access During Commencement

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- Concern raised about students arriving for finals being **stopped by parking monitors** or redirected incorrectly.
 - Recommendation:
 - Implement a **clear process or pass system** for students with finals on commencement days.
 - Ensure parking staff are informed and allow access to designated lots.
 - Current plan:
 - Focus on **south campus parking lots** for finals to avoid congestion near closed streets and ceremony venues.
 - Dr. Keith Forward and parking team will structure communication and logistics.
-

14. Traffic & Parking Calculations

- Helen Yniguez noted ongoing work to:
 - Calculate expected vehicle volume for commencement and finals overlap.
 - Coordinate with parking services to ensure adequate space and flow.
-

15. Closing Remarks

- Senator Van Buer emphasized the importance of **consultation and proactive communication** to avoid chaos for affected students.
 - Helen Yniguez agreed and welcomed feedback to improve processes.
 - Meeting concluded with appreciation for participation and input.
-

Next Steps

- Develop and implement **parking access plan for finals during commencement.**
- Continue coordination with parking team and scheduling office.
- Maintain communication with faculty teaching hybrid or off-schedule courses.

Adjourned @ 4:25 PM