

Minutes

of the Academic Senate Meeting

November 7, 2018

PRESENT: Alex, Coburn, Davidov-Pardo, Durán-Quezada, Fisk, Flores, Forrester, Garcia-Des Lauriers, Gonzalez, Hargis, Husain, Ibrahim, Jia, Kumar, Lloyd (left after Budget Report), Milburn, Mitchell, Nelson, Ortenberg, Pacleb, Polet, Puthoff, Quinn, Sadaghiani, Salik, Shen, Small, Von Glahn, Welke

PROXIES: ASI Science Senator Shane Bonanno attended for Senator Donahue, Senator Ibrahim for Senator Lloyd (after 4:00 p.m.), Senator Davidov-Pardo for Senator Merlino, Senator Polet for Senator Osborn, Senator Small for Senator Shih, Senator Pacleb for Senator Singh, Senator Hargis for Senator Speak, Senator Forrester for Senator Sung, Senator Mitchell for Senator Urey, Senator Von Glahn for Senator Wachs

NOT PRESENT: Senator Chan

GUESTS: K. Allain, A. Baski, S. Bonanno, Halima El Naga, M. Elrod, K. Forward, N. Hawkes, E. Hernandez, L. Kessler, J. McGuthry, B. Quillian, J. Rencis, L. Roosa Millar, L. Rotunni, M. Sancho-Madriz

1. Academic Senate Minutes – October 10, 2018

The October 10, 2018 Academic Senate Meeting minutes are located on the Academic Senate website at [https://www.cpp.edu/~senate/documents/packets/2018-19/11.07.18/academic senate minutes 10.10.18 posted.pdf](https://www.cpp.edu/~senate/documents/packets/2018-19/11.07.18/academic%20Senate%20Minutes%2010.10.18%20Posted.pdf).

M/s/p to approve the October 10, 2018 Academic Senate Meeting minutes as posted.

2. Information Items

a. Chair's Report

Chair Shen thanked President Coley for providing refreshments for the Academic Senate Meeting.

Chair Shen welcomed Shane Bonanno, ASI Science Senator, who was attending for ASI Senator Donahue and Kim Allain, the new Associate Vice President for Employee & Organizational Development and Advancement. Michelle Elrod, the new Director for Employee & Organizational Development and Advancement, was also introduced.

Chair Shen updated the body on the public records data request that was disclosed at the October 10, 2018 Academic Senate Meeting. The request was made in September to all CSU campuses to provide grade distribution data by each section of each course by each faculty member. The data being provided by the CSU has been limited to sections that have ten (10) or more students, and because of the concerns raised by the faculty the CSU has reached an agreement with the requesters that faculty names can be replaced with a unique identifier.

Next week, November 13-16, 2018, is Hunger and Homelessness Awareness Week. There will be a Stock the ASI Pantry donation drive on Thursday, November 15, 2018. Volunteers will be available to receive donations at both parking structures and the Student Health Center. Food and toiletries are needed for the new permanent ASI Food Pantry located in the Bronco Student Center (BSC). If there are any questions, please contact the BSC at X2854 or bsc@cpp.edu.

The annual Cross Cultural Retreat will be held on January 15 – 17, 2019. This is the 29th year for this event and in the past faculty and staff have been invited to participate as attendees, this year the organizers are inviting faculty and staff to be moderators to facilitate important conversations

that students will be having. This is an opportunity for students to experience workshops and small group discussions about the concept of social justice, diversity, and inclusion. Please contact Sydney Torres, sydneytorres@cpp.edu, or Wendy Cordova, wecordova@cpp.edu, if you are interested in participating in this event.

b. President's Report

President Coley stated that she and Vice Presidents Alva, Manning, Jarnagin, and Montplaisir have just returned from the first meeting of the new Philanthropic Foundation Board, which has been established to be very intentional about future fundraising efforts on behalf of the university. Previously the Auxiliary Foundation held, on behalf of the university, the resources related to endowments, grants, and contracts. Cal Poly Pomona, along with most of the CSUs, will have two foundations. The Auxiliary Foundation, which will continue running the bookstore and food services, the business side of the university, and the Philanthropic Foundation, which will focus on the philanthropic mission of the university. The Philanthropic Foundation will contract with staff in the business side of the operation to continue to provide services as needed.

President Coley commended faculty and staff for their dedication and effort in transitioning Cal Poly Pomona from quarters to semesters. She mentioned that there are still some areas that are still be worked on, specifically Degree Progress Reports (DPRs), but there are plans in place to resolve these type of issues.

The President mentioned that she met with ASI to discuss their efforts during the November elections. She noted how proud she was of their civic engagement. For the election they developed documentation to clarify the issues to help voters make educated decisions.

President Coley announced that Cal Poly Pomona is one of two campuses in the CSU System that have been recognized for their efforts around student success. Academic Affairs and Student Affairs have been very deliberate and intentional about developing programs and activities to aid in student success. This work will now be institutionalized and there is a frame work that will be operationalized and there will be a request for Academic Senate representation on a committee that will examine all the programs and activities that make for a quality educational experience. Next semester there will be a newsletter to provide periodic communication to the entire campus about the efforts regarding student success.

CSU San Marcos President Karen Haynes has been the Presidential Sponsor of the American Council on Education (ACE) Women's Network – Southern California, part of a national group of networks that carry on the work of the ACE Women's Network Executive Council, for the last 13 years. President Haynes is retiring in June 2019, and President Coley announced that she will be the new Presidential Sponsor of the ACE Women's Network.

On November 26, 2018 there will be a campus forum on Understanding the Budget from 12:00 to 2:00 p.m. in Ursa Major. This is an opportunity to clarify the state budget and how the funds are distributed to the campus.

President Coley asked Vice President Manning to talk about the recent Poly Post article on the tragedy that happened over the summer. Vice President Manning explained that the Poly Post published an article about the incident that included some graphic details. Through a public records request the Poly Post obtained the autopsy reports for both the victim and the perpetrator. One of the statements made in the story was that methamphetamine and ecstasy were found in the bloodwork of the victim, Officer Manlapaz. After seeing the article, VP Manning contacted Chief Robinson and they immediately looked into the information stated in the article thinking it had to be a mistake. The article stated that there was a presumed positive for the two drugs. To clarify this issue Chief Robinson obtained the autopsy report, in which there is a one-page sheet that details

what is detected, or not detected, in the blood work. If there is a presumed positive (PP) on the initial bloodwork, further testing is performed to confirm the presence of the substance. The results of the initial test of Officer Manlapaz's bloodwork did show a PP, but the more detailed test resulted in a negative result. The inaccurate reporting of illicit drugs in Officer Manlapaz's system was very upsetting for his family and the campus community. The Provost will work with the Poly Post to get the correct information out to the campus community. Vice President Manning stated in no way are they attempting to thwart the Post's right to freedom of speech, but due to the severity of the inaccuracy of the report and the resulting emotional trauma to the community, this information needs to be corrected.

There was a concern voiced about other information in the article, specifically the reported mental illness diagnosis of the perpetrator and the inference of the association of violence with the diagnosis of schizophrenia. It was stated that there is already such a stigma about mental illness and that there may be an opportunity to destigmatize the relationship between schizophrenia and violence. Vice President Manning responded that this subject was part of a larger conversation about this article and how much of the content was disturbing to the community, especially to those who might have known the victim or the perpetrator.

Provost Alva stated that she has scheduled a meeting with Iris Levine, Dean of the College of Letters, Arts, and Social Sciences, Professor Kallen, Chair of the Communication Department, and the faculty advisor of the student paper, to discuss the issues raised. This conversation will include how to help the student editors think more deeply about the unintended ramifications of their stories and making sure they get the facts correct prior to publishing their stories, including increasing their sensitivity to how their articles impact the readers. Provost Alva added that the article was written with very graphic details that did not promote healing or have any consideration for all those directly impacted by this tragic event. The Provost added that she does not want to edit or stop the student's work, just raise awareness of the issues, and ensure that journalism work is at the highest level.

One senator stated that although they agree that any misinformation in the article should be corrected, they were uncomfortable of a body in authority discussing how well the institution responds to the students' reporting. Provost Alva thanked the senator for the observation and agrees with the comment adding that the students will not be part of the initial conversation on this issue. The initial conversation will be with the department chair and the faculty advisor for the Poly Post who will provide guidance on how to engage the students about the article.

President Coley added that it is unusual for publications to issue retractions, but when factual errors are reported there is, typically, to maintain the integrity of the publication, a retraction issued. The article was factually inaccurate and the students need to be educated on proper fact checking.

**UPDATE: The Poly Post printed the following correction on November 8, 2018, 11:39 a.m.:
“A previous version of this story included a statement about Mark Manlapaz’s autopsy that was inaccurate and unintentionally misleading. We mistakenly reported that methamphetamine and ecstasy were found in Manlapaz’s body. That was not the case. The story has been updated.”**

c. Provost's Report

The Provost's Report is located on the Academic Senate website at
https://www.cpp.edu/~senate/documents/packets/2018-19/11.07.18/provosts_report_to_academic_senate_2018-11-07_wo-notes.pdf.

Provost Alva shared that the Associate Vice President for Enrollment Management and Services has been hired, Jessica Wagoner joined the university on November 5, 2018. She added that

George Tejadilla has been named the Interim Executive Director of Academic Personnel, this was the position that was permanently held by Anita Jessup and filled on an interim basis by Rosa Velasco.

The schedule for the remaining dates for the Academic Master Plan College Tours is as follows:

- College of Education and Integrative Studies – Thursday, November 8
- College of Science – Tuesday, November 13
- College of Business Administration – Thursday, November 15
- College of Environmental Design – Tuesday, November 27
- College of Engineering – Thursday, November 29

All of the meetings are held during university hour, 12:00 to 1:00 p.m.

Nominations for the Provost's Awards for Excellence are due by 5:00 p.m. on Friday, November 9, 2018 to provostsawards@cpp.edu.com. Last year's awardees, Felicia Friendly Thomas, Mingheng Li, and Alexander Rudolph will be honored on Thursday, March 7, 2019.

Provost Alva announced a new series of events that will be held once per semester, the *Provost's Leadership Forum*. These forums will focus on a topic of interest to the Division of Academic Affairs. The inaugural event topic will be *Multi-Year Tenure-Track Faculty Hiring Plan* on Monday, December 3, 2018. The time and place will be announced at a later date.

Monday, January 28, 2019, is the due date for the Special Projects for Improving the Classroom Experience (SPICE) grants. SPICE grants provide opportunities for classroom enhancement through equipment or instructional approaches up to \$25,000 per proposal.

Monday, February 4, 2019, is the deadline for applications for Teacher-Scholar awards.

d. Vice Chair's Report

The Vice Chair's Report is located on the Academic Senate website at
https://www.cpp.edu/~senate/documents/packets/2018-19/11.07.18/11.07.18_report_status_summary.pdf.

NEW REFERRALS: (4)

- | | |
|------------|---|
| AA-006-189 | 2019-2020 Academic Calendar |
| FA-002-189 | Review of Frequency of All-Level Review of RTP Packets URTPC |
| FA-003-189 | Update of Policy on Assigned Time for Exceptional Levels of Service to Students |
| FA-004-189 | Policy 1329 Modification for Course Evaluation for Periods Shorter than Semesters |

SENATE REPORTS FORWARDED TO PRESIDENT: (1)

- | | |
|----------------|--|
| AS-2800-189-AA | Review of Policy on Formation, Dissolution, Merger or Movement of an Academic Department |
|----------------|--|

PRESIDENT RESPONSES TO SENATE REPORTS: (3)

- | | |
|----------------|---|
| AS-2796-189-AP | Program Review – Apparel Merchandising & Management – APPROVED |
| AS-2797-189-AP | Program Review – Human Nutrition and Food Science Department – Nutrition Science Option – APPROVED |
| AS-2798-189-EP | Revision of Academic Senate Constitution and Bylaws – REQUEST DELAY |

e. CSU Academic Senate Report

No report given. CSU Senators Speak and Urey are attending the ASCSU Committee Meetings and Plenary at the Chancellor's Office.

f. Budget Report

The Budget Report is located on the Academic Senate website at

https://www.cpp.edu/~senate/documents/packets/2018-19/11.07.18/budget-report10_18.pdf.

Senator Lloyd, Chair of the Budget Committee, reported.

The Budget Committee met on October 17, 2018 with Vice President Manning, Associate Vice President Simoneschi, and Budget Office Director Lopez. The presentation for that meeting is on the Academic Senate website at <https://www.cpp.edu/~senate/documents/packets/2018-19/11.07.18/presentation-10-17-for-as-bc.pdf>. Senator Lloyd reported that the total campus budget is \$415M which is \$29M over last year's budget. He credited the increase in the campus budget to those who strongly advocated to state legislators for CSU funding. Vice President Manning recently attended a meeting with state legislators where she talked about Cal Poly Pomona's efforts to develop a multi-year budgeting plan and emphasized the importance of budget stability for the CSU. One notable fact in the October 17th presentation is that 2018-19 is the first year that the base exceeded the pre-recession level of 2007-08.

On October 24, 2018, the Executive Committee and the Budget Committee met with President Coley and Vice President Manning for a report on MPP headcounts. A brief summary of the numbers are as follows:

	Headcount	%	FTE	%
Faculty	1,261	52	980	47
Staff	999	41	931	45
MPP	164	7	164	8
Total	2,424	100	2,075	100

Admin Grade Level (AGL)	AGL I	AGL II	AGL III	AGL IV	Total by div.
Academic Affairs	1	15	16	17	49
Admin. Affairs	1	27	7	1	36
IT	0	12	6	1	19
President's Office	2	4	1	2	9
Student Affairs	4	9	9	1	23
Univ. Advancement	5	20	2	1	28
Total					164

g. CFA Report

No report given.

h. ASI Report

ASI Science Senator Shane Bonanno inquired if there was any progress on the Degree Progress Report issue previously discussed. Provost Alva responded that people are diligently working to solve the problem. She explained that this is a complex problem because it requires the hard coding of the degree audit software and also requires how to take into account conversion related equivalencies. President Coley and the entire Cabinet have determined that this is a top priority.

President Coley added that in consultation with the Cabinet, funds have been authorized to bring in

consultants to solve this problem in a timely manner. In addition, the Registrar along with the Associate Vice President for Student Success, Dr. Gomez, are looking at strategies on how to best communicate with the students regarding any actions that need to be taken by them. The goal is to have this particular issue resolved within three (3) months, but recognizing that students need to register and faculty and advisors need to know how to best inform students how to work around this problem for the near term.

Dr. Gomez, AVP for Student Success, commented that over 23,000 students have registered for classes because the advisors in the colleges have worked with transcripts to get students the permission numbers they need to register in lieu of the Degree Audit being fully operational. The Office of Student Success is currently doing an assessment of students who are enrolled less than 12 units to determine what the needs are and then they will work with the colleges to see what is available and how to best accommodate the needs of the students.

i. Staff Report

Senator Gonzalez reported.

Steps for Staff is continuing and both faculty and staff can still sign up for a team. If interested the information is available on the Staff Council website at <https://www.cpp.edu/~staffcouncil/index.shtml>. The goal is to organize a Staff Council Team for the December 8, 2018 Jingle Bell 5k Run in Corona to benefit the Arthritis Foundation. Staff Council is working with Parking and Transportation to get a shuttle to transport participants from Cal Poly Pomona to Corona.

Los Olivos is offering Thanksgiving Turkey Dinners. Order online at cppdining.com by November 16, 2018.

Senator Gonzalez reminded everyone that Monday, November 12, 2018 is the Veteran's Day Holiday and the campus will be closed.

j. WSCUC Report

Dr. Massa, Associate Vice President for Academic Programs reported.

The "near final" draft of the report is in the WSCUC Steering Committee for feedback. The President's and Provost's Offices also have a copy for their review. The review is concentrating on errors of facts or points that are not sufficiently supported. There is a word count limit for the document. Dr. Massa stated that she appreciates any feedback given even if you cannot review the report in its entirety.

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

There was a motion during the standing reports to move the time certain of the Academic Senate Committee reports.

M/s/p to move time certain for the Academic Senate Committee reports until after the standing reports are completed.

a. AP-025-178, Reinstatement of M.S. Electrical Engineering (Self-Support) – FIRST READING

The first reading report for AP-025-178, Reinstatement of M.S. Electrical Engineering (Self-Support) is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap025178fr.pdf>.

Senator Small, Academic Programs Committee Chair, presented the report.

M/s to receive and file P-025-178, Reinstatement of M.S. Electrical Engineering (Self-Support).

Recommendation:

- 1) No curriculum composed of semester courses was submitted with this referral. While there is already a semester-based Master's curriculum in place, the proponents indicated that a self-support program had attracted interest from Northrop Grumman. Given the presumably specialized needs of the employer that would sponsor its employees to participate in this program, it would be useful to see a specific curriculum proposal. It is true that the Academic Programs Committee lacks the expertise to evaluate the specifics of the curriculum, but documentation of communication between a client and the ECE Department would establish that proper preparatory work has been done.
- 2) One necessary step in proposing self-support programs is demonstrating that the program will not "supplant" existing state-supported programs. This is documented in several places, including the Curriculum Guide¹ and CSU Executive Order 1099, which states that proposals for a self-support version of an existing state-support program must include "a campus commitment to provide adequate faculty resources".² We have received no evidence from either the proponents, the Department Chair, or the Dean's office that the assignment of resources to this program would not reduce the faculty resources allocated to the corresponding state-supported program.

On the basis of these deficiencies in the rationale, the Academic Programs Committee does not, at this time, recommend reinstatement of the self-support Master of Science in Electrical Engineering. However, the Committee recognizes that self-support programs have a place in this University, and welcomes proposals that have been initiated at the Department level and approved by the College Curriculum Committee and Dean. If a proposal for reinstatement of this program comes to the AP Committee with Department and College support, the Committee would evaluate the proposal without prejudice.

Discussion:

Starting in 2013, the Electrical and Computer Engineering (ECE) Department offered a self-support version of its Master of Science in Electrical Engineering program for students at Edwards Air Force Base. This program has graduated 10 students. In Fall Quarter of 2017 the Senate received a referral from the College of Engineering, originated in Curriculog by Dr. M. Ronald Yeung (Associate Dean), requesting discontinuation of the program as part of the semester conversion process. The Academic Programs Committee consulted with the ECE Department (via the chair) and the College of Engineering (via the Associate Dean), and then sent a report to the Senate recommending discontinuation. This was approved by the Senate and President in 2018 as AS-2769-178-AP.

According to some faculty in ECE, Northrop Grumman has expressed interest in supporting the cost of attendance for some of their employees. Therefore this request is to reinstate the program.

At this time the Academic Programs Committee does not recommend reinstating this program. Senator Small emphasized that the AP Committee is always open to hearing referrals for the reinstatement of any discontinued program and therefore it is not any disinclination because the program was previously discontinued. The following are the reasons the AP Committee is not recommending the reinstatement of the Master of Science in Electrical Engineering program:

¹ Chapter 4, pages 47 and 57

² Section 11.1.2.3, <https://www.calstate.edu/eo/EO-1099.html>

- This request does not have the support of the entire ECE Department and has not gone through the department or college curriculum committees.
- No semester based curriculum was included with this request.

The second reading of AP-025-178, Reinstatement of M.S. Electrical Engineering (Self-Support) will be on December 5, 2018.

b. **BC-001-178, New Program Budget Worksheet – FIRST READING**

The first reading report for BC-001-178, New Program Budget Worksheet is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/bc001178fr.pdf>.

Senator Lloyd, Chair of the Budget Committee, presented the report.

M/s to receive and file BC-001-178, New Program Budget Worksheet.

Recommendation:

The Budget Committee recommends adoption by the Academic Senate and recommendation to the President to approve the following Proposed Program Estimated Resource Report and vetting process. When program proposals are submitted to the Academic Senate, the Estimated Resource Report shall be forwarded to the Budget Committee for consultation. The Budget Committee shall review the Estimated Resource Report and return its recommendation to the Academic Programs Committee in a timely fashion. When the Academic Programs Committee submits its recommendation to the Academic Senate, the report will contain the Budget Committee's recommendation as well.

Proposed Program Estimated Resource Report

Please report on the projected resource implications of your proposal. Provide your estimate in quantitative and narrative descriptions, to assist Senate Budget Committee analysis. Provide evidence that the proposal has received fiscal review at the College/School level. Use the following guidelines to prepare your report.

1. Projected changes in enrollment

- What is the recent enrollment history of the program and what effect will the proposed changes have on enrollment (FTES)?
- If FTES is expected to increase, what proportion represents new FTES and what proportion represents shifts from existing programs?
- How did you estimate your expected enrollment?
- What changes (if any) do you expect in SFR?

2. Space and equipment needs

- Estimate additional classroom space needed.
- Additional lab and lab equipment needed.
- Additional office and other space needed.

3. Projected changes in faculty and staff

- Will there be a shift in faculty assignments? If so, what will be the difference between current and proposed assignments?
- Will there be shifts in faculty numbers or distribution (T/TT vs FT/PT)? If so, what will they be?
- Will new positions be added/required and what resources will be used to acquire them?

4. Projected changes in budget

- Do you anticipate additional outside revenue to support your program (state funds, grants/contracts, endowments, etc.)?

- b. How do you plan to secure these resources?
- c. Will there be any increase in administrative roles/responsibilities that require buy-back or release time?
- d. How will the expected changes in budget requirements be met?
- g. Has the budgetary impact of the proposal been reviewed by the College/School Budget Analyst and Office of the Dean?

5. Effect on Support Services and programs in other Colleges/Schools

- a. Are support services (e.g. Library, Technology Services) required for program implementation and function?
- b. Are programs in other Colleges/Schools directly affected by the proposal and in what way?
- c. Who are the representatives in the affected service areas and/or Schools/Colleges that have been contacted?

Discussion:

This is a new program budget worksheet that the Budget Committee has worked on in consultation with Provost Alva, Lisa Rotunni, Executive Direction of Academic Research and Resources, and the Executive Committee. This will provide a standardized format for resources needed for new programs. This worksheet was used last year in the referral to split the Department of Psychology and Sociology into two separate departments and in the referrals to split the Department of Education into three separate departments. The referral specifies a procedure by which Academic Programs Committee will forward the worksheet to the Budget Committee to be included as part of the consultation for a new program.

The second reading of BC-001-178, New Program Budget Worksheet will be on December 5, 2018.

c. AA-006-189, 2019-2020 Academic Calendar – FIRST READING

The first reading of AA-006-189, 2019-2020 Academic Calendar, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa006189fr.pdf>.

Senator Von Glahn presented the report.

M/s to receive and file AA-006-189, 2019-2020 Academic Calendar.

Recommendation:

The Academic Affairs Committee recommends the adoption of the following 2019-2020 Academic Calendar.

California State Polytechnic University, Pomona
2019-20 Academic Calendar

<p>Summer Session I 2019 (10 weeks)*</p> <p>Classes Start: May 29 Classes End: August 1</p> <p>Final Exams: August 5 - 8</p> <p>Holidays/Campus Closures</p> <p>Memorial Day: May 27 Independence Day: July 4</p> <p>Administrative Dates</p> <p>Grades Due: August 12</p>
<p>Summer Session II 2019 (1st 5-week session)*</p> <p>Classes Start: May 29 Classes End: June 27</p> <p>Final Exams: July 1 & 2</p> <p>Administrative Dates</p> <p>Grades Due: July 8</p>
<p>Summer Session III 2019 (2nd 5-week session)*</p> <p>Classes Start: July 3 Classes End: August 1</p> <p>Final Exams: August 5 & 6</p> <p>Administrative Dates</p> <p>Grades Due: August 12</p>
<p>Fall Term 2019</p> <p>Classes Start: Thursday, August 22 Classes End: Sunday, December 8</p> <p>Final Exams: December 9 - 15</p> <p>Holidays/Campus Closures</p> <p>Labor Day: September 2 Veteran's Day: November 11 Thanksgiving: November 28 & 29 (no classes on Nov 30 & Dec 1)</p> <p>Winter Instruction Break: December 23 - January 1</p> <p>Administrative Dates</p> <p>University Days (Fall Conference): August 19 - 21 Work Days: December 16 - 20</p> <p>Grades Due: December 20 @ 6 am</p>
<p>Winter Interession 2020</p> <p>Classes Start: January 2 Classes End: January 15</p> <p>Administrative Dates</p> <p>Grades Due: January 17</p>
<p>Spring Term 2020</p> <p>Classes Start: Saturday, January 18 Classes End: Friday, May 8</p> <p>Final Exams: May 9 - 15</p> <p>Commencement Ceremonies</p> <p>Commencement: May 15 - 17</p> <p>Holidays/Campus Closures</p> <p>Martin Luther King Jr.'s Birthday: January 20 Spring Instruction Break: March 28 - April 3 Cesar Chavez Day: March 31</p> <p>Administrative Dates</p> <p>Work Days: January 17 and May 18 - 20 Grades Due: May 20 @ 6 am</p>

2019 - 2020							Instruction	Exam	Evaluation	Grades Due	Commencement	Other	Total
Sun	Mon	Tue	Wed	Thu	Fri	Sat							
June 2019	26	27	28	29	30	31	1						
	2	3	4	5	6	7	8						
	9	10	11	12	13	14	15						
	16	17	18	19	20	21	22						
	23	24	25	26	27	28	29						
July 2019	30	1	2	3	4	5	6						
	7	8	9	10	11	12	13						
	14	15	16	17	18	19	20						
	21	22	23	24	25	26	27						
	28	29	30	31	1	2	3						
August 2019	4	5	6	7	8	9	10						
	11	12	13	14	15	16	17						
	18	19	20	21	22	23	24						
	25	26	27	28	29	30	31						
September 2019	1	2	3	4	5	6	7						
	8	9	10	11	12	13	14						
	15	16	17	18	19	20	21						
	22	23	24	25	26	27	28						
October 2019	29	30	1	2	3	4	5						
	6	7	8	9	10	11	12						
	13	14	15	16	17	18	19						
	20	21	22	23	24	25	26						
November 2019	27	28	29	30	31	1	2						
	3	4	5	6	7	8	9						
	10	11	12	13	14	15	16						
	17	18	19	20	21	22	23						
December 2019	24	25	26	27	28	29	30						
	1	2	3	4	5	6	7						
	8	9	10	11	12	13	14						
	15	16	17	18	19	20	21						
January 2020	22	23	24	25	26	27	28						
	29	30	31	1	2	3	4						
	5	6	7	8	9	10	11						
	12	13	14	15	16	17	18						
February 2020	19	20	21	22	23	24	25						
	26	27	28	29	30	31	1						
	2	3	4	5	6	7	8						
	9	10	11	12	13	14	15						
	16	17	18	19	20	21	22						
March 2020	23	24	25	26	27	28	29						
	1	2	3	4	5	6	7						
	8	9	10	11	12	13	14						
	15	16	17	18	19	20	21						
April 2020	22	23	24	25	26	27	28						
	29	30	31	1	2	3	4						
	5	6	7	8	9	10	11						
	12	13	14	15	16	17	18						
May 2020	19	20	21	22	23	24	25						
	26	27	28	29	30	1	2						
	3	4	5	6	7	8	9						
	10	11	12	13	14	15	16						
	17	18	19	20	21	22	23						

* Summer Sessions I, II, & III assumes the continued observance of the 4/10 summer schedule.

ADMISSION APPLICATION PERIODS	Summer 2019 Sessions			Fall 2019 Semester	Winter 2020 Session	Spring 2020 Semester
ACADEMIC INSTRUCTION	Summer 2019 Sessions			Fall 2019 Semester	Winter 2020 Session	Spring 2020 Semester
	10-Week Session	1st 5-Week Session	2nd 5-Week Session	15-Week Session	2-Week Session	15-Week Session
Beginning of college year				May 29		
Beginning of semester for faculty	May 29	May 29	July 3	August 19	January 2	January 17
Classes begin for all students	May 29	May 29	July 3	August 22	January 2	January 18
Classes end for all students	August 1	June 27	August 1	December 8	January 16	May 8
Finals	August 5 - 8	July 1 - 2	August 5 - 6	December 9 - 15		May 9 - 15
End of semester for faculty	August 8	July 2	August 6	December 20	January 16	May 20
Grades due at 6:00 a.m.	August 12	July 8	August 12	December 20	January 17	May 20
Commencement (Date will vary by college. Check with major department for exact date)	-	-	-	-	-	May 15 - 17
SCHEDULING AND REGISTRATION	Summer 2019 Sessions			Fall 2019 Semester	Winter 2020 Session	Spring 2020 Semester
	10-Week Session	1st 5-Week Session	2nd 5-Week Session	15-Week Session	2-Week Session	15-Week Session
Registration Holds Applied to Student Records	February 15	February 15	February 15	March 22	September 27	October 4
Registration Advising Period	February 25 - April 24	February 25 - April 24	February 25 - April 24	March 25 - June 14	September 30 - October 4	October 7 - November 20
Priority Registration Period	March 4 - 5	March 4 - 5	March 4 - 5	April 8 - 9	October 7 - 8	October 14 - 15
General Registration Period	March 6 - April 24	March 6 - April 24	March 6 - April 24	April 10 - June 14	October 9 - December 1	October 16 - December 4
New Student Orientation (tentative)	-	-	-	June 17 - August 2	-	November 25 - December 4
Fee Bills Posted to BroncoDirect	March 16	March 16	March 16	July 1	October 14	October 26
Fees Due	April 25	April 25	April 25	July 26	December 2	December 5
Enrollment Cancellation Due to Non-Payment	May 2	May 2	May 2	August 1	December 5	December 16
Late Orientation (tentative)	-	-	-	August 5 - 9	-	December 9 - 13
Add Period: Students may register & add classes online	May 6 - June 5	May 6 - June 5	May 6 - July 11	August 12 - September 5	December 6 - January 2	January 6 - February 3
Drop Period: Students may drop classes online without record	May 6 - June 5	May 6 - June 5	May 6 - July 11	August 12 - September 5	December 6 - January 2	January 6 - February 3
Last day to drop and receive 100% refund	May 28	May 28	July 2	August 21	January 1	January 17
Last day to drop classes without course being recorded	June 5	June 5	July 11	September 5	January 2	February 3
Class Withdrawal: Students may continue to withdraw from classes online. Students will receive "W" grades but may petition for "WX" grades.	June 6 - 24	June 6 - 10	July 12 - 16	September 6 - 19	January 3 - 6	February 4 - 17
Census	June 24	June 10	July 16	September 19	January 6	February 17
First day to withdraw for serious and compelling reasons; permitted by petition only	June 25	June 11	July 17	September 20	January 7	February 18
Last day to apply for current semester graduation	July 15	July 15	July 15	October 25	-	March 13
Last day to drop units and receive a pro-rated refund of Tuition & Fees	July 10	June 18	July 23	October 29	January 10	March 28
Spring Instruction Break (campus open, except on 03/31/2020)	-	-	-	-	-	March 28 - April 3
Last day to withdraw by petition for serious and compelling reasons and receive a "W"	July 17	June 19	July 24	November 15	January 14	April 17
Last day to withdraw by petition for serious and compelling reasons and receive a "WX"	August 8	July 2	August 6	December 15	January 16	May 15
HOLIDAYS	Summer 2019 Sessions			Fall 2019 Semester	Winter 2020 Session	Spring 2020 Semester
	July 4	July 4	July 4	September 2		
Holiday Closure - 07/04/2019 - Independence Day	July 4	July 4	July 4	September 2		
Holiday Closure - 09/02/2019 - Labor Day						
California Admission Day - 09/09/2019 observed 12/30/2019						
Columbus Day - 10/14/2019 observed 11/29/2019						
Holiday Closure - 11/11/2019 - Veterans Day				November 11		
Holiday Closure - 11/28/2019 - Thanksgiving Day				November 28		
Holiday Closure - 11/29/2019 - Columbus Day rescheduled from 10/14/2019				November 29		
Holiday Closure - 12/25/2019 - Christmas Day				December 25		
Holiday Closure - 12/26/2019 - Lincoln's Birthday rescheduled from 02/12/2019				December 26		
Holiday Closure - 12/27/2019 - President's Day rescheduled from 02/18/2019				December 27		
Holiday Closure - 12/30/2019 - California Admission Day rescheduled from 09/09/2019				December 30		
Holiday Closure - 12/31/2019 - Must use Personal Holiday, Vacation or CTO Hours				December 31		
Holiday Closure - 01/01/2020 - New Year's Day					January 1	
Holiday Closure - 01/20/2020 - Martin Luther King, Jr. Day						January 20
Lincoln's Birthday - 02/12/2020 observed 12/28/2020						
President's Day - 02/17/2020 observed 12/29/2020						
Spring Instruction Break (campus open, except on 03/31/2020)						March 28 - April 3
Holiday Closure - Cesar Chavez Day - 03/31/2020						March 31

NOTES:

This is not to be construed as an employee work calendar. Certain collective bargaining agreements covering CSU employees are currently scheduled to expire prior to the last date indicated on this calendar. For employees in these bargaining units, any holiday(s) or campus closure(s) listed subsequent to the expiration of the current agreement(s) are tentative and subject to negotiations with the appropriate exclusive representative.

Several U.S. states as well as many cities in California now observe the second Monday in October (Columbus Day) as Indigenous Peoples Day.

TENTATIVE 2020-2021 ACADEMIC CALENDAR

ADMISSION APPLICATION PERIODS	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
Applications will be accepted into any program up to the admission deadlines published on the Cal Poly Pomona website. For current information regarding admission application deadlines, please check the website or contact the major department.						
ACADEMIC INSTRUCTION	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
Beginning of college year	10-Week Session	1st 5-Week Session	2nd 5-Week Session	15-Week Session	2-Week Session	15-Week Session
Beginning of semester for faculty	May 27	May 27	July 1	August 17	January 4	January 22
Classes begin for all students	May 27	May 27	July 1	August 20	January 4	January 23
Classes end for all students	July 30	June 25	July 30	December 6	January 20	May 14
Finals	August 3 - 6	June 29 - 30	August 3 - 4	December 7 - 13	January 21	May 15 - 21
End of semester for faculty	August 6	June 30	August 4	December 18	January 21	May 26
Grades due at 6:00 a.m.	August 10	July 6	August 10	December 18	January 22	May 26
Commencement (Date will vary by college. Check with major department for exact date)	-	-	-	-	-	May 23 - 23
SCHEDULING AND REGISTRATION	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
Registration Holds Applied to Student Records	10-Week Session	1st 5-Week Session	2nd 5-Week Session	15-Week Session	2-Week Session	15-Week Session
Registration Advising Period	February 14	February 14	February 14	March 20	September 25	October 2
Priority Registration Period	February 24 - April 22	February 24 - April 22	February 24 - April 22	March 23 - June 12	September 28 - October 2	October 5 - November 18
General Registration Period	March 2 - 3	March 2 - 3	March 2 - 3	April 6 - 7	October 5 - 6	October 12 - 13
New Student Orientation (tentative)	March 4 - April 22	March 4 - April 22	March 4 - April 22	April 8 - June 12	October 7 - November 29	October 14 - December 2
Fee Bills Posted to BroncoDirect	March 14	March 14	March 14	June 15 - July 31	-	November 23 - December 2
Fee Due	April 23	April 23	April 23	June 29	October 12	October 24
Enrollment Cancellation Due to Non-Payment	April 30	April 30	April 30	July 24	November 30	December 3
Late Orientation (tentative)	-	-	-	July 30	December 3	December 14
Add Period: Students may register & add classes online	May 4 - June 3	May 4 - June 3	May 4 - July 8	August 3 - 7	-	December 7 - 11
Drop Period: Students may drop classes online without record	May 4 - June 3	May 4 - June 3	May 4 - July 8	August 10 - September 2	December 4 - January 4	January 4 - February 5
Last day to drop and receive 100% refund	May 26	May 26	June 30	August 19	January 3	January 22
Last day to drop classes without course being recorded	June 3	June 3	July 8	September 2	January 4	February 5
Class Withdrawal: Students may continue to withdraw from classes online. Students will receive "W" grades but may petition for "WX" grades.	June 4 - 22	June 4 - 8	July 9 - 13	September 3 - 17	January 5 - 6	February 6 - 19
Census	June 22	June 8	July 13	September 17	January 6	February 19
First day to withdraw for serious and compelling reasons; permitted by petition only	June 23	June 9	July 14	September 18	January 7	February 20
Last day to apply for current semester graduation	July 13	July 13	July 13	October 23	-	March 12
Last day to drop units and receive a pro-rata refund of Tuition & Fees	July 8	June 16	July 21	October 27	January 13	April 3
Spring Instruction Break (campus open, except on 03/31/2020)	-	-	-	-	-	April 3 - April 9
Last day to withdraw by petition for serious and compelling reasons and receive a "W"	July 15	June 17	July 22	November 13	January 19	April 23
Last day to withdraw by petition for serious and compelling reasons and receive a "WX"	August 6	June 30	August 4	December 13	January 21	May 23
HOLIDAYS	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
Holiday Closure - 07/03/2020 - Independence Day observed (rescheduled from 07/04/2020)	July 3	July 3	July 3	September 7		
Holiday Closure - 09/07/2020 - Labor Day						
California Admission Day - 09/09/2020 observed 12/30/2020						
Columbus Day - 10/12/2020 observed 11/27/2020						
Holiday Closure - 11/11/2020 - Veterans Day						
Holiday Closure - 11/26/2020 - Thanksgiving Day						
Holiday Closure - 11/27/2020 - Columbus Day rescheduled from 10/12/2020						
Holiday Closure - 12/25/2020 - Christmas Day						
Holiday Closure - 12/28/2020 - Lincoln's Birthday rescheduled from 02/12/2020						
Holiday Closure - 12/29/2020 - President's Day rescheduled from 02/17/2020						
Holiday Closure - 12/30/2020 - California Admission Day rescheduled from 09/09/2020						
Holiday Closure - 12/31/2020 - Must use Personal Holiday, Vacation or CTO Hours						
Holiday Closure - 01/01/2021 - New Year's Day						
Holiday Closure - 01/18/2021 - Martin Luther King, Jr. Day						
Lincoln's Birthday - 02/12/2021 observed 12/28/2021						
President's Day - 02/15/2021 observed 12/29/2021						
Holiday Closure - 03/31/2021 - Cesar Chavez Day						
Spring Instruction Break (campus open)						

NOTES:

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Several U.S. states as well as many cities in California now observe the second Monday in October (Columbus Day) as Indigenous Peoples Day.

TENTATIVE 2021-2022 ACADEMIC CALENDAR

ADMISSION APPLICATION PERIODS	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
Applications will be accepted into any program up to the admission deadlines published on the Cal Poly Pomona website. For current information regarding admission application deadlines, please check the website or contact the major department.						
ACADEMIC INSTRUCTION	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
Beginning of college year				June 2	January 4	January 21
Beginning of semester for faculty	June 2	June 2	July 7	August 16	January 4	January 21
Classes begin for all students	June 2	June 2	July 7	August 19	January 4	January 22
Classes end for all students	August 5	July 1	August 5	December 5	January 19	May 13
Finals	August 9 - 12	July 5 - 6	August 9 - 10	December 6 - 12	January 20	May 14 - 20
End of semester for faculty	August 12	July 6	August 10	December 17	January 20	May 25
Grades due at 6:00 a.m.	August 16	July 12	August 16	December 17	January 21	May 25
Commencement (Date will vary by college. Check with major department for exact date)	-	-	-	-	-	May 20 - 22
SCHEDULING AND REGISTRATION	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
Registration Holds Applied to Student Records	10-Week Session	1st 5-Week Session	2nd 5-Week Session	15-Week Session	2-Week Session	15-Week Session
Registration Advising Period	February 12	February 12	February 12	March 19	September 24	October 1
Priority Registration Period	February 22 - April 21	February 22 - April 21	February 22 - April 21	March 22 - June 11	September 27 - October 1	October 4 - November 17
General Registration Period	March 1 - 2	March 1 - 2	March 1 - 2	April 5 - 6	October 4 - 5	October 11 - 12
New Student Orientation (tentative)	March 3 - April 21	March 3 - April 21	March 3 - April 21	April 7 - June 11	October 6 - November 28	October 13 - December 1
Fee Bills Posted to BroncoDirect	March 13	March 13	March 13	June 28	October 11	October 23
Fees Due	April 22	April 22	April 22	July 23	November 29	December 2
Enrollment Cancellation Due to Non-Payment	April 29	April 29	April 29	July 29	December 2	December 13
Late Orientation (tentative)	-	-	-	August 2 - 6	-	December 6 - 10
Add Period: Students may register & add classes online	May 3 - June 9	May 3 - June 9	May 3 - July 14	August 9 - September 1	December 3 - January 4	January 3 - February 4
Drop Period: Students may drop classes online without record	May 3 - June 9	May 3 - June 9	May 3 - July 14	August 9 - September 1	December 3 - January 4	January 3 - February 4
Last day to drop and receive 100% refund	June 1	June 1	July 6	August 18	January 3	January 21
Last day to drop classes without course being recorded	June 9	June 9	July 14	September 1	January 4	February 4
Class Withdrawal: Students may continue to withdraw from classes online. Students will receive "W" grades but may petition for "WX" grades.	June 10 - 28	June 10 - 14	July 15 - 19	September 2 - 16	January 5 - 6	February 5 - 18
Census	June 28	June 14	July 19	September 16	January 6	February 18
First day to withdraw for serious and compelling reasons; permitted by petition only	June 29	June 15	July 20	September 17	January 7	February 19
Last day to apply for current semester graduation	July 12	July 12	July 12	October 22	-	March 18
Last day to drop units and receive a pro-rated refund of Tuition & Fees	July 14	June 22	July 27	October 26	January 13	April 2
Spring Instruction Break (campus open, except on 03/31/2020)	-	-	-	-	-	April 2 - April 8
Last day to withdraw by petition for serious and compelling reasons and receive a "W"	July 21	June 23	July 28	November 12	January 18	April 22
Last day to withdraw by petition for serious and compelling reasons and receive a "WX"	August 12	July 6	August 10	December 12	January 20	May 20
HOLIDAYS	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 Semester
Holiday Closure - 07/05/2021 - Independence Day observed (rescheduled from 07/04/2021)	July 5	July 5				
Holiday Closure - 09/06/2021 - Labor Day				September 6		
California Admission Day - 09/09/2021 observed 12/30/2021						
Columbus Day - 10/11/2021 observed 11/26/2021						
Holiday Closure - 11/11/2021 - Veterans Day						
Holiday Closure - 11/25/2021 - Thanksgiving Day						
Holiday Closure - 11/26/2021 - Columbus Day rescheduled from 10/11/2021						
Holiday Closure - 12/27/2021 - Christmas Day observed (rescheduled from 12/25/2021)						
Holiday Closure - 12/28/2021 - Lincoln's Birthday rescheduled from 02/12/2021						
Holiday Closure - 12/29/2021 - President's Day rescheduled from 02/15/2021						
Holiday Closure - 12/30/2021 - California Admission Day rescheduled from 09/09/2021						
Holiday Closure - 12/31/2021 - Must use Personal Holiday, Vacation or CTO Hours						
Holiday Closure - 01/03/2022 - New Year's Day observed (rescheduled from 01/01/2022)					January 3	
Holiday Closure - 01/17/2022 - Martin Luther King, Jr. Day						January 17
Lincoln's Birthday - 02/12/2022 observed 12/27/2022						
President's Day - 02/21/2022 observed 12/28/2022						
Holiday Closure - 03/31/2022 - Cesar Chavez Day						March 31
Spring Instruction Break (campus open)						April 2 - April 8

NOTES:

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Several U.S. states as well as many cities in California now observe the second Monday in October (Columbus Day) as Indigenous Peoples Day.

Holidays				
2019 to 2022				
2019				
Date	Month	Day	Weekday	Observance
1/1/2019	January	1	Tuesday	New Year's Day 2019
1/21/2019	January	21	Monday	Martin Luther King, Jr. Day
4/1/2019	April	1	Monday	Cesar Chavez Day Observed (rescheduled from 3/31/2019)
5/27/2019	May	27	Monday	Memorial Day
7/4/2019	July	4	Thursday	Independence Day
9/2/2019	September	2	Monday	Labor Day
11/11/2019	November	11	Monday	Veterans Day
11/28/2019	November	28	Thursday	Thanksgiving Day
11/29/2019	November	29	Friday	Rescheduled Holiday (Columbus Day rescheduled from 10/14/2019)
12/25/2019	December	25	Wednesday	Christmas Holiday
12/26/2019	December	26	Thursday	Rescheduled Holiday (Lincoln's Birthday rescheduled from 2/12/2019)
12/27/2019	December	27	Friday	Rescheduled Holiday (President's Day rescheduled from 2/18/2019)
12/30/2019	December	30	Monday	Rescheduled Holiday (California Admission Day rescheduled from 9/9/2019)
12/31/2019	December	31	Tuesday	Campus Closed (Use Personal Holiday, Vacation, or CTO Hours)
1/1/2020	January	1	Wednesday	New Year's Day 2020
2020				
Date	Month	Day	Weekday	Observance
1/1/2020	January	1	Wednesday	New Year's Day 2020
1/20/2020	January	20	Monday	Martin Luther King, Jr. Day
3/31/2020	March	31	Tuesday	Cesar Chavez Day
5/25/2020	May	25	Monday	Memorial Day
7/3/2020	July	3	Friday	Independence Day Observed (rescheduled from 7/4/2020)
9/7/2020	September	7	Monday	Labor Day
11/11/2020	November	11	Wednesday	Veterans Day
11/26/2020	November	26	Thursday	Thanksgiving Day
11/27/2020	November	27	Friday	Rescheduled Holiday (Columbus Day rescheduled from 10/12/2020)
12/25/2020	December	25	Friday	Christmas Holiday
12/28/2020	December	28	Monday	Rescheduled Holiday (Lincoln's Birthday rescheduled from 2/12/2020)
12/29/2020	December	29	Tuesday	Rescheduled Holiday (President's Day rescheduled from 2/17/2020)
12/30/2020	December	30	Wednesday	Rescheduled Holiday (California Admission Day rescheduled from 9/9/2020)
12/31/2020	December	31	Thursday	Campus Closed (Use Personal Holiday, Vacation, or CTO Hours)
1/1/2021	January	1	Friday	New Year's Day 2021
2021				
Date	Month	Day	Weekday	Observance
1/1/2021	January	1	Friday	New Year's Day 2021
1/18/2021	January	18	Monday	Martin Luther King, Jr. Day
3/31/2021	March	31	Wednesday	Cesar Chavez Day
5/31/2021	May	31	Monday	Memorial Day
7/5/2021	July	5	Monday	Independence Day Observed (rescheduled from 7/4/2021)
9/6/2021	September	6	Monday	Labor Day
11/11/2021	November	11	Thursday	Veterans Day
11/25/2021	November	25	Thursday	Thanksgiving Day
11/26/2021	November	26	Friday	Rescheduled Holiday (Columbus Day rescheduled from 10/11/2021)
12/27/2021	December	27	Monday	Christmas Holiday Observed (rescheduled from 12/25/2021)
12/28/2021	December	28	Tuesday	Rescheduled Holiday (Lincoln's Birthday rescheduled from 2/12/2021)
12/29/2021	December	29	Wednesday	Rescheduled Holiday (President's Day rescheduled from 2/15/2021)
12/30/2021	December	30	Thursday	Rescheduled Holiday (California Admission Day rescheduled from 9/9/2021)
12/31/2021	December	31	Friday	Campus Closed (Use Personal Holiday, Vacation, or CTO Hours)
1/3/2022	January	3	Monday	New Year's Day 2022 Observed (rescheduled from 1/1/2022)
2022				
Date	Month	Day	Weekday	Observance
1/3/2022	January	3	Monday	New Year's Day 2022 Observed (rescheduled from 1/1/2022)
1/17/2022	January	17	Monday	Martin Luther King, Jr. Day
3/31/2022	March	31	Thursday	Cesar Chavez Day
5/30/2022	May	30	Monday	Memorial Day
7/4/2022	July	4	Monday	Independence Day
9/5/2022	September	5	Monday	Labor Day
11/11/2022	November	11	Friday	Veterans Day
11/24/2022	November	24	Thursday	Thanksgiving Day
11/25/2022	November	25	Friday	Rescheduled Holiday (Columbus Day rescheduled from 10/10/2022)
12/26/2022	December	26	Monday	Christmas Holiday Observed (rescheduled from 12/25/2022)
12/27/2022	December	27	Tuesday	Rescheduled Holiday (Lincoln's Birthday rescheduled from 2/12/2022)
12/28/2022	December	28	Wednesday	Rescheduled Holiday (President's Day rescheduled from 2/21/2022)
12/29/2022	December	29	Thursday	Rescheduled Holiday (California Admission Day rescheduled from 9/9/2022)
12/30/2022	December	30	Friday	Campus Closed (Use Personal Holiday, Vacation, or CTO Hours)
1/2/2023	January	2	Monday	New Year's Day 2023 Observed (rescheduled from 1/1/2023)

Discussion:

This is the calendar for the 2019-2020 academic year. The change from the 2018-2019 academic year is that this calendar has included time for a short winter intersession. There will be an additional referral that will go to the Academic Affairs Committee to review what types of classes and activities are appropriate for a short intersession.

Associate Provost Eskandari provided some context by stating that this referral is asking for Academic Senate approval for the 2019-2020 academic calendar but also includes the tentative academic calendars for 2020-2021 and 2021-2022 to allow for long term planning. All individuals and organizations that are involved with the academic calendar have reviewed the 2019-2020 calendar submitted. There are two traditional semesters, fall and spring, two (2) five week summer sessions and one (1) ten week summer session, plus a short winter intersession.

There was a question about winter intersession not being adopted by the Academic Senate for the 2018-2019 academic year. Dr. Eskandari responded that the winter intersession was not approved for the first semester academic year but there was a desire to consider having a winter intersession in the future. During consultation there were conversations about having the utility to offer short winter intersession activities, i.e., internships, study abroad, independent study, etc.

Chair Shen added that the proposed intersession does not have a final exam date and is not conducive to all types of courses.

The second reading of AA-006-189, 2019-2020 Academic Calendar will be on December 5, 2018.

d. AA-001-189, Credit Hour Policy – SECOND READING

The second reading report for AA-001-189, Credit Hour Policy is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa001189sr.pdf>.

Senator Von Glahn presented the report.

M/s to adopt AA-001-189, Credit Hour Policy.

Recommendation:

The Academic Affairs Committee recommends the following CPP Credit Hour Policy be adopted.

Proposed CPP Credit Hour Policy

Credit Hour

As of July 1, 2011 federal law (Title 34, Code of Federal Regulations, sections 600.2 and 600.4) requires all accredited institutions to comply with the federal definition of the credit hour. For all CSU degree programs and courses bearing academic credit, the "credit hour" is defined as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement which is an institutionally established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

A credit hour is assumed to be a 50-minute period. In courses in which "seat time" does not apply, a credit hour may be measured by an equivalent amount of work. The credit hour policy applies to all courses at all levels (i.e., undergraduate, graduate, professional) that award academic credit.

Compliance review of the credit hour policy is conducted at the time of the periodic academic program review process. New or revised academic programs will be reviewed for compliance with the credit hour policy by the Associate Vice President for Academic Programs.

Discussion:

This change adds language to the existing policy so that it contains all the elements that WSCUC will evaluate during their upcoming reaffirmation of accreditation process. There is no change to the existing policy, this change just updates the language to align with the rest of the CSU campuses.

The motion to adopt AA-001-189, Credit Hour Policy passed unanimously.

e. [AA-002-189, M-Designation for First Year Composition Courses Sections for Multilingual Speakers – SECOND READING](#)

The second reading report for AA-002-189, M-Designation for First Year Composition Courses, Sections for Multilingual Speakers is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa002189sr.pdf>.

Senator Von Glahn presented the report

M/s to adopt AA-002-189, M-Designation for First Year Composition Courses, Sections for Multilingual Speakers.

Recommendation:

The designation of M will be added to the list of course designations. The designation M will denote a course specifically designed for students designated as bilingual or multilingual. These sections will be designated as sections preferable and recommended for multilingual/bilingual speakers of English. A line will be added to the Catalog description of courses: Sections designated with an M are recommended for bilingual and multilingual speakers of English. In BroncoDirect, each M-designated section will have the line, "This section is recommended for bilingual and multilingual speakers of English".

Students will self place into sections designated as M in English composition as based on scores on the Directed Self-Placement Questionnaire. The Directed Self-Placement Questionnaire is a tool developed by the EML Department to determine which First Year Composition sequence (either a single-semester ENG 1103 course or a Stretch of ENG 1100 followed by ENG 1101) is appropriate for them. Self identification, as multilingual speakers in need of language support, is also part of the DSP questionnaire.

Discussion:

The English and Modern Languages (EML) Department requested that a designation of M be approved for the stretch series of First Year Composition Courses.

The motion to adopt AA-002-189, M-Designation for First Year Composition Courses, Sections for Multilingual Speakers passed unanimously.

f. [AA-009-178, Course Materials Adoption Policy – SECOND READING](#)

The second reading report for AA-009-178, Course Materials Adoption Policy, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa009178sr.pdf>.

Senator Von Glahn presented the report.

M/s to adopt AA-009-178, Course Materials Adoption Policy.

Recommendation:

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

Course Materials Adoption Policy

California State Polytechnic University, Pomona

Affordability of course materials and availability of materials in alternate-media format are both issues which impact student learning outcomes and the accessibility of higher education for all students. Timeliness of adoptions for course materials is crucial for ensuring that all students have the ability to purchase and use textbooks and other instructional materials chosen by faculty as critical components of academic success in their classes. Additionally, provisions of the 2008 Higher Education Opportunity Act (HEOA) require that institutions of higher learning make textbook cost information available to students at the time of registration, to the maximum extent possible.

Late submission of course materials information adversely impact our students in the following ways:

- Increasing the cost to students for course materials
- Delayed access to accessible versions of materials for students with disabilities
- Potential delayed arrival of books causing disruptions to reading assignments

To address these issues, the following Procedure for Timely Course Materials Adoptions shall be followed:

1. All instructors requiring or recommending textbooks/course materials (including course-packs, digital materials, Open Educational Resources materials, and adaptive learning products) in their classes are **required** to submit their adoptions by the deadline established by the Bronco Bookstore. This due date is always **five business days** prior to the start of priority registration for the term.
 - a. Department Chairs shall encourage all instructors to start considering textbook and other instructional materials choices as soon as a schedule for courses in a particular semester is determined.
 - b. All textbook adoptions will be made via the bookstore's online system.
 - c. Each department shall identify an individual ("contact") who shall be responsible for tracking the submission of course material requests. The contact shall have responsibility for reminding the faculty of the deadline, and should have access to the bookstore's online system to track adoptions, and to submit on behalf of faculty.
2. The bookstore will use established communication channels (PolyUpdates, emails, newsletters) to publicize the due date and remind faculty as it approaches.
3. After the due date has passed, the bookstore will send weekly reminder messages including the current list of outstanding courses to department contacts and to Academic Affairs.

- a. The bookstore will also use the messaging tools within the online system to generate reminders to specific instructors with outstanding courses.
4. For classes with no assigned instructor at the time registration opens, where the course materials are not chosen by an adoption committee or course coordinator, the Department Chair or designee *may* assign “default” course materials/textbooks, if feasible and appropriate.
 - a. Instructors who are assigned to a class after the deadline, and have a *compelling need* to change the textbook or other instructional materials selected for that class should contact the Bookstore to make changes as soon as possible, with the approval of the department chair.
 - b. For courses where the chair is not able to select materials on behalf of the pending instructor, the new instructor should be asked to submit their adoption as soon as possible once the course assignment is known.
5. Departments and faculty should take note of the following definitions for book usage indicators (required, recommended, optional, attend first, part-of-set, substitute, bookstore recommends, special-order, pick one, no text required), and be aware of the bookstore’s policies for course materials adoptions.

IMPORTANT STATUS DEFINITIONS FOR COURSE MATERIALS ADOPTIONS:

- A. **REQUIRED:** Means that students will be assigned either the entire text or specific readings from this adopted text and that information will be necessary to complete assignments, projects, or tests that are crucial to passing the course.
- B. **RECOMMENDED:** The professor strongly believes the content will improve students’ understanding of the course and grade performance. May or may not be used for graded assignments or tests, students *may* be able to pass the course without the recommended material by using alternate sources.
- C. **OPTIONAL:** May be a supplement that relates to the main required text and provides additional content or help (e.g., study guide or solutions manual). May also be a book that is for extra credit, or one from which the professor believes students may benefit.
- D. **ATTEND FIRST:** The professor needs to explain or give instructions before students purchase – i.e. students will be doing group assignments and each group will use different books.
- E. **PART OF SET:** A component of an adopted bundle, such as the book by itself or the access code by itself. The bookstore is required to list these components to comply with HEOA.
- F. **SUBSTITUTE:** A slightly different version or format of the adopted book that is equally acceptable. An example may be that a book with CD is adopted, but used books without the CD will suffice. This option may be used in cases where the publisher forces the bookstore to accept a new edition, and faculty agrees to putting the new edition out.
- G. **BOOKSTORE RECOMMENDS:** The bookstore is offering an alternate format as an affordable option (i.e., loose-leaf “Value edition”) to required adopted text. Also occasionally used for supplements the bookstore is offering that students may find helpful for studying. Designated clearly as the bookstore’s choice, not the choice of the faculty.
- H. **SPECIAL ORDER:** Adopted title should only be ordered on a special order basis for specific students.

- I. **PICK ONE:** Students should pick just one option and should not buy all the listed materials. Can be used if a professor wants to list multiple editions as ‘required’ rather than one as required and the others as substitutes.

- J. **“NO TEXT REQUIRED”:** The course will not use course materials including textbooks, lab manuals, course readers, trade books, or any form of text-based materials whether in print or digital format that need to be purchased or licensed, or open educational resources (OER) textbooks and/or course materials. “NO TEXT REQUIRED” should not be used if the professor:
 - Uses a book but recommends that students buy off campus or online.
 - Uses a book that can only be acquired elsewhere.
 - Uses a book as recommended or optional.
 - Uses a book that is only available in digital form.
 - Uses adaptive content that is only available digitally.

BRONCO BOOKSTORE’S COURSE MATERIALS ADOPTIONS POLICIES:

1. ALL ACADEMIC DEPARTMENTS ARE EXPECTED TO SUBMIT ADOPTION INFORMATION TO BRONCO BOOKSTORE (or “No Text Required” confirmations) FOR ALL COURSES OFFERED IN EACH ACADEMIC TERM

Course materials information should be submitted via the bookstore’s online adoption collection platform. Emailed information will be entered into the system or directly into our back office system by our staff but there may be delays.

2. BRONCO BOOKSTORE IS THE ONLY OFFICIALLY RECOGNIZED VENUE FOR COURSE MATERIALS INFORMATION FOR CAL POLY POMONA UNIVERSITY.

Even if a given professor or department prefers for students to purchase materials elsewhere, CSU system and CPP campus policy (ATI), state and federal legislation (AB 1548, AB 2477, Higher Education Act) require that timely, accurate information about books for CPP courses be posted via Bronco Bookstore’s website.

3. LATE ADOPTIONS: Please remember to submit information even when faculty are assigned a class or decide on a book after the due date. There is no cut-off date beyond which we will not order adopted materials.

4. CHANGES TO ADOPTIONS: However, changes to pre-existing adoptions after the due date must be approved in writing (email is fine) by your department chair.

5. BUNDLES & CUSTOM BOOKS:

- **If faculty adopt a custom book or a bundle, submit the information for THAT version, not for the book alone or the standard national text!**
- If the custom/bundle ISBN is not available yet, submit the information you do have without an ISBN and we will follow up with the sales rep.
- For bundles, use the “comments” field to explain the bundle contents and let us know whether all parts of a bundle are absolutely required.
- Let us know if the publisher will also be selling bundle components such as online adaptive content platforms (Connect, Mylab, Mindtap, Aplia) directly to students
- **NOTE: Bronco Bookstore will also stock used, unbundled versions of the main text in adopted bundles unless there is a compelling reason not to do so**

6. TEXTBOOK EDITIONS:

- Specify which edition you **prefer** – don't list the new edition just because the publisher rep said it was the only edition available.
- We can stock used copies of older editions if we have enough advance notice.
- We do NOT automatically accept publisher substitutions to the newest edition unless we know the professor is aware of the change.
- **If you want the most recent edition of a book and have the information about that edition, please submit that ISBN.** Do NOT submit the older edition's ISBN and assume we'll know to update it.
- If older editions to the one you submitted are acceptable, please click the 'older edition OK' button – that lets us know it is permissible to list those editions as 'substitutes' and try to find inexpensive used copies.

7. COURSEPACKS/READERS/MANUALS: If you are planning to produce a reader or write a manual, please contact the custom publishing specialist. For more information about our custom publishing services, please see the "COURSEPACK/CUSTOM PUBLISHING & COPYRIGHT CLEARANCE" section on the Faculty Resources page of broncobookstore.com.

IMPORTANT: Do not use Copy & Mail if your reader/manual contains anything from a copyrighted source. Copy & Mail staff do NOT clear copyright permission or pay permission fees to rights-holders.

8. **MULTI-TERM CLASSES:** Please let us know students in the later classes of a series will continue to use the same book as in the first semester. Submit the same book as "required" (or whatever status applied in the first semester) and let us know in the comments that most students will already have the book.
9. **LONG-TERM ADOPTIONS:** Please use the comment section to let us know if this book order will be continued through future semesters i.e. "book will stay the same every time class is offered for next two academic years" "will use same book next spring". This helps us make better stock decisions. NOTE – BRONCO BOOKSTORE STILL NEEDS DEPARTMENTS TO SUBMIT ADOPTIONS FOR EACH SEMESTER.
10. **DESK COPIES:** For faculty who submit on time, a desk copy, if specifically requested, will be ordered by our staff (assuming the publisher in question provides such). For exam copies prior to ordering, our staff will be happy to help you find the correct publisher contact information or sales rep. Professors who have requested a desk copy from the publisher but not received it in time may borrow a copy from our stock until their desk copy arrives, up to a maximum of 2 weeks.

Discussion:

This report requests the senate adoption of the current bookstore policy on the timely adoption of course materials.

Question: *Are we tying the bookstore's hands by making their current procedure a senate policy?*

Suzanne Donnelly, Senior Associate Director of the Bookstore, responded that this will actually help because one of the changes in this policy from current practice is some specific guidance on how departments can handle late assignment of sections that do not have specific faculty assigned which is where the bulk of the late course material adoptions come from.

Question: *How many of the late course adoptions are from sections of classes that all use the same material?*

Suzanne Donnelly responded that she does not have those numbers available, but more of the late adoptions are for sections that have individual material. It often has to do with the fact that teaching assignments have not been made by the deadline.

There was a question about using BroncoDirect for identifying course materials but according to Suzanne Donnelly, currently the bookstore does not use Peoplesoft, there is a system specific to the bookstore and that link is in Peoplesoft.

Question: The policy states that if there is a change to pre-existing adoptions after the due date, it needs to be approved in writing by the department chair. Does the bookstore not make those changes until the approval is received?

That is a correct statement and is already in the existing bookstore policy. That has not been introduced as part of this referral.

Associate Provost Eskandari added that the federal law states that at the time of registration students need to know the required course materials, not just books, and the cost of those materials.

President Coley explained that she was just at a national meeting where the issue of the laws that require course material availability to students with disabilities was discussed. One of the things of concern is the response time of adding sections late and having to identify and/or hire faculty to teach those sections which does not always allow time to provide ADA compliant material which is required by federal law. Some universities have a “master course material list” for courses that can be used when there is not sufficient time for an instructor to identify the required course materials. This is another dimension to this problem that is being explored.

The senate vote was as follows:

- Ayes – 13
- Nays – 15
- Abstentions – 3

The motion to adopt AA-009-178, Course Materials Adoption Policy failed.

g. [AA-010-178, Request to Modify the Grade Appeals Process \(1605\) – SECOND READING](#)

The second reading report for AA-010-178, Request to Modify the Grade Appeals Process (1605), is located on the Academic Senate website at
<http://academic.cpp.edu/senate/docs/aa010178sr.pdf>.

Senator Von Glahn presented the report.

M/s to adopt AA-010-178, Request to Modify the Grade Appeals Process (1605).

Recommendation:

That in addition to the adoption of the following policies, that students receive separate notification of deadlines at the end of each semester and during the first week of each semester. We want to ensure that students are aware of the new timeline to ensure that students who may face hardships are not prevented from filing grade appeals, we also ask that students with extenuating circumstances be able to appeal the timeline if necessary. Otherwise we recommend the following timeline and policies be adopted.

GRADE APPEAL TIMELINE

WEEK	SEMESTER 1	SEMESTER 2	Campus Deadlines
		Appeal Timeline	
1			
2			
3			
4			
5			
6		Step 1: Student communicates in writing with instructor within the first 5 weeks.	
7			
8		Step 2: If grading issue is not resolved, appeal to Chair (or Dean), no later than the 7th week of the semester.	
9			
10		Step 3: Student may submit a written statement within 10 working days to the Grade Appeals Committee. The formal grade appeal should be submitted <i>during the 8th week, but no later than the Friday of the 9th week of the semester term.</i>	
11		Step 4: Grade Appeal Committee requests response from course instructor (2 weeks to respond)	
12		Committee Process: Appeal review scheduled within 2 weeks of Instructor's response, subject to availability of committee members. Members include faculty and student representatives. Appeals are not reviewed during the Summer term.	
13			
14		Committee meeting held.	
15		Grade Appeal Process Recommendation Occurs	
16	Finals		
17	Grades Posted		

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA POLICY NO: 1605* GRADE APPEALS POLICY AND PROCEDURE

Under the provisions of Executive Order 1037, "Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals" and the University's "Statement of Student Rights, Responsibilities, and Grievance Procedures," students may appeal grades that they consider to be unfair.

The Executive Order governs the assignment of grades by faculty and requires an appeal procedure to ensure that the rights and responsibilities of faculty and students are properly recognized and protected. Occasionally, a circumstance will prevent assignment of an earned grade or will cause an assigned grade to be questioned by a student.

The following policy has been adopted by Cal Poly Pomona to provide the mechanism to deal with such unusual occurrences:

- Course grades assigned by instructors are presumed to be correct. It is the responsibility of the student who appeals an assigned grade to demonstrate clerical error, prejudice, or capriciousness in the assignment of the

grade, or that a reasonable accommodation for a documented disability was requested and not appropriately provided; otherwise, the judgment of the instructor is final.

- A student who believes that a course grade has been assigned inappropriately must follow the proper steps in the appeal process, observing the time limits for completion of various steps in the process as follows:

Step 1: The student should speak face-to-face with the instructor during the first three weeks of the semester following the assignment of the grade. If a face-to-face appointment cannot be arranged, the student should attempt to communicate with the instructor by phone, e-mail or fax during the same time period. Note: If the grade is assigned in the spring semester, the student should follow these procedures in the following fall semester. If the instructor is on leave, on sabbatical, or is not currently on the faculty including FERP faculty at the time of the appeal, the University shall attempt to contact the instructor on behalf of the student.³ ⁴

If a grade has been assigned in error, the instructor can quickly correct the error by submitting a Grade Change Request via the online grading system.

Step 2: If the grade dispute is not resolved with the instructor and the student intends to appeal the grade, the student must appeal to the next level as soon as possible, but no later than the fifth week of the following semester. In most cases, the student will appeal to the chair of the academic department that offered the class. If the instructor is a department chair, the student should appeal to the dean of the college that offered the class. If the instructor is a dean, the student should appeal to the Provost. The person to whom the student appealed will discuss the issue with the instructor and respond to the student, usually within two weeks.

Step 3: If the student is still not satisfied after receiving the response from this second level of appeal, the student may submit a formal grade appeal no later than the 6th semester week but no later than the Friday of the 7th week of the semester term to the University Course Grade Appeal Committee through the Office of Student Success.

Step 4: The Chair of the University Course Grade Appeal Committee will forward the student's statement to the instructor. The instructor will submit a written response within 2 weeks -in writing. The student's statement and the instructor's response will then be reviewed by the Grade Appeal committee, normally within two weeks of receipt of the instructor's response.

The Committee will take one of the following actions:

- a. Request additional information from the student and/or the instructor.
- b. If the University Course Grade Appeal Committee finds that the student has grounds for complaint based on discrimination, caprice, or clerical error, then the instructor of record will be asked to reevaluate the grade. If the instructor refuses to reevaluate the grade or the instructor's reevaluation results in the same grade, then the chair of the academic department that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade. If the instructor is a department chair, the dean of the college that offered the class shall be asked to find a qualified faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade. If the instructor is a dean, the provost shall be asked to find a qualified

³ Revised AY 2016-2017

⁴ The grade appeal process is suspended during the summer term when fewer students and faculty members are expected to be on campus. The grade appeal process is also suspended if the faculty member is on leave or on sabbatical. Thus, for spring semester, "the following semester" will be the following fall semester. For appeals of summer term grades, the following semester is the following fall semester. For appeals when the faculty member is either on leave or on sabbatical "the following semester" is the semester the faculty member returns to CPP.

faculty member with academic training comparable to the instructor of record to evaluate the student's work and assign a grade.

- c. Recommend to the instructor that the grade be maintained as given.
- d. Call for a formal hearing.

Step 5: When the Committee has made its recommendation, the student will be notified of it in writing, and be given a copy of the instructor's written response to the student's statement. This grade appeal procedure may take six to eight weeks to complete. The outcome of the formal grade appeal procedure is final; there is no higher level of appeal.

Additional information on preparing a written grade appeal is available from the Office of Student Success.

Discussion:

The current Grade Appeal Policy did not have clear timelines. The only difference between the first reading and the second reading is that the initial time for the student to contact the instructor has been extended to five (5) weeks and that communication should be in writing.

There was some concern that the following language in step 3 of the process "the formal grade appeal should be submitted *during the 6th week, but no later than the Friday of the 7th week of the semester term*" is confusing and maybe should be reworded. Dr. Gomez, Associate Vice President for Student Success, responded that the language could easily be changed. She stated that the original timeline was late in the term that faculty would be meeting on break to consider the appeals.

M/s to change the sentence to as follows "the formal grade appeal should be submitted *during the 6th week, but no later than the Friday of the 7th week of the semester term*".

The motion passed unanimously.

The motion to adopt AA-010-178, Request to Modify the Grade Appeals Process (1605), with the wording amendment, passed unanimously.

h. AA-011-178, Automation of Grade Forgiveness – SECOND READING

The second reading report for AA-011-178, Automation of Grade Forgiveness, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa011178sr.pdf>.

Senator Von Glahn presented the report.

M/s to adopt AA-011-178, Automation of Grade Forgiveness.

Recommendation:

The Academic Affairs Committee recommends that following policy be adopted.

We recommend automated grade replacement go into effect immediately moving forward for semesters.

Automation of the grade forgiveness entails that once a student retakes a class that cannot be retaken for additional credit, the new grade (assuming it is a better grade than the original grade),

will automatically replace the original grade. If the new grade is lower than the original grade, the new grade will not replace the old one. For example, if a student earns a D in a course, and retakes the course, but earns an F, the F will not replace the D.

Undergraduates may repeat up to 16 units for grade forgiveness. If a student retakes an eligible class in which student earned a grade of C- or lower, grade forgiveness would automatically apply as long as the student had remaining units. Once the 16 units of grade forgiveness are exhausted, students would have to file additional paperwork through existing processes to increase the amount of grade forgiveness available.

Should a student prefer to use grade forgiveness differently than facilitated by automatic grade forgiveness, a general academic petition may be filed to this effect. For example, if a student has exhausted all grade forgiveness, but would prefer to use forgiveness for a course re-taken after all grade forgiveness has been exhausted, the student may file a general academic petition asking that the grade forgiveness units be used as desired.

Some courses are excluded from automatic grade forgiveness, explicitly any course that may be repeated for credit, and special topics courses. Special topics courses may differ semester to semester and may be repeated for credit. If a student wishes to retake a special topics course and apply for grade forgiveness, a general academic petition may be filed. This will only be approved if the content of the special topic course is identical to the content of the course from the semester in which the student is applying for grade forgiveness.

Under executive order 1037 students may repeat an additional 12 units for grade replacement, meaning the repeat grade will not nullify the original grade, and both grades will be factored into the student GPAs.

Should a student wish to repeat a quarter course under semesters, or a course that has undergone a number change, a general academic petition should be filed to that effect. Such petitions should be approved as a matter of course, assuming all existing conditions for grade forgiveness apply. All existing rules for grade forgiveness continue to apply. This policy impacts only the automation of grade forgiveness. As per existing policies, a repeated course counts only once for units (for example a student who replaces a D with a B should earn only the number of units assigned to the course for one completion of the course in their “total units completed” toward graduation).

Discussion:

If a student retakes a class and wants to have their previous grade replaced, this would happen automatically without having to fill out any paperwork. A student would have to do a manual petition if they want more than 16 units of grade replacement.

The motion to adopt AA-011-178, Automation of Grade Forgiveness, passed unanimously.

- i. [FA-001-189, Policy 1381, Faculty Leaves of Absence Without Pay, Needs to be Updated for the Semester Calendar – SECOND READING](#)

The second reading report for FA-001-189, Faculty Leaves of Absence Without Pay, Needs to be Updated for the Semester Calendar, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/fa001189sr.pdf>.

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

M/s to adopt FA-001-189, Faculty Leaves of Absence Without Pay, Needs to be Updated for the Semester Calendar.

Recommendation:

The FAC recommend that Policy 1381, Faculty Leaves of Absence Without Pay, be approved.

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1381
FACULTY LEAVES OF ABSENCE WITHOUT PAY (UNIT 3 CBA, ARTICLE 22)**

Full-time, temporary, probationary, and tenured faculty members, librarians, coaches, counselors, and part-time tenured faculty members, librarians, coaches, and counselors are eligible for leaves-without-pay.

Eligible employees may request a leave-without-pay (LWOP) for personal or professional purposes. A personal leave of absence without pay may be for purposes of unpaid sick leave, outside employment, maternity/paternity, family care leave, or other purposes of a personal nature. A professional leave of absence without pay may be for purposes of research, advanced study, professional development, or other purposes of benefit to the campus.

Leaves are granted for up to two years. An extension may be granted for up to one year at a time. Maternity/paternity leave is limited to twelve months and does not constitute a break in service.

A faculty unit employee on a leave of absence without pay for more than fifteen (15) working days may opt to continue his/her health and dental benefits at his/her own expense. An employee on a leave of absence without pay for fifteen (15) working days or less shall receive health and dental benefits as provided by the CSU in the same manner as when the employee was on pay status. However, if the employee's payroll warrant amount is insufficient to cover payroll deductions necessary to cover or continue health and dental insurance premium payments above the CSU contribution, the employee shall be responsible for direct payment of the total premium (employer and employee share) amount to the respective carrier in accordance with the existing procedures for direct payment.

An eligible employee on LWOP may not return to pay status prior to expiration of the leave without written approval from the President. Moreover, he/she must notify the dean/director no later than March 1 of his/her intention to return to duty at the beginning of the academic year; or no later than September 1 of his/her intention to return to duty at the beginning of spring term.

A faculty member on LWOP for professional purposes shall, when otherwise eligible, accrue service credit toward, sabbatical eligibility, difference in pay eligibility, service salary increase eligibility, and seniority. The maximum accruable credit toward sabbatical eligibility is one year per six-year sabbatical eligibility period. The maximum accruable credit toward service salary increase eligibility is one year per professional LWOP and extensions thereof. Accrued service credit will be forfeited if the conditions of the leave were not met.

For retirement purposes a LWOP is not considered a break in service; however, retirement service credit is not earned during this period of time.

The application procedure for leaves of absence without pay is as follows:

1. A memorandum requesting a leave without pay may be submitted to a department chair/supervisor at any time. The request must state whether the requested leave is for personal or professional purposes, and the specific period (up to 2 years) leave is requested. The department chair will evaluate the application and submit his/her recommendation to the college dean/director. In arriving at his/her recommendation, the department chair will consult with the tenured members of the department/unit and the results of such consultation will be presented in writing to accompany the recommendation.

2. The dean/director will forward the application with his/her recommendation to the Provost who acts on the request and notifies the applicant, the dean/director, the department chair/supervisor and the payroll and human resource departments.

3. In the case of leaves without pay for professional purposes, accrual of service credit toward sabbatical eligibility, difference in pay eligibility, service salary increase eligibility, or seniority requires that any conditions specified in approving the leave be met. Upon returning from leave, the eligible employee shall request verification of accrued service credit. The department chair/supervisor in consultation with tenured members, will recommend for or against approval of service credit. The approval recommendation will follow the approval route described above to the office of Provost. If it is determined that the conditions of leave are not met, accrual of service credit shall be forfeited.

Eligible employees who are granted a leave of absence without pay may retain their library identification card, parking card-key and university keys while on leave if they obtain approval through the line organization and make proper clearance arrangements with the cashier's office and the physical plant and personnel services departments before they sign the necessary leave papers in the payroll office.

A faculty or staff employee on a LWOP for more than one full pay period may opt to continue his/her fringe benefits at his/her own expense. Upon written request of an eligible employee, the CSU shall provide a system for the continued payment of his/her insurance including health and dental benefits during the period of an unpaid leave of absence. During this period, the employee shall pay both the employee's and the CSU's contributions. The employee shall pay all contributions prior to the date each payment is due. If the employee chooses not to continue the payments, the coverage will be suspended and will be reinstated first day of the month following return to pay status.

For computing employees' vacation credit, when an absence without pay of more than eleven (11) consecutive working days falls into two (2) consecutive qualifying pay periods, one (1) of the pay periods is disqualified. An authorized leave of absence without pay shall not be considered service for the purposes of vacation accrual. Under no circumstances may a faculty unit employee be granted sick leave during a leave of absence without pay.

Discussion:

Policy 1381, Faculty Leaves of Absence Without Pay, was not included in the report for FA-004-156, Adjustment of Faculty Affairs Policies for Semester Conversion. FA-004-156 was adopted by the Academic Senate on February 22, 2017. AS-2685-167-FA (Senate Report for FA-004-156) was approved by the President on October 3, 2017. Policy 1381 was not included in the report even though it is mentioned in the recommendation.

The motion to adopt FA-001-189, Faculty Leaves of Absence Without Pay, Needs to be Updated for the Semester Calendar, passed unanimously.

j. **GE-001-189, Change Prefix for AG 2480 to AMM 2480 – SECOND READING**

The second reading report for GE-001-189, Change Prefix for AG 2480 to AMM 2480, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge001189sr.pdf>.

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

M/s to adopt GE-001-189, Change Prefix for AG 2480 to AMM 2480.

Recommendation:

The GE Committee recommends approval of GE-001-189: Change Prefix of AG 2480 to AMM 2480.

Discussion:

AG 2480 was submitted to the GE Committee as AG 2480 to be taken by all College of Agriculture students. However, as it turns out, other departments in the College of Agriculture submitted their own Area E courses. In subsequent discussion between the College of Agriculture and the home department of the course, Apparel Merchandising and Management, it was agreed to change the prefix from AG to AMM.

The motion to adopt GE-001-189, Change Prefix for AG 2480 to AMM 2480, passed unanimously.

4. **New Business**

a. **Apportionment Results**

Senator Puthoff, Elections and Procedures Committee Chair, presented. AS-940-945-EP, Review of Academic Senate Organization and Representation, requires that the Academic Senate be apportioned according to college FTEF every three (3) years. The same calculations have been used since 1995 and the apportionment for the next three (3) years has not changed. Senator Puthoff added to contact him if more information is needed.

b. **Professor Emeritus – Robert Kerbs, College of Science**

The resolution for Professor Kerbs is located on the Academic Senate website at
https://www.cpp.edu/~senate/documents/packets/2018-19/11.07.18/robert_kerbs_resolution_1031181.pdf.

Chair Shen presented the resolution for Robert Kerbs.

Robert Kerbs, Professor in the Computer Science Department in College of Science and most recently served as the Associate of Dean, has retired after the regular Emeritus cycle, and would like to receive the rights and privileges of Professor Emeritus. The department has recommended that he be given emeritus privileges and has submitted a formal resolution.

M/s that the Academic Senate recommend to President Coley that Robert Kerbs, College of Science, be given the rights and privileges of Professor Emeritus.

The motion passed unanimously.

The November 7, 2018 Academic Senate Meeting adjourned at 4:30 p.m.