Minutes

of the Academic Senate Meeting

April 11, 2018

PRESENT: Alex, Chan, Dickson, Fisk, Gonzalez, Guyse, Hargis, Ibrahim, Jia, Kampf, Kumar, Landin, Lloyd, Merlino, Mirzaei, Pacleb, Polet, Puthoff, Quinn, Salik, Schmitzberger, Shen, Singh, Small, Sohn, Speak, Sung, Urey, Von Glahn, Wachs

PROXIES: Senator Wachs for Senator Durán-Quezada, Senator Dickson for Senator Garcia-Des Lauriers, Senator Fisk for Senator Nelson, Senator Schmitzberger for Senator Ortenberg, Senator Small for Senators Sadaghiani and Shih, Senator Lloyd for Senator Landin after 3:30pm

NOT PRESENT: Husain, Myers

GUESTS: A. Baski, E. DeJonghe, S. Eskandari, M. Godfrey, T. Gomez, I. Levine, J. Morales, F. Neto, J. Passe, L. Preiser-Houy, L. Rotunni, B. Ruedas, C. Santiago-Gonzalez, S. Shah, M. Woo

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

     The minutes from the March 7, 2018 Academic Senate Meeting are located on the Academic Senate website at http://www.cpp.edu/~senate/documents/packets/2017-18/04.11.18/Academic_Senate_Minutes_03.07.18_POSTED.pdf.

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

2.   Information Items
     a. Chair's Report

         Chair Shen asked that all reports be kept short in light of a very full agenda due to all the hard work of the committees.

         There was an Academic Master Plan Focus Group with a small group of senators prior to the Academic Senate Meeting. The latest Plan Development document is on the Academic Master Plan website at http://www.cpp.edu/~academicplan/plan-development.shtml. The Plan Development document has been revised due to all the focus group meetings.

         There is a community town hall discussion regarding the Indigenous Peoples' Day resolution on Wednesday, April 18, 2018, from 6:00 to 7:30pm, in the Library Special Events Room, room 4829. The town hall meeting is open to everyone, students, faculty, staff, and community members. Chair Shen encouraged all to attend the town hall meeting and to help spread the word about the meeting. There will be an email going to all senators with the EventBrite information.

     b. President's Report

         No President's Report given.

     c. [Provost's Report](#)

         The Provost's Report is located on the Academic Senate website at http://www.cpp.edu/~senate/documents/packets/2017-18/04.11.18/Provosts_Report_to_Academic_Senate_2018-04-11.pdf.

         Provost Alva acknowledged Iris Levine who has been named the Dean of the College of Letters,

Arts and Social Sciences. The Provost stated that Betty Huff has been hired as the Interim Associate Vice President for Enrollment Management and Services to replace Meredith Kelly who was also in an interim role. The search for a permanent AVP for Enrollment Management and Services is on-going.

The Provost reported that in an effort to increase tenure density by 2% every year, 46 tenure-track faculty hires have been approved and soon the allocations of those hires to departments will be announced. The Provost had a conversation with the California Faculty Association (CFA) who would like the system in total to get to a 75% threshold for tenure density, but at Cal Poly Pomona the plan is to increase the tenure density by 2% annually.

Dr. Michael Page from the College of Science has been named the **Provost Fellow for Inclusive Faculty Recruitment**. Dr. Page will be working closely with Linda Hoos, Associate Vice President for the Office of Equity, Inclusion, and Compliance and the Chief Diversity Officer, the colleges, and the search committees to help keep the hiring plan on track.

Semester conversion cutover starts Friday, April 13, 2018 at 5:00pm and goes through Sunday, April 15, 2018. This is when all PeopleSoft data will be moved from quarter context to semester context. There will be no BroncoDirect/PeopleSoft access during the cutover, but all other services will function normally. On Monday morning, April 16, 2018, the cutover will be complete and registration for the summer session will be open.

The Provost put out an invitation to visit the University Advising website, http://www.cpp.edu/~advising/advisors/professional-development.shtml, to see that there are several semester conversion related workshops coming up in the near future. In addition, the Office of Student Success is working on a communication plan to help students be prepared for fall 2018 registration. There will be handbooks available for both students and advisors.

The Provost thanked all who helped put together the robust summer 2018 schedule. The goal for the summer schedule is to help as many students as possible take the one or two classes needed to finish prior to semester conversion.

Provost Alva detailed the following dates for the first semester, fall 2018:
- Monday, August 20, 2018 – start of the academic year for faculty
- Thursday, August 23, 2018 – first day of classes
- Wednesday, May 2, 2018 – priority registration for fall 2018 starts

The Outstanding Advisors of the Year Awards will be held on Thursday, April 26, 2018 at 3:00pm in the Bronco Student Center, Ursa Minor. A complete list of the recipients is available on the Outstanding Advisors Awards website at http://www.cpp.edu/outstandadvisor/.

There will be a WSCUS town hall meeting on Wednesday, May 2, 2018 from 11:30am to 1:00pm in the Bronco Student Center, Ursa Minor.

Question: What is the tenure density currently? Does the 2% goal account for attrition?

Response*: Provost Alva responded that the current tenure density is 56% and the goal is to increase that by 2% annually. That will be done through a combination of redeploying faculty positions lost to attrition as well as growth through new enrollment dollars. Both of those elements are key factors in which colleges get the tenure-track positions.*

d. Vice Chair's Report

Senator Fisk reported for Vice Chair Nelson.

NEW REFERRALS: (6)
AA-009-178   Course Materials Adoption Policy
AP-023-178   Updated Bachelor of Music Program
AP-024-178   Graduate Studies – Institutional Learning Outcomes
GE-005-178   Landscape Architecture GE Course Renumbering
GE-006-178   STA 1201 – Statistics with Applications Stretch I
GE-007-178   STAT 1202 – Statistics with Applications Stretch II

SENATE REPORTS FORWARDED TO PRESIDENT: (13)
AS-2768-178-AP Discontinuation of Agriculture, M.S. - Irrigation Science Option
AS-2769-178-AP Discontinuation of M.S. Electrical Engineering (Self-Support)
AS-2770-178-AP German Studies for the Professions Certificate
AS-2771-178-AP Discontinuation of Administrative Services Credential - Experimental Program
                Standards
AS-2772-178-AP Discontinuation of Autism Spectrum Disorders Added Authorization
AS-2773-178-AP Dietetic Internship Certificate
AS-2774-178-AP Adapted Physical Education Added Authorization
AS-2775-178-AP Preliminary Education Specialist Credential, Mild/Moderate Disabilities
AS-2776-178-AP Reading Certificate Added Authorization
AS-2777-178-AP Physics, B.S. - Astrophysics Emphasis
AS-2778-178-AP Intern Credential Program
AS-2779-178-AA Structure of the Academic Programs Assessment Committee (APAC)
AS-2780-178-AA Request for Review and Update of Campus Service Learning Policy

PRESIDENT RESPONSES TO SENATE REPORTS: (0)

Senator Fisk reminded the body that the master Report Status spreadsheet is always posted with the Senate packet after the Vice Chair's Report. This spreadsheet shows a more detailed status of all Academic Senate reports.

e. CSU Academic Senate

No report given.

f. Budget Report

All associated Budget Report documents are located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2017-18/04.11.18/04.11.18.shtml.

Senator Lloyd, Chair of the Academic Senate Budget Committee, reported.

At the last Academic Senate Meeting, Senator Lloyd stated that the Budget Committee had a very productive meeting with President Coley, Danielle Manning, Vice President and Chief Financial Officer, Joseph Simoneschi, Associate Vice President for Finance and Administrative Services, and Mark Lopez, Budget Director, but that the committee did not have electronic copies of the information presented to provide to the Academic Senate. The committee has since received the documents for this report.

The General Operating Fund Budget Summary, located on the website at https://www.cpp.edu/~senate/documents/packets/2017-18/04.11.18/Summary.pdf, provides an

overview of the 2017-18 academic year budget approved by the President's Cabinet. The Academic Affairs budget allocation is $126.5 M.

The Budget Commitments slide, located at https://www.cpp.edu/~senate/documents/packets/2017-18/04.11.18/PIE-Charts---Final-Approved.pdf, shows two pie-charts. One shows the division budgets as a percentage of the overall budget and the second one shows the planned 2-year cabinet commitments per division.

The next budget document is the Fiscal Year 2018-19 Budget Process Timeline, located on the website at https://www.cpp.edu/~senate/documents/packets/2017-18/04.11.18/Calendar-Final.pdf. This is the timeline for the 2018-19 budget process and the timeline contains a deadline by which the Academic Senate Budget Committee will receive budget information. Senator Lloyd thanked Joseph Simoneschi, Associate Vice President for Finance and Administrative Services, and the Cabinet for taking the Budget Committee into consideration and adding this event to the timeline.

The Guiding Budget Principles document, located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2017-18/04.11.18/Budget-Pinciples.pdf, was drafted by the President's Cabinet and defines the principles by which division budgets will be allocated. This document will be the basis for budgetary decisions.

The 2017/18 Budget with Cabinet Budget Decisions document, https://www.cpp.edu/~senate/documents/packets/2017-18/04.11.18/17-18-and-18-19-Overview.pdf, provides more details on the 2017-18 budget. This spreadsheet details the additional one-time funding that various divisions have received based on the Cabinet's decisions.

Senator Speak added that the CSU Fiscal and Government Affairs Committee has been working on how to persuade the legislature to address the very poor number that the governor gave as a supplement to the CSU budget in his January budget, $92 million. The Trustees have asked for $162 million more than that just to maintain the level of costs already on the books, which does not address any deferred maintenance. Senator Speak asked that everyone in the room find some way to contact their legislator or the governor, or both, about addressing the needs of higher education in California. He went on to say that it is incumbent on all of us to try and impact the climate in Sacramento in regards to higher education.

g. CFA Report

The CFA Report is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2017-18/04.11.18/CFA-Report-to-the-Academic-Senate---4-11-2018.pdf.

Dr. Weiqing Xie, CFA Pomona Chapter President reported.

April 4, 2018 was the Day of Action for Reinvestment which called on Governor Brown to increase critical funding for the CSU. Over 1,000 students, faculty and allies participated in the Day of Action.

Dr. Xie mentioned the following upcoming events:

- CFA Lobby Day on Tuesday, May 1, 2018 in Sacramento
- *A Journey Into Change Workshop* on Friday, May 4, 2018, from 11:30am to 4pm, in the Special Events Room of the University Library.
  - o This workshop is co-hosted by the Office of the President, Cal Poly Pomona and

CFA Pomona Chapter.

- Pensions and Benefits Workshop on Thursday, May 17, 2018, from 12:30 to 4:00pm, in BSC Lyra, Room 1611D.
  - o Lunch will be provided
  - o RSVP to cfa_po@calfac.org

h. ASI Report

No report given.

i. Staff Report

The Staff Report is located at https://www.cpp.edu/~senate/documents/packets/2017-18/04.11.18/Spring-Boutique-201811x17-v5-FNAL.JPG.

Senator Gonzalez reported.

Staff Council is hosting a Spring Boutique on Thursday, May 3, 2018 from 10am to 3pm in the University Quad. This event is open to everyone.

The Provost and the Provost's Staff Award Committee hosted their annual Staff Appreciation Luncheon on April 10, 2018. At that event the Provost announced the Staff Member of the Year, Mr. Won Choi. Mr. Choi is an academic coordinator in the Kellogg Honors College.

j. Semester Conversion Report

Dr. Neto, Director of Semester Conversion, reported.

Dr. Neto stated that Provost Alva has already noted the cutover to semester conversion information in PeopleSoft and thanked all those who are scheduled to work the cutover because this is an entire weekend event and they will be spending all weekend ensuring that the cutover is successful.

Course enrollment requirements are still in work. Testing for fall 2018 registration has been started. The first step for quality control is ensuring that all course pre-requisites have been identified and are in PeopleSoft.

k. WSCUC Report

The WSCUC Report is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2017-18/04.11.18/Academic-Senate-PP-Presentation-for-Upcoming-WSCUC-Town-Hall-LA.pdf.

Senator Alex reported.

On behalf of the WSCUC Steering Committee, Senator Alex invited all in attendance to a WSCUC Town Hall Meeting on Wednesday, May 2, 2018 from 11:30am to 1:00pm, in the Bronco Student Center, Ursa Minor. There is an Eventbrite email to register for the event. Lunch will be provided to those who register. The draft institutional report will be presented during the town hall meeting.

The Office of Assessment and Program review has launched a new website, please see https://www.cpp.edu/%7Eacademic-programs/program-review/index.shtml. This is a centralized depository that can be used for all information regarding assessment. This website formalizes

and institutionalizes everything being done in regards to assessment.

3. New Business
   a. Resolution – Gun Safety

   The resolution for campus gun safety is located on the Academic Senate website at
   https://www.cpp.edu/~senate/documents/packets/2017-
   18/04.11.18/Resolution_Gun_Safety_04.11.18.pdf.

   Chair Shen stated that this resolution does not need much introduction in light of Chief Robinson's
   presentation and that she had the privilege of meeting with some faculty members, including
   Senator Pacleb, about this resolution.

   Senator Pacleb presented the resolution on campus gun safety authored by Eric Haas from the
   College of Education and Integrative Studies.

   WHEREAS,   the tragic mass murder of 17 students and teachers and the wounding of 17 more
   at Marjorie Stoneman Douglas High School in Parkland, Florida on February 14,
   2018, by a student gunman armed with a semi-automatic military grade rifle and
   multiple ammunition magazines raises serious concerns about the danger to
   student, staff, and faculty safety due to weapons on campus; and,

   WHEREAS,   the mass murder at Marjorie Stoneman Douglas High School by an armed intruder
   is the latest in a long string of similar mass murders at educational institutions,
   including the well-publicized mass shootings at Sandy Hook Elementary School
   (December 14, 2012, 27 killed), Virginia Tech (April 16, 2007, 32 killed), and
   Columbine High School (April 20, 1999, 15 killed and 24 wounded) and the less-
   well publicized mass shootings at the University of Alabama at Birmingham (March
   14, 2018, 3 killed), Central Michigan University (March 2, 2018, 2 killed), North
   Park Elementary School in San Bernardino, California (April 10, 2017, 3 killed),
   UCLA (June 1, 2016, 2 killed), Umpqua Community College in Roseburg, Oregon
   (October 1, 2015, 1 professor, 8 students, and the gunman killed), and Oikos
   University in Oakland, CA (April 2, 2012, 7 killed); and

   WHEREAS,   CSU Chancellor White stated on March 1, 2018, about gun safety walkouts by high
   school students, "Peaceful participation in demonstrations will have no impact on
   applicants for admission to California State University campuses. As a university,
   we encourage the peaceful exchange of diverse viewpoints and are committed to
   free speech rights;" and

   WHEREAS,   President Coley flew the university flags at half-mast in memory of the students
   and teachers killed at Stoneman Douglas High School, and in a March 5, 2018,
   video statement called these and similar gun tragedies both on- and off-school
   campus "simply unacceptable," and "encouraged all of us to reflect on how we can
   be the change, how we can nurture an environment in which all of our young
   people can thrive;" therefore be it

   RESOLVED,   That the Cal Poly Pomona Academic Senate supports President Coley's call for
   students, administrators, staff, and students to reflect on how we can be the
   change that will promote a safe and nurturing environment at Cal Poly Pomona
   and throughout our communities that is free from gun violence; and be it further

RESOLVED,   That the Cal Poly Pomona Academic Senate also calls on President Coley and other appropriate administrators to exercise discretion and compassion in accommodating and supporting faculty, administrators, staff, and students who wish to participate in the April 20, 2018, walkouts, teach-ins, and other activities to commemorate the 19th anniversary of the Columbine High School massacre; and be it further

RESOLVED,   That the Cal Poly Pomona Academic Senate also calls on President Coley and other appropriate administrators to exercise discretion and compassion in accommodating and supporting faculty and students who wish to continue to include learning activities where appropriate and relevant that encourage them to reflect on how they can be the change that will promote greater gun safety and therefore more nurturing environments where all can thrive on our Cal Poly Pomona campus and in our communities; and be it further

RESOLVED,   That this resolution be distributed to the President of Cal Poly Pomona, CSU Chancellor, CSU Board of Trustees, Academic Senate of the CSU, CSU Campus Senate Chairs, California Faculty Association (CFA) Statewide President, CFA Cal Poly Pomona Chapter President, California State Student Association, ASI President of Cal Poly Pomona, California U.S. Senators, California Congressional Representatives for Districts, the Governor of California, California State Legislators in the Senate, and California State Legislators in the Assembly.

M/s to adopt the Gun Safety Resolution.

The motion passed unanimously.

b. Academic Senate Chair and Vice Chair Nominations

Elections and Procedures Committee Chair Jonathan Puthoff conducted the nominations for Academic Senate Chair and Vice Chair. Article III, Section 9 of the Constitution states:

From among those duly elected members of the Academic Senate, a Chair and Vice Chair shall be elected by the Senate membership.

A. Election of the Chair and Vice Chair shall take place during the first regularly scheduled Academic Senate meeting in May (May 2, 2018).

B. The nomination period of candidates for the offices of Chair and Vice Chair shall commence at the first regularly scheduled April meeting of the Academic Senate (April 11, 2018). Nominations, in writing, will be accepted in the Academic Senate office until 5:00 pm on the second Wednesday following the first regularly scheduled Academic Senate meeting in April (April 25, 2018) Nominations made after the 5:00 pm deadline shall not be accepted. Candidates shall provide biographical information and a statement of philosophy of shared governance for distribution. This information shall be made available to the electorate.

The nominations were opened for Chair:

Chair Shen was nominated for another term.

Senator Puthoff opened the nominations for Vice Chair:

Vice Chair Phyllis Nelson was nominated for another term as Vice Chair.

Senator Puthoff accepted all nominations and reminded the body that nominations will be accepted in writing to senate@cpp.edu until 5:00pm **April 25, 2018**. The election of the Chair and Vice Chair will take place at the **May 2, 2018** Academic Senate Meeting.

Chair Shen added that she is honored by the nomination and she respects all the senators she has worked with this year and any of the senators would make an excellent Chair or Vice Chair. She encouraged others to seriously consider adding their names to the list of nominees.

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

M/s to move time certain for committee reports after the standing reports and new business.

The motion passed unanimously.

a. AA-002-178, Review of Policy on Formation, Dissolution, Merger or Movement of an Academic Department - **FIRST READING**

The first reading report for AA-002-178, Review of Policy on Formation, Dissolution, Merger or Movement of an Academic Department, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/aa002178fr.pdf.

Senator Wachs, Academic Affairs Committee Chair, presented the report.

M/s to receive and file AA-002-178, Review of Policy on Formation, Dissolution, Merger or Movement of an Academic Department.

Recommendation:

The Academic Affairs Committee recommends the adoption of the following policy:

I. Introduction:

The Academic Senate sets clear policies on the formation, merger, dissolution, and movement of academic programs and departments. However, a clear process for separating a joined department into two or more separate departments, does not exist. The CSU Academic Senate emphasized in its resolution the faculty's role in formulating such policies and procedures and urged that "any such policies embody the principles of joint decision-making and shared governance in the procedures they describe," in the aforementioned cases. Therefore, the Academic Affairs committee of the Academic senate felt confident in developing similar procedures for this situation.

The Academic Affairs Committee at Cal Poly Pomona reviewed policies on similar measures, such as discontinuance of academic programs adopted by CSU campuses. Existing policies, including the procedures followed at Cal Poly Pomona, share a basic concern for an orderly process based on collegiality and consultation. Hence, this policy uses existing precedence.

Scope:

This policy provides principles, decision variables, and a set of processes and procedures to be used in considering the separation of an academic department into two or more departments.

Principles:

A. In all cases primary consideration shall be given to how best to serve the mission of the University.

B. Discussion surrounding the separation of an academic department shall be guided by the following:

    1. A proposal to separate an academic department will ordinarily be the result of a regular Program Review, accreditation review, or an *ad hoc* consultative review of the program.

    2. Any change of this kind must be considered within the framework of principles and processes as set forth by this document.

    3. The process shall provide the opportunity for participation of the academic community, including faculty, students, staff, and administration. It shall require careful examination of all pertinent factors, including but not limited to human, curricular, and budgetary considerations, alternative organizational structures, service to the community, external agency regulations, and the campus culture. The examination shall identify changes ancillary to the proposed change.

    4. The consideration of alternative proposals shall include an analysis of the potential benefits and the potential costs of each alternative including hidden costs.

    5. The perspectives and preferences of program faculty about where they might be located in any proposed academic structure shall be an important consideration in any proposal for department separation.

    6. A proposal to separate an academic department shall be reviewed by the Academic Senate. The determination to separate a department into two or more departments will be based upon a review of the following:

C. Impact on the ability of departments to achieve the University's mission as articulated in the University mission statement, vision and core values;

D. Impact to quality of departments/majors

E. Impact to efficiency of each department

V. Decision Variables:

In considering a decision to separate a department into two or more departments, no one variable shall necessarily be deemed more crucial than any other. The recommendation to separate a department into two or more departments shall not be based solely on quantitative measures, but on a holistic assessment of the departments in terms of all of the decision variables, within a process that is broadly consultative and collegial.

A. Importance to the Institution

    1. To what extent the departments will be central to Cal Poly Pomona's mission as described in the mission statement, vision, and core values.

    2. To what extent the departments' courses are central to the curriculum of a department, a college, or the University.

    3. To what extent the departments provide a special service to the local community or to the State of California.

    4. To what extent the departments demonstrate potential for external funding and support.

B. Quality of the Program

1. To what extent the quality of the departments impacted by separation. Potential impact to department quality may be assessed by program review, external review, accreditation review, or an ad hoc review. The variables for evaluating department quality may include:

   a. Ability of the faculty to offer and maintain a current and rigorous curriculum.
   b. An effective assessment program that measures the extent to which students are achieving the desired learning outcomes and in which assessment data are used for program improvement.
   c. Availability of resources adequate to maintain sufficient breadth, depth and coherence of program(s) within departments;
   d. Evidence of support for student success which may include:
      i. Departmental advising program;
      ii. Student commitment, motivation, and satisfaction;
      iii. Co-curricular learning experiences that are relevant to the program goals such as internships, research experiences, study abroad;
      iv. Other accomplishments by current and former students that reflect on program quality.
   e. Demonstrated ability to attract and retain well-qualified faculty;
   f. The quality of the program's faculty as demonstrated by teaching and participation in appropriate scholarly, creative and/or professional activity.

2. To what extent the program's excellence and standing in its discipline enhances the reputation of the university.

C. Efficiency and Demand for the Program

1. To what extent would the departments be cost-effective relative to disciplinary norms and compared to similar departments at comparable institutions. The measurements presented may include student-faculty ratio; total cost per FTEF; and total cost per FTES. Other discipline-specific variables may also be used.

2. To what extent the present and projected demand for the program is sufficient. Demand for the program may be measured by one or more of the following:

   a. The number of applications for admission received that meet minimum CSU eligibility requirements;
   b. The number of students admitted;
   c. The FTES generated in lower division, upper division, and/or graduate level courses that fulfill degree requirements of the program;
   d. The number of students who completed the program;
   e. The anticipated need of the California workforce for graduates of the program.

VI. Process

This process involves the department, the college, the Academic Senate, the Provost and the President. While every effort should be made to complete this process within one calendar year from the initial recommendation, as outlined by the Curriculum Schedule, failure to do so will not impact the ultimate outcome.

A. Recommendation to separate a department into two or more departments may be initiated by the department faculty, or by the college dean or Provost.

1. When the recommendation is made by the Provost or the college dean responsible for the department, the Provost shall forward a recommendation to the Office of Academic Programs, which will prepare a referral to the Academic Senate. The Office of Academic Programs shall be responsible for distributing consultation forms to the department and college dean, the associate deans of the other colleges, and to other interested parties. If the department chooses to contest

the recommendation, it shall be given a period of one academic quarter, excluding summer, following receipt of the consultation form from the Office of Academic Programs to submit a response.

2. When the program or department faculty recommend discontinuance of their program, the recommendation shall be submitted via the department to the College Curriculum Committee and to the dean for endorsement. The associate dean shall be responsible for consultation. The dean shall forward the proposal with a recommendation, to the Provost who shall forward the proposal, again with a recommendation, to the Office of Academic Programs. The Office of Academic Programs shall prepare a referral to the Academic Senate for consideration.

3. Each recommendation must be accompanied by documentation that indicates specific reasons for separation based on the decision variables above.

4. Each recommendation must include information regarding the potential effect on the future employment status of faculty and staff in the department(s).

5. The Academic Programs Committee, as delegated by the Academic Senate, shall review the relevant documents and consult, as appropriate, with relevant individuals or bodies on campus before making its recommendation to the Academic Senate. The Academic Senate shall review the proposal and indicate approval or denial of the recommendation.

6. The President shall review the proposal and indicate approval or denial of the recommendation.

7. If the recommendation is approved, the Office of Academic Programs shall forward it to the Chancellor.

B. If a department is to be separated into two or more departments, the department proposing to split shall develop a plan to split the department within one academic year, excluding summer, after the Chancellor has commented on the separation. It shall include roadmaps that allow students to continue on a reasonable path to a degree.

1. The plan shall include the following dates:
   a. The date after which the departments will function as separate departments;

2. It will be the responsibility of academic department(s) to advise students currently enrolled in the department, as well as students who have recently applied for admission to the program.

3. The Office of Academic Programs shall be responsible for coordinating the separation with the Admissions Office, the Registrar's Office, and Institutional Research & Academic Resources, and other interested parties on campus.

Discussion:

The current policy as defined by Senate Report AS-2216-067, Clarification of the Formation, Dissolution, Merger, or Movement of an Academic Department, which was approved with modifications by President Ortiz on 12/13/2011, focuses primarily on dissolution of a department and did not address the separation or movement of a department. This new policy is entirely based on existing policies and practices for creation of, or dissolution of departments. The new policy was sent out for consultation and some minor comments were received and are addressed in the new policy.

Provost Alva added that she will be providing comments to the committee and asked that the policy needs to explicitly differentiate "academic programs" from "academic departments". The policies for creating and discontinuing academic programs are of a much higher standard that includes engaging the Chancellor's Office while the creation, dissolution or separation of an academic department is a campus decision.

The second reading of AA-002-178, Review of Policy on Formation, Dissolution, Merger or Movement of an Academic Department, will be on the May 2, 2018 Academic Senate agenda.

b. [AA-005-178, Alignment of Cal Poly Pomona Grade Forgiveness Policy with Executive Order 1037 - FIRST READING](#)

The first reading report for AA-005-178, Alignment of Cal Poly Pomona Grade Forgiveness Policy with Executive Order 1037, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/aa005178fr.pdf.

Senator Wachs, Academic Affairs Committee Chair, presented the report.

M/s to receive and file AA-005-178, Alignment of Cal Poly Pomona Grade Forgiveness Policy with Executive Order 1037.

Recommendation:

Existing policies be modified to come into compliance with EO 1037. In addition, the policy on a maximum of 42 units being repeated, also needs to be updated for semester conversion.

Policies should read:

Grade Forgiveness

Students may seek Grade Forgiveness through course repetition. When a grade is forgiven due to course repetition, the grade and units for the excluded course work will not be used in the calculation of the grade point average and the units will not be used to satisfy the requirements toward graduation. The excluded course work will remain on the student's permanent record, but will be annotated as excluded from the grade point average through grade forgiveness. *This policy is not automatically invoked when a student repeats a course. It is the student's responsibility to seek grade forgiveness by submitting this form to the Registrar's Office.*

- Grade Forgiveness through course repetition is limited to 16 semester units and requires the completion of the Grade Forgiveness through Course Repetition Form (PDF).

- Grade Forgiveness can be applied only to courses taken for undergraduate credit and before awarding of a bachelor's degree.

- Students may seek grade forgiveness through course repetition for a maximum of 16 semester units. These 16 units contribute to the 30-unit limit for course repetition.

- Units of courses where grade forgiveness has already been applied prior to Fall 2009 will contribute to the 16-unit limit.

- Grade forgiveness is NOT permitted for courses for which the original grade was the result of a finding of academic dishonesty. For advisement purposes, the letter J will be affixed after the grade awarded to the student in the class in question, e.g. D+J for a grade of D+. The suffix J will not appear on official transcripts.

- A Cal Poly Pomona course may not be used to forgive the grade of a course taken at another institution. Courses taken at other institutions cannot be used to forgive the grade of a course taken at Cal Poly Pomona.

- A Challenged Course cannot be used as a repetition of a regularly enrolled course.

- Students and advisors will be able to view on BroncoDirect the number of units repeated and forgiven.

- Effective Fall 2009, the grade forgiveness policy will be applicable to IC grades.

Discussion:

Cal Poly Pomona has a stricter campus policy than allowed by Executive Order 1037. The committee thought that it would be better for Cal Poly Pomona to align the campus policy with Executive Order 1037 by allowing students to repeat up to 16 semester units for grade forgiveness. The only comment received is that 16 units does not add up to a discrete number of classes however there are one (1) unit classes and labs or two (2) unit classes so it cannot be assumed that all classes are three (3) units under the semester calendar.

The second reading of AA-005-178, Alignment of Cal Poly Pomona Grade Forgiveness Policy with Executive Order 1037, will be on the May 2, 2018 Academic Senate agenda.

c. AA-007-178, Modification to the Priority Registration Approval Process - **FIRST READING**

The first reading report for AA-007-178, Modification to the Priority Registration Approval Policy, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/aa007178fr.pdf.

Senator Wachs presented the report.

M/s to receive and file AA-007-178, Modification to the Priority Registration Approval Policy.

Recommendation:

The Academic Senate Academic Affairs Committee recommends the adoption of the following policy for Priority Registration (changes highlighted in yellow):

1. **Order of Registration:** The Academic Senate recommends the following order of registration:

    a. Students in the Priority Registration Categories as defined in Section 2.2 below.
    b. Order of registration for rest of the students as defined in AS-2596-167-AA.

2. **Priority Registration Policy**

    For the purposes of this report, "Priority Registration" is defined as the two-day time period that precedes "Initial Registration" each term as identified in AS-2596-167-AA.

2.1. Access to Priority Registration is not automatic for any student. Priority Registration is valid only for one academic term at a time, not for the entire academic year.

2.2. All priority registration requests must also meet all three of the following criteria:

    2.2.1 Each student meets their respective category description in the table below, AND
    2.2.2 needs priority registration to participate in the activity for the academic term specified, AND
    2.2.3 will not be receiving priority registration as a reward or as a substitute for pay.

Application for priority registration may be requested by the Director/Chair/Responsible Person (such as the Director of Athletics, President of ASI, and etc.) for serious and compelling reasons via the Request for Priority Registration form, which must be accompanied by specific documentation/justification for each student requesting priority registration. All students within a group must be individually listed. The Director/Chair/Responsible Person shall justify criteria 2.2.1-2.2.3. Providing a sample class or activity schedule is not sufficient, it shall be accompanied by relevant justification.

Meeting with individual faculty, or holding office hours, is not considered a high priority justification, as both are potentially flexible.

Justifications must include a clear explanation of why explicit time slots are necessary for the activity, such as use of lab space or equipment not available at alternate times. This must be reflected the schedules submitted.

Priority registration group will be categorized as follows:

Category	Description	Example	Max Limit
A	Students for whom the University needs to provide priority registration to fulfil the graduation timeline or pathway	• 2-year and 4-year pledge • Honors college	• Six quarters (four semesters) for 2-year pledge and honors college • 12 quarters (eight semesters) for 4-year pledge
B	Students for whom the University needs to provide priority registration to comply with federal or state regulation	• Disability resource center • EOP • Veterans • Foster Youth	• As long as the regulation requires, subject to status validation
C	Student Athletes	• Intercollegiate Athletics	• As long as the active athlete status is maintained
D	Students serving on Senate committees	• ASI cabinet and senate members	• During active service or six quarters (four semesters), whichever smaller
E	Students who are a part of significant university service	• Housing Services Resident Advisors • Orientation Leaders	• During active service or six quarters (four semesters), whichever smaller
F	Students who represent the university team in a noteworthy extracurricular activity	• Rose Float Team Lead • Music Ensembles • Engineering Teams (SAE, ASCE, Baja) • ACM Programming Team • Collegiate Cyber Defense Team (CCDC)	• During active service or six quarters (four semesters), whichever smaller
G	Students who are required by external scholarship granting agencies or donors to meet degree milestones	• McNair Scholarship • Scholarship for Service • SEES • Similar scholarships	• Duration required by the scholarship grantee or six quarters (four semesters), whichever smaller

The examples above are given for demonstration purpose only. It doesn't guarantee priority registration for any category.

Request for Priority Registration forms for Categories A-D in the table above will normally be approved and do not require regular review by the Academic Affairs Committee each academic term. A review/audit may be requested by the Academic Affairs Committee at any time.

Request for Priority Registration forms for Categories E-G will be reviewed and either approved or denied by the Academic Affairs Committee based on criteria 2.2.1-2.2.3 as well as the completeness of the application. The Academic Affairs Committee will consider these requests for priority registration in a single meeting each academic term. Personal appearances may be requested by the Academic Affairs Committee for parties making requests from Categories E-G.

2.3   Requests for priority registration must be received in the Academic Senate office by 5:00 pm on the due date listed in 2.5 below for each term. Late applications will not be accepted. Only complete formal written requests as detailed in Section 2.2 will be considered.

2.4   The Director/Chair/Responsible Person will be notified of the committee's decision no less than 8 working days prior to the beginning of the priority registration period. It is the responsibility of the Director/Chair/Responsible Person to notify the students of the decision. Staff from the Academic Senate Office will provide the Registrar's Office with approved lists each academic term.

2.5   Deadlines for applications for priority registration must be made by the date specified below (This date is approximately four (4) weeks prior to the beginning of priority registration each quarter)

- 1st working day in October for Winter Quarter
- 1st working day in April for Summer Quarter
- 1st working day in May for Fall Quarter
- 5th working day in January for Spring Quarter

For the semester calendar the following dates will apply:
- 1st working day in October for Spring Semester
- 1st working day in March for Summer Semester
- 1st working day in April for Fall Semester

3.   During the priority registration period students are limited to a maximum of 16 quarter units (14 semester units). All students will be eligible to register for additional units during the subsequent registration periods.

4.   ~~The intention that no more than 10% of the student body of CPP be available for priority registration under this policy. If there is a significant rise in this percentage, the Registrar's office may consult with the Academic Affairs Committee about the situation.~~

Discussion:

There was feedback received that the guideline that no more than 10% of the student body receive priority registration was problematic given that the groups that automatically get priority registration as dictated by the CSU system, two and four year pledge, athletes and disability resource center students, sometime exceed the 10% guideline. The committee came to the conclusion that if the rules are strictly applied, that is sufficient to limit the number of students receiving priority registration. The 10% guideline was removed from the policy and language was added to clarify some of the conditions for priority registration.

The second reading of AA-007-178, Modification to the Priority Registration Approval Process, will be on the May 2, 2018 Academic Senate agenda.

d. [EP-001-134, Representation for Part-Time Temporary Faculty on Academic Senate - **FIRST READING**](#)

The first reading report for EP-001-134, Representation for Part-Time Temporary Faculty on Academic Senate, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ep001134fr.pdf.

The revised Academic Senate Constitution is located on the Academic Senate website at http://academic.cpp.edu/senate/attachments.aspx?ref_no=EP-001-134&af=fr.

Senator Puthoff, Elections and Procedures Committee Chair, presented the report.

M/s to receive and file EP-001-134, Representation for Part-Time Temporary Faculty on Academic Senate.

Recommendation:

We are recommending the attached changes to the AS-CPP constitution. These changes are confined to Article III "Membership and Organization." Additionally, we recommend some changes that help to clarify the different categories of senators and any restrictions placed on these categories.

These constitutional changes embody the greater part of the essential framework necessary to incorporate part-time faculty into the AS-CPP, so we are comfortable proposing them even if other details have yet to be determined. Furthermore, we believe that this framework is extensible in the sense that further minor modifications to various constitutional components will not substantially affect the other areas.

Many of the recommendations that we suggest above (e.g., compensation) are not covered in the changes to the language of the constitution. So, in addition, we also recommend the following
- The part-time faculty representative should hold regular office hours in the AS-CPP office to meet with constituents.
- The part-time–faculty representatives shall be compensated for their service by stipend, calibrated to the hours spent in senate meetings, committee meetings, and office hours.

We also recommend that the AS-CPP assess the impact of these constitutional changes on the bylaws in the event that they are adopted. For instance
- Shall part-time–faculty representatives be eligible to serve on any committee, or should that committee be predetermined (cf. staff and student representatives)? For instance, FA deals with RTP-related issues, where input and votes from non-tenure–track faculty might not be appropriate.
- Shall a part-time–faculty representatives be assigned automatically to the budget committee?
- Shall part-time–faculty representatives be assigned office hours via modification of the bylaws?

Changes to the bylaws of course, have a lower threshold for adoption than changes to the constitution; an AS-CPP vote only is required, so we believe that required changes (if any) can be tabled until a later date.

APPENDIX 17

CONSTITUTION

OF THE ACADEMIC SENATE OF CALIFORNIA STATE POLYTECHNIC
UNIVERSITY, POMONA

Article III   **Membership and Organization**

Sec 1
The Academic Senate shall consist of thirty-seven (37) elected representatives from the following categories:

A.   all tenure-track faculty and all full-time lecturers appointed on an annual basis ("full-time faculty");

B.   part-time faculty with academic-year or 3-year appointments ("part-time faculty");

C.   librarians not included in "A," or "B," above ("library faculty")

D.   coaches, counselors, and student-services professionals not included in "A," "B," or "C" above ("related-areas professionals").

Sec 2
When determining eligibility for election to the Academic Senate, no person shall be allowed to be a member of more than one constituency.

A.   The full-time faculty of each academic school and college are enfranchised and are a constituency; department chairs are enfranchised.

B.   The part-time faculty are enfranchised and are a constituency; in determining eligibility for the Academic Senate, part-time faculty shall be considered part of a constituency different from the school(s) or college(s) in which they hold appointments.

C.   The library faculty are enfranchised and are a constituency.

D.   The related-areas professionals are enfranchised and are a constituency.

Sec 3
Thirty-five full-time–faculty, library-faculty, and related-areas senators shall be elected on the basis of proportional representation established every three years within the various constituencies, each constituency being guaranteed a minimum of one senator. Two part-time–faculty senators shall be elected by the part-time faculty constituency.

Sec 4
In addition to these thirty-seven regular senators, each statewide Academic senator shall be an ex-officio voting member of the Senate.

Sec 5
No Academic Senate constituency in the University shall have more than one statewide academic senator until each Academic Senate constituency in the University has at least one statewide academic senator.

Sec 6
In addition to the thirty-seven regular senators, voting membership shall be granted to a representative of the staff for a term of three years. The staff representative must be a full-time permanent employee. The staff representative shall be selected by an *ad hoc* committee made up of individuals from bargaining units 1, 2, 4, 5, 6, 7, 8, and 9. The individual representing unit 4 must be in a job classification other than the categories described in Section 1D. Each of these eight groups will be invited to have one representative on the committee but participation may be declined. The committee will adopt its own selection procedure. A member of the Elections and Procedures Committee will be assigned to the *ad hoc* committee in a non-voting status to provide assistance and administrative support. The

Elections and Procedures Committee is responsible for contacting the bargaining units and forming the *ad hoc* committee.

Sec 7   In addition to the thirty-seven regular senators, ex-officio voting membership shall be granted to the ASI student body President or to an alternate designated by him/her and confirmed by majority vote of the ASI Senate.

Sec 8   The following additional electoral eligibility stipulations and procedures apply.

A.   No department in a college/school constituency shall have more than one senator until each department within that college/school has at least one senator. During each nomination period candidates may be nominated from any department within the college/school that does not already have a senator. However, if after the close of the initial nomination period there is an insufficient number or numbers of candidates from the eligible department(s), then the seat(s) shall be declared open and candidates from any department within the college/school may be nominated.

B.   The two senators elected to part-time–faculty Academic Senate seats shall not originate from the same college or school. The college or school of origin of a prospective senator shall be declared at the time of the declaration of their candidacy and must agree with the college in which they hold a majority appointment. Part-time faculty originating from the same college shall not hold the same senate seat for two consecutive terms.

C.   If a senator resigns from the Academic Senate before the end of his or her term, an election shall be conducted as in Article III, Section 8, A and B. The senator thus elected shall serve until the end of that term.

D.   Single-seat constituencies may only be represented by a member of that constituency.

Sec 9   From among those duly elected members of the Academic Senate, a Chair and Vice Chair shall be elected by the Senate membership.

A.   Election of the Chair and Vice Chair shall take place during the first regularly scheduled Academic Senate meeting in May.

B.   The nomination period of candidates for the offices of Chair and Vice Chair shall commence at the first regularly scheduled April meeting of the Academic Senate. Nominations, in writing, will be accepted in the Academic Senate office until 5:00 p.m. on the second Wednesday following the first regularly scheduled Academic Senate meeting in April. Nominations made after the 5:00 p.m. deadline shall not be accepted. Candidates shall provide biographical information and a statement of philosophy of shared governance for distribution. This information shall be made available to the electorate.

C.   At the election, candidates for the offices of Chair and Vice Chair shall have the opportunity to present a short statement not to exceed three minutes.

Sec 10   The chair of the Academic Senate is empowered to appoint a recording secretary, parliamentarian, and other such administrative functionaries as in his/her judgment would expedite the work of the Senate.

Sec 11   The Executive Committee of the Academic Senate shall consist of the Chair, the Vice Chair, one full-time–faculty Senator representing each college or school constituency, one Statewide Senator, and one Senator from the library faculty or related-areas constituencies. The Senate may vote to include the immediate past chair as a voting member of the Executive Committee, provided that the immediate past chair is a member of the Senate. Members of the Executive Committee must be Unit 3 members and should be tenured.

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

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

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

Sec 12   All other standing and ad hoc Committees shall be appointed by the Executive Committee. All Committees must have at least two senators as members. Each Committee shall be chaired by a full-time–faculty, library-faculty, or related-areas senator who is appointed by the Executive Committee. No senator may serve on more than one standing Committee. Faculty membership on Committees will be appointed by the Executive Committee. Duties and procedures of standing Committees will be stated in the Academic Senate Bylaws.

Sec 13   Election of members of the Academic Senate shall take place prior to May 1 but not before February 15. Newly-elected senators will be seated at the last regularly scheduled Academic Senate meeting of the Spring Quarter.

Sec 14   Full-time–faculty, library-faculty, and related-areas senators will serve three-year terms, one third of these senators being elected annually. The number of vacancies shall be determined on the basis of proportional representation. Part-time–faculty senators will serve two year terms, one half of these being elected annually.

Sec 15   A member of the Academic Senate may be recalled provided that a petition signed by 20% of a senator's constituency, as defined by Article III, Section 1, is presented to the Executive Committee. Upon receiving the signed petition, the Executive Committee shall notify the Election and Procedures Committee, which shall conduct a special election within thirty days of said notification. If a majority of the votes cast by the constituency favors the recall the recall is approved. The Elections and Procedures Committee will conduct an election in the usual manner for a new Senator to serve the remainder of the term of the recalled Senator. If a recall election occurs in Spring quarter, the election of the new senator shall be completed before the end of the tenth week of the Spring quarter. The recalled Senator shall not be listed among the candidates for the election to fill the vacated seat.

Discussion:

Senator Puthoff went over a PowerPoint presentation to explain the details of the report. The PowerPoint presentation is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/EP001134fr_2.pdf.

Cal Poly Pomona Academic Senate Bylaws do not make any provision for representation of part-time lecturer faculty. Lecturers make up approximately half of all faculty by headcount at Cal Poly Pomona. It was requested that the committee come up with an implementation to add part-time lecturer representation to the Academic Senate.

Part-time faculty with academic-year or three-year appointments would be considered a new "category" of faculty for representation on the Academic Senate. The committee proposes to add two (2) seats to the existing 35 elected senate seats (in addition to the 35 there is one (1) staff

senator, one (1) ASI senator and two (2) CSU senators). These two (2) seats would only be for part-time faculty and are elected by part-time faculty.

The following are some key points of the proposed implementation:
- Two year terms, one elected each year (staggered terms).
- Part-time faculty would be considered a single constituency that is not organized by college.
- There would be term limitations based on what college the part-time faculty senators come from.
- Part-time faculty would be compensated for their senate work by a stipend.
- Part-time faculty senators can serve on any standing committee and be committee chairs with the exception of the Executive Committee.

Adding part-time lecturers to Academic Senate membership requires an amendment to the Academic Senate Constitution. Amendments to the constitution may be initiated by a majority vote of the total Senate membership. After the amendment is approved by the Academic Senate it needs to be ratified by an affirmative vote of a majority of all faculty enfranchised by the Senate or by 60% of those voting, whichever is smaller.

Adopting this report means sending the constitutional amendments required to add part-time temporary lecturers to the enfranchised faculty for a vote. Options for voting on this report are as follows:
- If you have reservations but still think that these changes are a suitable way of adding part-time lectures to Academic Senate, and believe that the faculty as a whole should vote on this, vote AYE.
- If you do not think that this is a workable solution and should not be considered by the faculty as a whole, vote NAY.
- If you do not believe you can vote on this issue at this time and the motion needs a majority in the Academic Senate to pass, ABSTAIN. Abstaining does not impact the vote count but will change the 50% threshold of the votes required by the Academic Senate.
- If you think that the recommended language changes are unacceptable, but have definite modifications to propose, MOVE TO AMEND. The amendment will be voted on as a stand-alone item.

Question: What department provides the funding for the stipend and how much is the stipend? Is there a commitment for the stipend?

Response: That has not been determine at this point. There are changes contingent upon the constitutional amendments being approved by the faculty. If the amendments are adopted there will be additional details to work out. The committee report provides more detail on this topic. The stipend has been discussed with the Office of Faculty Affairs and it has not been ruled out. There were proposals that had the compensation as WTUs but part-time faculty cannot be offered WTUs because they come with entitlements.

Question: What is the rational for not allowing part-time lecturer representatives to serve on the Executive Committee?

Response: The constitution states that the senators on the Executive Committee represent their colleges and part-time temporary faculty would only be representing part-time temporary faculty and not their colleges. Full-time lecturers are represented by their colleges. The constitution also states that Executive Committee members "should" be tenured.

Question: What is the definition of part-time faculty?

Response: Part-time faculty with academic-year or 3-year appointments is the classification.

e. FA-001-178, Amendment to Policy 1310: Policy on Management Personnel Plan (MPP) Appointments - **FIRST READING**

The first reading report for FA-001-178, Amendment to Policy 1310: Policy on Management Personnel Plan (MPP) Appointments, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/fa001178fr.pdf.

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

M/s to receive and file FA-001-178, Amendment to Policy 1310: Policy on Management Personnel Plan (MPP) Appointments.

Recommendation:

The Faculty Affairs Committee recommends adopting the following update to Policy 1310:

COMPOSITION OF SEARCH COMMITTEES FOR POSITIONS REPORTING TO ASSOCIATE VICE PRESIDENTS WITHIN ACADEMIC AFFAIRS

The search committee to fill positions reporting to Associate Vice Presidents within Academic Affairs (such as the Registrar) shall consist of the following:

a) Two persons including a permanent staff member selected by the supervising AVP.
b) Three full-time tenured or tenure track faculty members selected by the Executive Committee of the Academic Senate
c) One student, if deemed appropriate by the appointing officer, selected as provided in 12.1(g).

A search, which is at least campus-wide in scope and for a minimum of two weeks in length, shall be initiated. The position announcement shall be widely publicized and shall include a description of the duties of the position as well as required/preferred qualifications.

Appointments to the positions of Director or other administrative positons reporting to an AVP shall be made by the AVP, with the approval from the Provost.

Discussion:
There was no section in policy 1310, the policy that governs MPP appointments, which addressed hiring an MPP that reports to an Associate Vice President in Academic Affairs (such as the registrar). The policy was changed to add a section for defining the composition of search committees for positions reporting to Associate Vice Presidents within Academic Affairs. The language in that new section of the policy was based on the existing language in 1310 regarding hiring a position in which the person being hired reports to a Dean.
The second reading of FA-001-178, Amendment to Policy 1310: Policy on Management Personnel Plan (MPP) Appointments will be at the May 2, 2018 Academic Senate Meeting.

f. GE-004-178, American Cultural Perspectives – **FIRST READING**

The first reading report for GE-004-178, American Cultural Perspectives, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ge004178fr.pdf.

Senator Ibrahim, General Education Committee Chair, presented the report.

M/s to receive and file GE-004-178, American Cultural Perspectives.

Recommendation:

The GE Committee recommends approval of GE-004-178 American Cultural Perspectives for semester courses. This list of American Cultural Perspectives courses for the semester system:

Area	Number	Qtr Area	Qtr Number	Semester Course Title	Units
AH	3331	ART	310	Art of the United States	(3)
ANT	1020	ANT	102	Introduction to Cultural Anthropology	(3)
ENG	2320	ENG	212	American Literature Since 1865	(3)
ENG	2330	ENG	213	Multicultural Literature in the U.S.	(3)
ENG	4730	ENG	429	Colonial and Postcolonial Literature	(3)
EWS	1400	EWS	140	Introduction to Ethnic Studies	(3)
EWS	1450	EWS	145	Introduction to Gender Studies	(3)
EWS	2900	EWS	290	Multicultural Leadership	(3)
EWS	3600	EWS	360	Cultures of Childhood	(3)
EWS	3750	EWS	375	Gender, Ethnicity, and Film	(3)
EWS	3900	EWS	390	U.S. Women of Color	(3)
EWS	4100	EWS	410	Art, Community, and Social Change	(3)
EWS	4110	EWS	411	Diversity, Education and Applied Arts	(3)
EWS	4200	EWS	420	Critical Theories in Gender and Ethnic Studies	(3)
EWS	4310	EWS	431	Ethnicity, Gender and Religion/Spirituality	(3)
EWS	4450	EWS	445	Multiethnic Heritage of California	(3)
EWS	4500	EWS	450	Multiracial and Hybrid Identities	(3)
HST	2202	HST	202	United States History, 1877-Present	(3)
HST	3345	HST	345/346	The United States, 1877-1945	(3)
HST	3347	HST	346/347	United States since 1945	(3)
IGE	2200	IGE	220, 221	Encountering Difference: Culture and Power	(3)
IGE	2300	IGE	222, 221	Ways of Doing: Culture, Society, and the Sciences	(3)
KIN	4420	KIN	450	Social and Historical Perspectives in Kinesiology	(3)
MHR	3020	MHR	318	Organizational Behavior	(3)
NTR	2280	FN	228	Food and Culture	(3)
PSY	3325	PSY	325	Multicultural Psychology	(3)
URP	3320	URP	332	Demography and Statistics for Planning	(3)
URP	3320L	URP	332L	Demography and Statistics for Planning Laboratory	(1)
URP	4110	URP	411	Evolution of American Cities and the Planning Movement	(3)
PLS	4231			Race and Ethnic Politics in the United States	(3)

Discussion:
The GE Committee reviewed the courses that were designed to fulfil the American Cultural Perspectives (ACP) graduation requirement. When these courses were previously reviewed by

the GE Committee, they were reviewed only to their respective GE requirements. This time around the courses were reviewed against the American Cultural Perspectives requirements.

The second reading of GE-004-178, American Cultural Perspectives will be at the May 2, 2018 Academic Senate Meeting.

g. GE-005-178, Landscape Architecture GE Course Renumbering - **FIRST READING**

The first reading report for GE-005-178, Landscape Architecture GE Course Renumbering, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ge005178fr.pdf.

Senator Ibrahim, General Education Committee Chair, presented the report.

M/s to receive and file GE-005-178, Landscape Architecture GE Course Renumbering.

Recommendation:

The GE Committee recommends approval of GE-005-178 Landscape Architecture GE Course Renumbering and thus these courses shall be numbered LA 2261 and LA 2271, respectively.

Discussion:
This referral was put forward by the department of Landscape Architecture because there were two courses that were approved as upper division courses in the C1 General Education Area. With the revision of the Cal Poly GE document to comply with EO 1100, lower division GE Areas should only have lower division courses. Therefore, these two courses have been renumbered to be lower division.

The second reading of GE-005-178, Landscape Architecture GE Course Renumbering will be at the May 2, 2018 Academic Senate Meeting.

h. AP-001-178, Amicable Split: From Department of Psychology & Sociology to Department of Psychology AND Department of Sociology – **FIRST READING**

The first reading report for AP-001-178, Amicable Split: From Department of Psychology & Sociology to Department of Psychology AND Department of Sociology, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ap001178fr.pdf.

Senator Small presented the report.

M/s to receive and file AP-001-178, Amicable Split: From Department of Psychology & Sociology to Department of Psychology AND Department of Sociology.
Recommendation:
The AP committee recommends approval the split of Department of Psychology & Sociology to Department of Psychology AND Department of Sociology.

Discussion:
This is a split of one department into two and during all the consultation there were no disagreements between the two disciplines. The two disciplines have worked together amicable but they both have a substantial cohorts of majors, GE classes and other service classes so they can operate as separate departments. Also there are enough disciplinary distinctions that the split is reasonable.

The second reading of AP-001-178, Amicable Split: From Department of Psychology & Sociology to Department of Psychology AND Department of Sociology will be at the May 2, 2018 Academic Senate Meeting.

i. [AP-019-178, Proposed English and Foreign Languages (EFL) Department Name Change to English and Modern Languages (EML) – **FIRST READING**](http://academic.cpp.edu/senate/docs/ap019178fr.pdf)

The first reading report for AP-019-178, Proposed English and Foreign Languages (EFL) Department Name Change to English and Modern Languages (EML), is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ap019178fr.pdf.

Senator Small presented the report.

M/s to receive and file AP-019-178, Proposed English and Foreign Languages (EFL) Department Name Change to English and Modern Languages (EML).

Recommendation:

The Academic Programs Committee recommends the approval of the department's name change from English and Foreign Languages (EFL) to English and Modern Languages (EML).

Discussion:
The rationale for this name change is that the word "foreign" is not representative of the teaching of the department and is out of step with academic trends. The adjective "modern" is neutral in this regard and, as a consequence, more inclusive of all the perspectives in which these languages are taught.

M/s to waive the first reading so that this is name change is in place for semester conversion since the curriculum is based on the name change.

The motion to waive the first reading passed unanimously.

M/s to adopt AP-019-178, Proposed English and Foreign Languages (EFL) Department Name Change to English and Modern Languages (EML).

The motion to adopt AP-019-178, Proposed English and Foreign Languages (EFL) Department Name Change to English and Modern Languages (EML), passed unanimously.

j. [AP-021-178, Change the Sponsoring Unit to CLASS for the Science, Technology, and Society Major and Minor – **FIRST READING**](http://academic.cpp.edu/senate/docs/ap021178fr.pdf)

The first reading report for AP-021-178, Change the Sponsoring Unit to CLASS for the Science, Technology, and Society (STS) Major and Minor, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ap021178fr.pdf.

Senator Small presented the report.

M/s to receive and file AP-021-178, Change the Sponsoring Unit to CLASS for the Science, Technology, and Society Major and Minor.

Recommendation:
The Academic Programs committee recommends approval change the sponsoring unit to CLASS for the Science, Technology, and Society Major and Minor.

Discussion:
According to Senator Small this should be uncontroversial. Although the STS program has classes from many colleges, the Philosophy Department has been the administrator of the program. The greatest number of courses in this program are taught in the College of Letters, Arts, and Social Sciences, so move would help with the budgetary and oversight aspects of the program and help promote the growth of the program. The committee has received no comments or concerns regarding this issue, particularly from the College of Science which also offers courses in the STS program.

The second reading of AP-021-178, Change the Sponsoring Unit to CLASS for the Science, Technology, and Society Major and Minor, will be at the May 2, 2018 Academic Senate Meeting.

k. AP-022-178, Update of Undergraduate Program Structure – **FIRST READING**

The first reading report for AP-022-178, Update of Undergraduate Program Structure, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ap022178fr.pdf.

Senator Small presented the report.

M/s to receive and file AP-022-178, Update of Undergraduate Program Structure.

Recommendation:

The AP committee thus recommends that the rules for degree structure put in place via AP-001-145 be revised to reflect EO 1100. The recommended policy is below; only Section 4 is modified.

(1) That all 4-year undergraduate degrees shall be comprised of no more than 120 units (except for programs granted an exemption by the Chancellor's Office in accordance with Title 5; e.g., Bachelor of Fine Arts, Bachelor of Architecture) and that the total degree units will be made up of GE units, major units and unrestricted electives. Major units may include "double counted" units (see section 4), these units will be counted only once in the 120-unit total. All degree programs will be approved via the Cal Poly Pomona Academic Senate, the President or their delegate, and the chancellor's office. All options, emphases, certificates, and minors will be approved via the Cal Poly Pomona Academic Senate and the President or their delegate.

(2) That the distinction between core and support courses be removed and that the term "Major courses' be used to refer to the courses formerly called "core" and "support" courses under the quarter system.*
(3) That the major GPA for undergraduates be based on the entirety of major courses. (This does not include unrestricted electives or General Education courses that are not double- counted.)

(4) That General Education is intended to provide breadth but may include courses that are foundational to a major, therefore students will be allowed to double-count courses (without any limit on the number of units doubly counted) for both general education and their major per Executive Order 1100, section 2.2.6. of August 23rd, 2017.

(5) That undergraduate programs will be structured according to the following guidelines:

a. All degree programs will have a required common set of courses (minimum of 12 units) hereafter called 'core courses.'**

b. Options: a formal, focused collection of courses separate from the core courses, comprising 9 or more units, with at least 9 units unique to each option's requirements.

    i.   The one exception to 5b is that a program with may offer a "general option" that is not limited to any specialization and is intended to allow students to sample courses from multiple options. This option does not have to differ from the other options by the 9-unit minimum.

    ii.   Options can be formally declared at time of Admission or change of major, are tracked in PeopleSoft, and appear on transcripts and diplomas. Students may declare more than one option within a major, subject to the same unit limitations as for double majors (see president's response to AS-2422-123/AP Policy that Allows for Minors and Double Majors). It is up to individual programs to determine whether students in the major shall be allowed to declare more than one option.

c. Emphases: a collection of courses advisory in nature; Emphases are not formally declared, are not tracked in PeopleSoft, and do not appear on transcripts or diplomas.

(6) That undergraduate minors be defined as a formal collection of courses in a discipline or field other than a student's major (or option, in the case of the College of Business Administration). A minor shall have a minimum of 18 units and a maximum of 30 units, of which at least 9 units must be upper division. Minors may be declared at any time in a student's career, are tracked in PeopleSoft, and appear on transcripts. Students may declare a minor in the same department as their major or option if the college or department determines that the two sets of courses are clearly distinct.

(7) <u>That the following two terms be adopted:</u>

*Major courses – the now combined set of courses that were previously called core courses and support courses under the quarter structure. See recommendation #2 above.
 **Core courses – The set of common courses required for all students in a major (12 unit minimum). See recommendation #5a above.

Major Units + Unrestricted Electives + GE – Double Counting = 120 Units
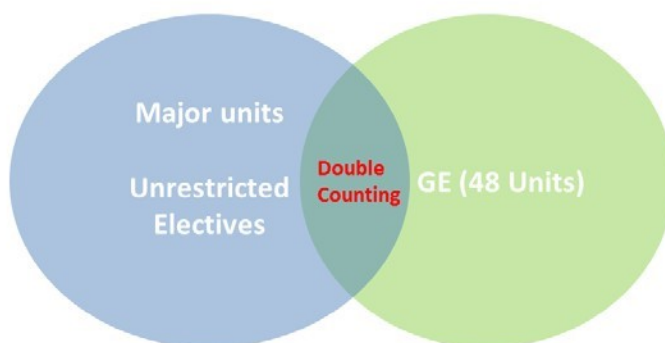
Discussion:
Senator Small stated that in 2015 the senate adopted the requirements for academic programs under semesters. One of those requirements was a limit on the double-counting of classes for both major and GE credit; students may double-count no more than 9 semester units of classes from their major prefix.

Executive Order 1100 states that there shall be no limits on double-counting. There are both merits and demerits academically of limiting double-counting, but the merits of limiting double-counting have been superseded by EO 1100. The committee aligned the policy with what is in EO 1100.

The second reading of AP-022-178, Update of Undergraduate Program Structure, will be at the May 2, 2018 Academic Senate Meeting.

I. AP-023-178, Bachelor of Music Program for Semesters - **FIRST READING**

The first reading report for AP-023-178, Bachelor of Music Program for Semesters, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ap023178sr.pdf.

Senator Small presented the report.

M/s to receive and file AP-023-178, Bachelor of Music Program for Semesters.

Recommendation:
The AP committee recommends approval of the new Semester Program Bachelor of Music.

Discussion:
This new program was originally approved by the Academic Senate on June 1 of 2016; at that time university-wide consultation was done and no concerns were raised. Subsequently, this program went to the Chancellor's Office, where after much review it was determined that the Bachelor of Music was not sufficiently distinct from the current BA in Music, and hence the Chancellor's Office would not be able to give this program its own CIP ("Classification of Instructional Programs"). The program went back to the Music Department for revisions and the Office of Academic Programs has reviewed the program and found it to be in compliance.

Provost Alva asked about the long term plan for the BA in Music. Peter Yates, Chair of the Music Department, responded that there is currently a BA in Music with three (3) emphases. Going forward there will be two (2) BAs in Music – one in general studies and one in music industry studies. Dr. Neto, Director of Semester Conversion, added that some of the options that are currently in the BA of Music will be moved to this new program, Bachelor of Music, and they will be discontinued in the BA of Music program. The Department of Music had to change some of

the courses from electives to core in order to satisfy the requirements for the CIP code.

M/s to request a first reading waiver since this program needs to go to the Chancellor's Office and also needs to get into the catalog for fall 2018.

The Provost stated that although she does not vote on this matter she is against the first reading waiver since there are two programs that are being reworked and she did not feel that there was enough specificity on the changes being made. Peter Yates added that the coursework is not changing, the courses are being reallocated to different programs. Provost Alva commented that the original assumption was that the Bachelor of Music would be a separate degree for the BA in Music, but the Chancellor's Office disagreed because both programs need to have a distinct core. Along with the changes from three (3) emphases to two (2) programs, there needs to be a clear understanding of what the degree requirements of the programs are and what the impact is on the students who were enrolled in the old emphases.

Because of the concerns raised, there was a motion and a second to table this discussion until the next Academic Senate Meeting scheduled for May 2, 2018.

The motion to table discussion passed unanimously.

Discussion on the second reading of AP-023-178, Bachelor of Music Program for Semesters, will continue at May 2, 2018 Academic Senate Meeting.

m. AP-017-178, Amicable Split: Early Childhood Studies and Department of Education to Become Two Separate Departments within the College of Education and Integrative Studies – **SECOND READING**

The second reading for AP-017-178, Amicable Split: Early Childhood Studies and Department of Education to Become Two Separate Departments within the College of Education and Integrative Studies is located on the website at http://academic.cpp.edu/senate/docs/ap017178sr.pdf.

Senator Small presented the report.

M/s to adopt AP-017-178, Amicable Split: Early Childhood Studies and Department of Education to Become Two Separate Departments within the College of Education and Integrative Studies.

Recommendation:
The Academic Programs Committee recommends approval of the amicable split of Early Childhood Studies from the Department of Education. We further recommend that courses with the ECS prefixes be placed under the control of the new Early Childhood Studies Department, while the other prefixes remain under the control of Education.

Discussion:
No comments or concerns have been received since the first reading.

The motion to adopt AP-017-178, Amicable Split: Early Childhood Studies and Department of Education to Become Two Separate Departments within the College of Education and Integrative Studies passed unanimously.

n. AP-018-178, Amicable Split of Educational Leadership Doctoral Program and the Administrative Credential Certification Program from the Department of Education to Become Their Own Separate Department of Educational Leadership – **SECOND READING**

The second reading report for AP-018-178, Amicable Split of Educational Leadership Doctoral Program and the Administrative Credential Certification Program from the Department of Education to Become Their Own Separate Department of Educational Leadership, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ap018178sr.pdf.

Senator Small presented the report.

M/s to adopt AP-018-178, Amicable Split of Educational Leadership Doctoral Program and the Administrative Credential Certification Program from the Department of Education to Become Their Own Separate Department of Educational Leadership.

Recommendation:
The Academic Programs Committee recommends approval of the amicable split of the Educational Leadership Doctoral and Master's Program and the Administrative Credential Certification program from the Department of Education to become their own separate Department of Educational Leadership. We further recommend that courses with the EDD and EDL prefixes be placed under the control of the new Educational Leadership Department.

Discussion:
No comments or concerns have been received since the first reading.

The motion to adopt AP-018-178, Amicable Split of Educational Leadership Doctoral Program and the Administrative Credential Certification Program from the Department of Education to Become Their Own Separate Department of Educational Leadership passed unanimously.

6. Discussion
   a. Active Shooter Presentation

   Chair Shen introduced Dario Robinson, Chief of Police and Director of Public Safety, and stated that unfortunately in light of recent tragic events Chief Robinson is making the rounds around campus presenting information on active shooter scenarios.

   Chief Robinson thanked the body for having him and proceeded to talk about campus safety. An active shooter is "an individual actively engaged in killing or attempting to kill people in a confined and populated area." Chief Robinson gave a couple of examples in a university setting of people reporting suspicious packages and behavior that led to a cache of weapons being found.

   The **Four-Pronged Assessment Model** was developed by the FBI and is designed to assess someone who has made a threat and evaluate the likelihood that the threat will be carried out.

   - *Prong One:* Personality of the subject
   - *Prong Two:* Family dynamics
   - *Prong Three:* School dynamics and the subject's role in those dynamics
   - *Prong Four:* Social dynamics

   Three of the four prongs can be assessed on campus, family dynamics cannot be assessed on campus. If a concern is reported to the University Police Department (UPD), the UPD can then assess the fourth prong, family dynamics. This type of assessment does require that the community become involved.

   Some of the warning signs are:

- History of violence
- Threatening behavior
- Intimidating behavior
- Increase in personal stress
- Negative personality changes
- Marked changes in mode of behavior

Chief Robinson stated that everyone feels stress and that does not mean there is a propensity for violence, but trust your instincts, if someone's behavior makes you feel uncomfortable, there usually is a reason for it. He stressed that we need to get beyond political correctness and it is okay to reach out and report something that makes you feel uncomfortable. Once reported it is the UPD's job to determine if there is something/someone that poses a credible threat. He explained that there is nothing worse than getting the call of concern after the situation has escalated to violence.

In the event of an active shooter situation, there are generally three main options: run, hide or fight. Hiding or "shelter-in-place" is a protective action taken inside a building to protect people from external hazards. Circumstances, other than an active shooter situation, that may warrant a shelter-in-place activity could include:
- Severe weather
- Biological incident
- Civil unrest, such as a riot
- Radiological incident
- Accidental chemical exposure

During a shelter-in-place event.
- Close and lock the door.
- Move furniture to barricade the door if possible.
- Turn off the lights. Block any windows that provide a view of the room to the outside.
- Stay away from the windows and doors if at all possible.
- Seek protective cover of some kind under or behind furniture.
- Remain quiet. Switch all cell phones in the room to vibrate mode so that they will not alert anyone to your presence.
- Do not open the door or leave the room until directed to do so by emergency personnel.
- Remain calm and develop a plan to escape should it become necessary.
- If police enter the room, follow their instructions.

FBI study on active shooter incidents between 2000 and 2013 shows that 70% of all incidents occurred in either a commerce/business or an educational environment.

Chief Robinson said if you can run from danger, absolutely run from it. If you can't run you hide, make yourself as invisible as possible. But there may be a case where you have to fight for your life and it is okay to fight for your life. These options do not just apply to campus life, they apply to all aspects of life. The goal is your survival, run, hide or fight to survive.

Chief Robinson shared a fable about sheep and wolves. The moral of the fable was "a person who lives life believing he/she could die at any moment has a very different experience of life than the person who believes he/she are relatively safe from harm." The intent of the presentation given is to give people the confidence to do the things they need to do to protect themselves and others and to also look at situations through a different lens and identify what is not normal or suspicious and report it to the correct people. Chief Robinson emphasized that this is the new normal after September 11, 2001.

Four planes went down on September 11, 2001 in a series of coordinated terrorist attacks on the United States.

- At 8:46am, American Airlines Flight 11 crashed into the North Tower of the World Trade Center. First instincts were that this was just a horrible accident.
- At 9:03am, United Airlines Flight 175 flew into the South Tower of the World Trade Center. At this point in time everyone knew it was not an accident and that there was something more suspicious going on. What we knew of the world at 8:45am on September 11th changed. At 8:45am we were all safe, at 9:03am, the United States was under attack.
- At 9:37am, American Airlines Flight 77 crashed into the western façade of the Pentagon in Washington, D.C. The United States was under attack. Everything we knew about our world changed in the span of 51 minutes.
- At 9:28am, terrorists gained access to the cockpit of United Airlines Flight 93. The passengers on Flight 93 decided to fight back against their hijackers. One passenger told his wife over the phone, "I know we're all going to die. There's three of us who are going to do something about it. I love you honey." Another passenger was heard over an open line saying, "Are you guys ready? Let's roll." A flight attendant told her husband, "Everyone's running to first class, I've got to go. Bye." At 9:57am the passengers and crew about Flight 93 began their counterattack.
- At 10:03am, Flight 93 crashed into an empty field in Shanksville, Pennsylvania. Chief Robinson reiterated the world as we knew it changed on September 11, 2001 at 8:46am. The world is changing, the Federal Government is changing the way they do things, we have to change the way we do things.

Chief Robinson referred back to the FBI report on active shooter incidents. Out of the identified 160 active shooter incidents, 63 of them had a duration that could be ascertained. Forty-four of the 63 incidents ended in five (5) minutes or less, with 23 of the incidents ending in two (2) minutes or less. We need to be better at identifying what got the shooter to the point of violence, to identify the stressors prior to the act of violence. Our new normal is that you have to reach out to the Police Department and report the things that make you feel uncomfortable.

In the event of an emergency, it takes approximately 60 to 90 seconds to react and notify the appropriate authorities. It takes10 to 30 minutes for first responders to arrive. Statistics show that the incident is over at that time, which means those involved in the incident are actually the first responders.