Minutes
of the Academic Senate Meeting
October 23, 2019

PRESENT: Barding, Chase, Chen, Coburn, Davidov-Pardo, Fisk, Flores, Forrester, Gasdaglis, Givens, Hargis, Huerta, Huh, Ibrahim, Kumar, Kwok, Lee, Lloyd, Milburn, Nelson, Osborn, Pacleb, Puthoff, Quinn, Sadaghiani, Salem, Senaratne, Shen, Shih, Small, Snyder, Soper, Speak, Urey, Von Glahn, Welke

PROXIES: Senator Urey for Senator Ortenberg, Senator Forrester for Senator Wachs

ABSENT: Gonzalez

GUESTS: L. Alex, L. Bricker, J. Chong, S. Dixon, S. Eskandari, K. Forward, L. Fucaloro, S. Garver, H. Gilli-Elewy, T. Gomez, N. Hawkes, L. Kessler, C. LaMunyon, I. Levine, Z. Ma, L. Massa, J. Passe, R. Pike, L. Preiser-Houy, B. Quillian, V. Ravi, J. Rencis, L. Roosa Millar, L. Rotunni, M. Sancho-Madriz, S. Shah, T. Taylor, J. Wagoner, C. Wyrick

Chair Nelson welcomed the new Academic Senator from the College of Science, Jamie Snyder.

1.   Academic Senate Minutes – September 25, 2019

The September 25, 2019 Academic Senate Meeting minutes are located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2019-20/10.23.19/academic_senate_minutes_09.25.19_posted.pdf.

M/s/p to approve the September 25, 2019 Academic Senate Meeting minutes as posted.

2.   Information Items
    a. Chair's Report

Chair Nelson thanked everyone for participating in WSCUC meetings and open forums from October 21 – 23, 2019.

There are many service opportunities available, and some of them have no volunteers to date. Chair Nelson asked senators to encourage their constituencies to review the opportunities and help fill the committee vacancies.

    b. President's Report

President Coley commended past and current senators for all the hard work on semester conversion. The visiting WSCUC team acknowledged the amount of work that was done since the last WSCUC review. The WSCUC team will share their findings in February 2020 which will provide a more defined set of recommendations and commendations.

The President shared that in the report-out meeting there was a theme relating to operationalizing the value of inclusion and diversity. On October 23, 2019 there will be a campus conversation with students on inclusion and campus climate. There will be another campus conversation scheduled in November. President Coley stated that there will be a number of opportunities to engage in conversations about inclusion and diversity.

Chancellor White is retiring at the end of the academic year. The timeline for the new chancellor

search will be very aggressive. The desire is to have the job announcement at the March Board of Trustees meeting. There will be CSU Senate and student engagement during the search process.   There will also be opportunities for various communities to participate in the search. President Coley opinionated that Chancellor White has been a very thoughtful Chancellor, one who has remained focused on doing what is right by the students. President Coley stated she will personally miss his leadership and is optimistic that the next Chancellor will continue in this tradition.

To the extent that President Coley is on campus, she will be attending the Academic Senate meetings but because she has been appointed by Governor Newsom to serve on the Future of Work Commission which meets on Thursdays she may be traveling on Wednesdays. President Coley assured the body that her not being present is not because she is disengaged with the Academic Senate. She stated that she believes the senate is efficient and well run, and she appreciates the cordiality among different perspectives on issues.

c. Provost's Report

The Provost's Report is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2019-20/10.23.19/provosts_report_to_academic_senate_2019-10-23.pdf.

Provost Alva expressed gratitude to the incredible campus effort and the teamwork that was so beautifully demonstrated in the WSCUC report and team visit. She went on to say that everyone in their own unique way contributes to the excellence and the core values of the institution. The Provost took the opportunity to thank Dr. Laura Massa, Associate Vice President for Academic Programs, and Dr. Preiser-Houy, Associate Dean, College of Business Administration, for their efforts on WSCUC reaccreditation.

The Provost shared the official metrics for the Graduation Initiative 2025. The campus continues to make progress in meeting the annual linear goals. The one area that needs improvement is the underrepresented minority (URM) equity gap. Provost Alva commented that the campus needs to be more intentional and more creative in looking at how to address and close the URM equity gap.

The Provost stated that it is important as we facilitate a path to graduation that we consider the average unit load that students are carrying per semester. The data shows that in the last two (2) years the number of students taking 15 units or greater has significantly increased. This is good news since the campus is shaping a new set of norms and expectations with the "Get in Gear, Take 30 a Year" campaign, and the students are responding to the messaging.

Units Attempted		Quarter				Semester	
		Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
15 or greater	Count	782	625	934	928	2159	2290
	Percent	21.38%	23.09%	22.22%	24.51%	55.89%	61.99%
Less than 15	Count	2,876	2,082	3,270	2,858	1704	1404
	Percent	78.62%	76.91%	77.78%	75.49%	44.11%	38.01%

	Quarter				Semester	
	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
Average Unit Load (AUL)	13.06	13.22	13.09	13.17	14.20	14.44

The Provost discussed the Lifecycle of the Professoriate efforts on campus, acknowledging that the success of the students is tightly intertwined with the success of the faculty. The effort looks at the lifecycle through four (4) different stages; Faculty Pipeline and Recruitment, Early Career through Tenure, Faculty Leadership Development, and Senior Faculty Engagement and Legacy. Cal Poly Pomona has joined the National Center for Faculty Development and Diversity (NCFDD) as an institutional member. NCFDD is a nationally-recognized organization that provides online career development and mentoring for faculty and graduate students. The Provost encouraged all in attendance to sign up for the resources offered by NCFDD. The website is https://www.facultydiversity.org/.

Provost Alva shared that the campus has recently received four (4) very significant grants:

- **Title V Part A Hispanic Servicing Institution**
    - Project Caminos (Cultivating Access and Mentoring through Institutional Networks and Opportunities for Success)
    - $ 3 million over five years
    - AVP Gomez (Principal Investigator) and Associate Provost Eskandari (Co-Principal Investigator)
- **Promoting Postbaccalaureate Opportunities for Hispanic Americans (PPOHA) (Title V Part B for Graduate Studies)**
    - Project LOGRAR (Leveraging Opportunities for Graduate Research and Resources)
    - $ 2.68 million over five years
    - AVP Massa (Principal Investigator) and Salomon Oldak (Co-Principal Investigator)
- **U.S. Department of Education**
    - CCAMPIS (Child Care Access Means Parents in School Program) Grant
    - $1.3 million over four years
    - Celeste Salinas (Principal Investigator)
    - Childcare center on campus serves children from ages 18 months to 5 years
- **USDA National Institute of Food and Agriculture (NIFA) Hispanic Serving Institution Program**
    - No More Silos: Multi-disciplinary and data intensive training for careers in agricultural and natural resource industries and agencies
    - $ 1million over four years
    - David Still (Principal Investigator)

Provost Alva also mentioned that there are many service opportunities available and any interest should be communicated to the Academic Senate Office at senate@cpp.edu.

The Day of the Advisor Conference is scheduled for Friday, November 15, 2019, from 8:00 a.m. to 1:30 p.m. in the Bronco Student Center, Ursa Major. The topic of the conference is "Advising Beyond the Curriculum: Holistic Approaches to Supporting Student Success." The keynote speaker is Laura Rendón who is nationally recognized as an education theorist, activist, and researcher who specializes in college preparation, persistence, and graduation of low-income, first-generation students.

The Provost's Leadership Forums will be held on the following dates:

- Fall 2019
    - **Strategic Enrollment Management**
    - Monday, December 2, 2019
    - 11:30 a.m. to 1:00 p.m.
    - Kellogg West Auditorium
- Spring 2020
    - **Closing the Equity Gaps**
    - Date and time will be announced at a late date

Provost Alva defined strategic enrollment as an approach that looks at determining the size, composition, balance between the number of undergraduate and graduate students, the capacity for growth, etc. She explained that strategic enrollment management is much broader than just the numbers; it is an all-university approach that helps ensure that after students are admitted, the campus has the resources and the plans to serve the students well.

d. Vice Chair's Report

NEW REFERRALS: (6)
AA-003-190 2020-2021 Academic Calendar
AP-006-190 New Master of Science in Business Analytics (Self-Support)
GE-002-190 EC 2202 - Principles of Macroeconomics (D3 - Modified)
GE-003-190 EC 2201 - Principles of Microeconomics (D3 - Modified)
GE-004-190 MAT 1050 - College Algebra (GE Sub-Area B4)
GE-005-190 MAT 1052 - College Algebra Stretch II (GE Sub-Area B4)

SENATE REPORTS FORWARDED TO PRESIDENT: (9)
AS-2837-190-AP   BS Physics and Astronomy 2016-17 Program Review
AS-2838-190-AP   New Social Work Minor
AS-2839-190-AP   Criminal Justice Minor Name Change to Criminology Minor
AS-2840-190-AP   New Emphasis in Lodging in the BS in Hospitality Management
AS-2841-190-AP   New Emphasis in Food and Beverage in the BS in Hospitality Management
AS-2842-190-AP   New Emphasis in Events and Meetings in the BS in Hospitality Management
AS-2843-190-GE   AMM 3650 – Color Science – Principles and Applications (GE Synthesis B5) (NEW)
AS-2844-190-GE   AMM 3650L – Color Science – Principles and Applications Laboratory (GE Synthesis B5) (NEW)
AS-2845-190-GE   GSC 2700 – Age of Dinosaurs (GE Sub-area B2) (NEW)

PRESIDENT RESPONSES TO SENATE REPORTS: (2)
AS-2800-189-AA   Review of Policy on Formation, Dissolution, Merger or Movement of an Academic Department – APPROVED
AS-2826-189-AA   Lengths of Add and Drop Periods in Semester Calendar – APPROVED

e. CSU Academic Senate Report

CSU Senator Speak deferred his report to guest Catherine Nelson, Chair, CSU Academic Senate.

f. Budget Report

The Budget Report is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2019-20/10.23.19/budget-report-10_19.pdf.

Senator Lloyd reported that the committee had their annual university-wide budget review with VP Danielle Manning and University Budget Director Mark Lopez on October 9, 2019. During the meeting VP Manning provided the committee with the budget calendar which helps the committee conceptualize when key budget decisions are made. The highlights of that calendar are as follows:
- September – Final campus budget approved
- October – Budget process begins for next year
- January through March – Mid-year budget review
- April – President's Cabinet reviews and discusses division budget requests
- May – Governor's May revise and Chancellor's Office budget update
- July – Final budget allocation letter from Chancellor's Office

The General Operating Fund Summary for 2019/20 shows the total campus budget at $406 million, which consists of base funding of $351.5 million and one-time funding of $55.4 million. The budget is divided up to the various divisions of the university as follows:

- Academic Affairs $140 million
- Student Affairs $29 million
- Administrative Affairs $28.4 million
- Information Technology $16.9 million
- Advancement $5.5 million
- President $3.9 million

Senator Lloyd mentioned that during the meeting there was a discussion about a potential economic slowdown in 2020. This is not a certainty but it is something to keep an eye on because anything having to do with California's economy impacts tax revenue, which impacts the CSU budget.

Senator Lloyd also provided the Budget Process Timeline.

The Budget Committee will be meeting with Provost Alva and Associate Provost Eskandari in October for the Academic Affairs budget overview.

Vice President Manning added that there will be a Budget Town hall Meeting in November. More details will be provided at a later date. This will provide a little more detail and background to the budget process.

g. CFA Report

Senator Urey reported that there was a CFA all faculty meeting a couple of weeks ago. She also stated that faculty should have received an email regarding the bargaining survey and encouraged everyone to fill out the survey. Senator Urey has been appointed to the Bargaining Team.

h. ASI Report

ASI President Senaratne passed out the newly released ASI Action Plan and explained that the plan covers three (3) domains; ASI projects, partnership projects, and advocacy projects. The action plan is a three-year plan.

Senator Senaratne stated that this week is National Student Transfer Week and ASI's theme for the week is *You Belong Here* to honor transfer students and make them feel welcome to the campus.

Currently ASI is working on a resolution in opposition to racial profiling and discrimination which will be voted on in November.

i. Staff Report

No report given.

j. WSCUC Report

The WSCUC Report is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2019-20/10.23.19/academic-senate-c-r-10-23-19.pdf.

AVP Laura Massa thanked everyone for all their contributions to the WSCUC team visit. The team commented that they were in awe at the knowledge and engagement of the faculty, staff, and students.

Dr. Massa presented the draft commendations and recommendations. These items are not final yet; they still need to go through the WSCUC Commission.

The commendations are as follows:

1. Using semester conversion as a catalyst for developing a student centered strategic plan focused on enhancing learning integrated curricular and co-curricular programming and elevating academic preparation.
2. Promoting broad comprehensive participation in the development of the Strategic Plan, the Academic Master Plan, with the Campus Master Plan.
3. Developing a holistic and coordinated advising structure across Academic Affairs and Student Affairs.
4. Using semester conversion as a catalyst for campus wide inclusive and collaborative planning process for accreditation.
5. Ensuring sustainability of resources through the creation of a multi-year, all funds budget model and the implementation of student success fees to support teaching and learning.
6. Strengthening service as support units, such as the Office of Assessment and Program Review, the Office of Institutional Research Planning and Analytics, and Academic Research and Resources to support evident-informed, student centered decision making across the university from academic departments up to the university president.

Recommendation:
1. Address issues of diversity and inclusion as a core value identified in the Strategic Plan with a sense of urgency.
2. Implement a sustainable approach that replaces a majority of interim leadership positions with permanent staff and faculty.
3. Develop a structure to establish relationships between program, GE, and institutional student learning outcomes.
4. Articulate how assessment from programs, GE and Student Affairs provide evidences of meeting Institutional Learning Outcomes (ILOs). These assessment efforts and results should be combined with institutional data to understand the relationship between student learning and student success.
5. Adopt the improvements proposed to the Academic Senate by the Office of Assessment and Program Review to make program review more meaningful and manageable. Dr. Massa noted that these have not been made available yet but will be available in the near future. The new program review model will give faculty control over the review process.
6. Create a sustainable institutional plan and process for the assessment support and resourcing of graduate programs building upon current graduate institutional learning outcomes and ensuring that graduate students have ready access to student services.
7. Complete the Academic Master Plan, Campus Master Plan, and proposed Information Technology Plan and integrate these with the Strategic Plan; include mechanisms for monitoring progress and achievement, and enhanced budget planning processes to ensure that prioritized institutional goals are appropriately funded.

Each recommendation was talked about in greater depth and will be expanded on in the final report. Dr. Massa went on to say that the campus is already working on all items in the recommendations and therefore there were no surprises in the recommendations. It was a very positive visit in that the institution is already engaged and focused on improving on becoming a better and stronger Cal Poly Pomona.

AVP Massa introduced Jocelyn Chong, the new coordinator for the Office of Assessment and Program Review.

The next steps in the process:

- November 20, 2019 – the campus will received the draft report and have two (2) weeks to review for correction of errors of fact.
- February 13, 2020 – WSCUC Commission Meeting where President Coley, Provost Alva, and AVP Massa will be in attendance to give a statement and answer any questions that the team may have.
- February 14, 2020 – there will be a confidential commission vote
- March 2020 – the campus will receive the Commission Action Letter that finalizes commendations and recommendations. This letter will provide the details on the next steps for the campus, including number of years until next reaccreditation and number of reports that are due, etc.
- March 2020 and beyond – the campus engages in a continual process of mission-driven, evident-informed practice to improve in the recommended areas.

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

M/s/p to move the time certain of the Academic Senate committee reports until after the WSCUC report and new business.

   a. EP-001-189, Update Library Advisory Council Provisions for Semester - **SECOND READING**

The second reading of EP-001-189, Update Library Advisory Council Provisions for Semester, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ep001189sr.pdf.

Senator Puthoff presented the report.

M/s to adopt EP-001-189, Update Library Advisory Council Provisions for Semester.

Recommendation:

The Academic Senate approval of EP-001-189 to supersede AS-2392-112/EP "Library Advisory Council," with the following provisions

1. A Library Advisory Council shall be established as a university-wide committee with representation from the Unit-3 faculty, the staff, the students, and the administration of the university.
2. The charge of the Council shall be to:
    a) serve as a liaison between faculty, administration, students, and staff and the Library (facilitate communication);
    b) act as advocates for the Library in university-wide decision-making groups; and
    c) act in an advisory capacity to the Dean in addressing the information needs and issues of users.
3. The Academic Senate shall appoint one faculty representative from each College to serve on the Council.
4. Members shall serve for two-years; the first appointments shall be staggered, consisting of one- and two-year appointments to assure continuity.
5. A Council chair shall be elected by and from among these appointed faculty members to a term of one year.
6. The Dean of the Library serves as a non-voting member of the Council.

7. The LAC Chair and the Dean may appoint up to one staff member, two students, and one administrator to serve as voting members of the LAC. These appointments are subject to confirmation by the Unit-3 faculty members of the Council.
8. The Council shall meet once a semester unless needed and agreed to by its members.

Discussion:

The Library Advisory Council (LAC) is a university level committee that works in consultation with faculty, library staff, and administration to ensure that information needs are satisfied on the campus. In addition to the new meeting requirements, Dean of the Library is interested in revitalizing the LAC and therefore there is a new proposed structure on how the LAC works. The proposal is to include more campus stakeholders (students, staff, and administrators) in the Council. We are not opposed to the idea, but it is our understanding that the Academic Senate can only appoint faculty members of the LAC. Included in our recommendation is a mechanism whereby non-faculty members can be admitted to the Council as voting members.

M/s to adopt EP-001-189, Update Library Advisory Council Provisions for Semester, passed unanimously.

b. EP-003-189, Constitution Change: Change Requirement of President's Response from 30 to 45 days – **SECOND READING**

The second reading of EP-003-189, Constitution Change: Change Requirement of President's Response from 30 to 45 days, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ep003189sr.pdf.

Senator Puthoff presented the report.

M/s to adopt EP-003-189, Constitution Change: Change Requirement of President's Response from 30 to 45 days.

Recommendation:

We recommend that a referendum of the faculty on changes to the Constitution be called, and that the following language be proposed as a replacement for Sec. 3(E):

> The President, in making the final decision on these matters, shall accept the recommendations of the Academic Senate except in rare instances and for compelling reasons. Should the President decline to concur in determinations of the Academic Senate, it shall be the responsibility of the President to explain the compelling reasons in writing to the Academic Senate. A decision must be communicated in writing within ~~thirty (30) instructional days~~ forty-five (45) instructional weekdays from receipt of the Academic Senate recommendations. If the response to a referral cannot be completed within this time frame, then the President or his/her designee will report to the Executive Committee as to the reason for the delay and the ~~Academic Senate~~ Executive Committee shall establish a new deadline.

Discussion:

This proposed change is about the way the President's Office goes about providing responses to senate reports. The current requirement is that the President's Office has 30 instructional days to provide a response. The President's Office has its own internal referral process that informs the President's responses to senate reports. This process might allocate a given referral in need of signature to a number of different offices (Academic Affairs, Faculty Affairs, legal counsel, IT, etc.)

who identify any potential issues and what policies and documents might need to be modified to accommodate the Academic Senate's recommendation. The process is necessarily deliberative, and frequently other rate-limiting effects are superimposed. For instance, a larger number of referrals go to Academic Affairs for evaluation, and some referrals are interdependent (the adoption of one must wait for the adoption of another). Additionally, the additional reporting and negotiation required for a request for an extension on one referral tends to increase the delay in processing referrals overall. The necessity of recordkeeping and interoffice communication is superimposed upon all of this.

Senator Puthoff reminded that body that a vote of the enfranchised faculty is needed to amend the constitution so if this change is adopted by the Academic Senate then the change would go to the enfranchised faculty for a referendum vote. He stated that the committee is working on another referral that has constitutional implications so if both of the reports are adopted a referendum vote would probably happen in the spring semester.

The motion to adopt EP-003-189, Constitution Change: Change Requirement of President's Response from 30 to 45 days, passed unanimously.

c. AP-011-189, Change of Name and CSU Concentration Code for the Master of Science in Business Administration (MSBA) (05011) to Master of Science in Information Security (MSIS 07021) – **SECOND READING**

d. AP-012-189, Discontinue Information Assurance Option in the MS in Business Administration – **SECOND READING**

The second reading report for AP-011-189, Change of Name and CSU Concentration Code for the Master of Science in Business Administration (MSBA) (05011) to Master of Science in Information Security (MSIS 07021), is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ap011189sr.pdf.

The second reading report for AP-012-189, Discontinue Information Assurance Option in the MS in Business Administration is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ap012189sr.pdf.

Senator Small presented the report.

M/s to adopt AP-011-189, Change of Name and CSU Concentration Code for the Master of Science in Business Administration (MSBA) (05011) to Master of Science in Information Security (MSIS 07021), and AP-012-189, Discontinue Information Assurance Option in the MS in Business Administration.

Recommendation:

The AP committee recommends changing the name of the MSBA program to MS in Information Security, and changing the CSU Program Code to 07021, and discontinuing the "Information Assurance Option" in the MSBA program, provided that referral AP-011-189 (renaming the MSBA) is also approved.

Discussion:

The CIS department stated that the latest curriculum in the MSBA Information Assurance option aligns with similar programs that carry the designation "Information Security", both in and outside the CSU system. Therefore, the CIS department proposes to discontinue the Information Assurance option in MSBA and change the program name from MSBA (Master of Science in Business Administration) to Master of Science in Information Security. The CIS department suggests that the name change will make the program more marketable and competitive, will

increase enrollment, and will help graduate placement in the field of information security.

Currently the MSBA has an option in information assurance which is a redundant structure because it is a program with only one option so the recommendation is that this option be discontinued.

Senator Small stated that since the first reading there has been preliminary agreement from the Chancellor's Office, based on preliminary review, that the concentration code is appropriate even taking into account that the CIP code is for a STEM designated program.

It has also been confirmed that the students will pay the same graduate fees as MBA students so there are no budgetary or fiscal issues with the name change and code change.

The committee received input from the Computer Science department which previously registered some reservations with these changes. The department met with the Computer Information Systems (CIS) department and it is the committee's understanding that all concerns have been resolved.

The motion to adopt AP-011-189, Change of Name and CSU Concentration Code for the Master of Science in Business Administration (MSBA) (05011) to Master of Science in Information Security (MSIS 07021), and AP-012-189, Discontinue Information Assurance Option in the MS in Business Administration passed unanimously.

e. AP-016-189, New Option in Nutrition and Wellness in the BS in Nutrition – **SECOND READING**

The second reading report for AP-016-189, New Option in Nutrition and Wellness in the BS in Nutrition, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ap016189sr.pdf.

Senator Small presented the report.

M/s to adopt AP-016-189, New Option in Nutrition and Wellness in the BS in Nutrition.

Recommendation:

The Academic Programs Committee recommends approval the new option BS in Nutrition – Nutrition and Health Option with three changes made to the original referral. 1) The name should change to BS in Nutrition – Nutrition and Health Option. 2) KIN 3030/L should move from the required course list to the suggested course list and KIN 3010 be moved from suggested to required. 3) The Health Promotion Program Planning course should be monitored for impact on the Kinesiology department.

Discussion:

This is a new option for students who are interested in studying nutrition but do not necessarily want to go through professional licensing as the accreditation requirements will be increasing substantially over the next few years.

When the committee first received the referral there was some concern by Kinesiology regarding some class requirements but those concerns have been addressed. Since the first reading the committee has received no further concerns.

The motion to adopt AP-016-189, New Option in Nutrition and Wellness in the BS in Nutrition, passed unanimously.

f. AA-008-189, Policy on Winter Intersession Course Offerings – **SECOND READING**

The second reading report for AA-008-189, Policy on Winter Intersession Course Offerings, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/aa008189sr.pdf.

Senator Forrester presented the report.

M/s to adopt AA-008-189, Policy on Winter Intersession Course Offerings.

Recommendation:

Courses to be offered in the compressed winter intersession must be approved as winter intersession courses through the appropriate curricular process as described in the Cal Poly Pomona Guide to Curriculum Development- Chapter 1: The Process of Curriculum Development. Department, college, and university curriculum committee approvals, are required by this process. New courses offered only during winter intersession will also follow this process.

Proposals must explicitly address how the course will be taught in the winter intersession time frame to achieve learning objectives.

Study abroad, internships, fieldwork and independent study will follow standard methods of approval and are exempt from this process, assuming sufficient contact hours given units assigned.

Students are prohibited from enrolling for more than 4 units during the winter intersession. Exceptions may be made through a general academic petition.

Discussion:

This proposal about clarifying which type of courses that can be offered for winter intersession and the policy for approving these courses. The concern is that there are 14 instructional days for winter intersession and traditional three unit courses would be difficult to complete in this time period. Winter intersession does lend itself to immersive programs such as study abroad, field work, and internships. The I-designation that was presented in the first reading has been removed from the report.

Senator Lloyd commended the committee for coming up with a fair and elegant solution. Going through the curricular process is a safe guard and ensures that courses are appropriate for winter intersession.

Senator Hargis acknowledged the committee's work but stated that this report is not ready for approval for the following reasons:
- Concerns about previously approved courses having to go through the curricular process just to be taught for intersession.
- If intersession courses do need to go through the curriculum process, the standards for evaluation have not been stated.
- Four units maybe too many in the short time period of intersession.

It was suggested that, since the 2020 winter intersession is being considered a pilot, this proposal be voted down and feedback from the pilot be gathered and reconsidered in a future referral.

Senator Shih proposed delaying adoption of this proposal so that data from the pilot can be considered. Vice Chair Fisk responded, as Parliamentarian, according to Robert's Rules, this proposal cannot be "tabled" or "postponed" in order to avoid a vote on the motion, therefore a vote does need to occur.

Senator Lloyd commented that the eloquent arguments of Senators Hargis and Shih have swayed

him to consider voting no on the motion to adopt.

There was a statement that this policy could be adopted now and any feedback from the pilot could be incorporated into the policy at a later date. One response to this is that timing is working against adopting this policy since registration for winter intersession was this week and any policy will not impact it. The Executive Committee consulted and agreed that it would be reasonable to have a pilot program which gives the campus a chance to determine what works and what does not work. The pilot allows a policy to be created in this academic year for intersession 2021 if it is decided that intersession is appropriate.

AVP Massa stated that she is in support of bringing a new referral after the pilot. She advised that at this time there is not a process for approving already approved courses for an intersession.

Senator Speak reminded the body that when the Academic Senate originally adopted the semester calendar, there was an understanding that there would not be a winter intersession offered because of the reduced amount of time available. He stated that another option is to create an academic calendar that better supports a winter intersession.

Chair Nelson closed debate on the subject since the discussion was getting into what a winter intersession could look like instead of discussing the motion on the floor.

The motion to adopt AA-008-189, Policy on Winter Intersession Course Offerings, failed. There were four (4) abstentions counted.

g. AA-011-189, Graduate Student Full-time and Part-time Status – **SECOND READING**

The second reading report for AA-011-189, Graduate Student Full-time and Part-time Status, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/aa011189sr.pdf.

Senator Forrester presented the report.

M/s to adopt AA-011-189, Graduate Student Full-time and Part-time Status.

Recommendation:

For full-time enrollment certification by the University graduate students must carry a unit load of 6 units of approved prerequisite, corequisite, or graduate program courses per semester.

Upon recommendation of a student's primary department/division/school and approval by the appropriate college dean, a student enrolled in any of the following department/division/school courses: 6910, 6940, 6950, 6960, 6970, 8000 may be certified as full-time with fewer than 6 units.

The maximum unit load for students working towards a graduate degree is 16 units per semester.

Authorization to enroll in more than 16 units requires approval by petition per the usual process.

Discussion:

This report reduces the number of units required to 6 semester units for full-time status and 3 semester units for part-time status for graduate students to be eligible for financial aid. The report provides reference to other CSUs that have the same type of policy so this is not unique to Cal Poly Pomona.

The motion to adopt AA-011-189, Graduate Student Full-time and Part-time Status, passed with one vote opposed.

h. AA-010-189, Change in Make-Up Exam Policy on Course Syllabi – **FIRST READING**

The first reading report of AA-010-189, Change in Make-Up Exam Policy on Course Syllabi, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/aa010189fr.pdf.

Senator Forrester motioned that the first reading of AA-010-189, Change in Make-Up Exam Policy on Course Syllabi, be postponed to the next Academic Senate Meeting on November 13, 2019.

M/s/p to postpone he first reading of AA-010-189, Change in Make-Up Exam Policy on Course Syllabi, to the next Academic Senate Meeting on November 13, 2019.

i. AP-001-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Mechanical Engineering – **FIRST READING**

The first reading report for AP-001-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Mechanical Engineering, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ap001190sr.pdf.

j. AP-002-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Engineering – **FIRST READING**

The first reading report for AP-002-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Engineering, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ap002190sen.pdf.

Senator Small presented the reports.

M/s to receive and file AP-001-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Mechanical Engineering, and AP-002-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Engineering.

M/s to waive the first reading of AP-001-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Mechanical Engineering, and AP-002-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Engineering.

The College of Engineering seeks to partner with Northrop Grumman, an aerospace and defense contractor, to offer self-support versions of three Master's programs (MS in Engineering— Aerospace Engineering Emphasis, MS in Engineering—Materials Engineering Emphasis, and MS in Mechanical Engineering) to Northrop employees at their Palmdale facility. The programs would have the same curriculum as the state-support counterparts, but would be offered in Palmdale rather than on campus. The programs will have the same admissions requirements as the regular state-support programs offered on campus. The request to waive the first readings is because these are time sensitive proposals. Northrup is hoping to see classes begin in January 2020 so the proponents have strongly recommended waiving the first reading.

The motion to waive the first reading of AP-001-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Mechanical Engineering, and AP-002-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Engineering, passed. There was one (1) opposing vote and one (1) abstention.

M/s to adopt AP-001-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Mechanical Engineering, and AP-002-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Engineering.

Recommendation:

Because of the low risks, the sound program design, the likely sustainability, and the broad support in Engineering, the Academic Programs Committee recommends approval of AP-001-190 New Self-Support Counterpart to Previously Approved State-Support Master of Science in Mechanical Engineering, and AP-002-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Engineering.

Discussion:

The College of Engineering was approached by Northrup Grumman to offer self-support versions of three Master's programs (MS in Engineering—Aerospace Engineering Emphasis, MS in Engineering—Materials Engineering Emphasis, and MS in Mechanical Engineering) to Northrop employees at their Palmdale facility. The programs would have the same curriculum as the state-support counterparts, but would be offered to Northrup employees in Palmdale rather than on campus. The programs will have the same admissions requirements as the regular state-support programs offered on campus.

Whenever there is a proposed self-support version of an existing state-support program one concern is supplanting of the state-support program. These programs will be offered at a remote location, for a very specific audience that might otherwise have difficulty accessing our on-campus programs (or any other engineering programs offered by public universities) due to Palmdale's location. Moreover, the faculty will be teaching as an overload, so that their efforts will not be diverted from state-support offerings. These courses will only be offered to Northrup employees.

Offering these programs will also deepen the relationship between Cal Poly Pomona and Northrop Grumman which is likely to benefit the wider campus beyond the 3 departments offering these programs. Northrop recruits at our career fairs, and hires both graduate and undergraduate students from a wide range of majors in many colleges besides Engineering (e.g. Science, Business). Committee members in other fields noted that they have professional relationships with various people at Northrop, and anything that strengthens ties with this employer of our graduates is likely to benefit the work of the university and the careers of our alumni.

Consultation with the Budget Committee in which raised a concern about the overhead rate which seemed a little low. This is because most of the benefits for the faculty teaching are coming out of their state support work and this work is paid for as a stipend on top of that.

Senator Lloyd stated that the Budget Committee did see the value in these programs and with the relationship with Northrup Grumman. The committee did have some concerns/questions about the faculty being paid as an overload to their state-support work and having to travel 200 miles to teach their overload courses. The concern over the compensation level comes in if these classes supplant their state-support work. Senator Small responded that the budget does include compensation for mileage.

Senator Speak commented that he inherently imposed to waiving first readings and always suspicious of self-support programs, but is going to vote in favor of these programs because the CSU needs to "beef up" graduate programs and Northrup is financing these programs so it is a hard offer to refuse given their commitment. Better relationships with industry means our students have a better chance of getting jobs in those industries.

The motion to adopt AP-001-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Mechanical Engineering, and AP-002-190, New Self-Support Counterpart of Previously Approved State-Support Master of Science in Engineering, passed with two (2) abstentions.

k. AP-020-189, Structure of Blended Programs – **FIRST READING**

The first reading of AP-020-189, Structure of Blended Programs, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ap020189fr.pdf.

Senator Small presented the report.

M/s to receive and file AP-020-189, Structure of Blended Programs.

Recommendation:

The following is the structure recommended for Blended Programs:
Blended programs must:
- Have a minimum of 150 units (120 Bachelor's+30 Master's).
- Have a 10-semester curriculum.
- The Bachelor's and Master's to be blended must exist at CPP before the creation of a Blended program.
- Guarantee that the Bachelor's and Master's satisfy all CSU and CPP University requirements.
- Comply with all external accreditation agency requirements when applicable.
- Use the same CIP (HEGIS) codes respectively for the existing Bachelor's and Master's degrees.
- For those programs requiring more than 120 units for graduation, up to a maximum of 6 units at the 4000 and 5000 levels, can double count in the Bachelor's and Master's degrees with advisor approval.
- No double counting is allowed between undergraduate Capstone Requirements and Culminating Experience units. Both requirements must be independently completed and cannot be substituted.
- Students will not be able to pursue a graduate Culminating Experience if their undergraduate Capstone Requirement has not been completed.

Implementation
- Students will be admitted to the University as undergraduate students.
- Students file a "Change Objective" petition to their graduate coordinator or designee in order to add a blended objective.
  - Students cannot apply for admission to the graduate portion of a blended program until they have completed a minimum of 90 units, maximum 120. However, departments should establish advising programs and roadmaps for students who declare an interest in a blended program so they can begin preparing in advance of 90 units.
  - To be eligible students must have a minimum 3.0 GPA in their most recent 60 semester units.
  - Students must have passed the GWT or equivalent.
  - Students must have completed all 1000 and 2000 level classes in their Bachelor's program.
  - Students must attach to the petition a "Graduate Program of Studies" (Contract) approved by their Graduate Coordinator and their Department Chair.
- Departments should develop an appeal procedure for "Change of Objective" denials.
- Departments can specify additional admissions requirements to their Blended programs.
- Departments must guarantee that classes will be offered to allow the timely graduation of Blended students.

Discussion:

This report creates a policy to guide departments who want to offer combined bachelor's plus master's programs (referred to as 4 plus 1 programs). There are departments who want to offer cohesive programs to students who come in as undergraduates and in their 4th year they would take a mixture of upper division and graduate classes. In their 5th year the students would take graduate classes.

This policy was guided by the concrete concerns of departments that are actually considering developing this type of program. It was also written with consideration of memos from the Chancellor's Office.

The second reading of AP-020-189, Structure of Blended Programs, is scheduled for the November 13, 2019 Academic Senate Meeting.

l. GE-001-190, Meaning and Purpose of General Education at Cal Poly Pomona – **FIRST READING**

The first reading report of GE-001-190, Meaning and Purpose of General Education at Cal Poly Pomona, is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ge001190fr.pdf.

Senator Ibrahim presented the report.

M/s to receive and file GE-001-190, Meaning and Purpose of General Education at Cal Poly Pomona.

Recommendation:

The GE Committee recommends approval of GE-001-190 The Meaning and Purpose of General Education at Cal Poly Pomona "The GE experience asks that students and faculty in our inclusive polytechnic community engage a breadth of subjects to encourage intellectual flexibility, empathy, creativity, curiosity, and rigor. The learning that takes place in GE supplements and complements the academic major. GE brings together diverse ways of knowing and doing to strengthen foundational skills, drive innovation, and adapt to new opportunities. Furthermore, it enables us to develop a deep understanding of one's self and respect for the complex identities of others, and to face the critical and ethical decisions we encounter throughout our lives."

Discussion:

Senator Ibrahim commented that general education is a very important part of curriculum and currently the GE program does not have a statement of meaning and purpose.

This statement was drafted by a university-wide Ad Hoc Committee formed by the Academic Senate at the request of the Provost and in accordance with the new Strategic Plan which calls for CPP to "Revitalize the General Education program by re-imagining the integration of the liberal arts and sciences within the context of our polytechnic identity" (Strategic Initiative 1, Goal 4). The Provost tasked the Dean of CLASS and the AVP of Academic Programs with leading CPP through the first-year goal of this process: a statement of the meaning and purpose of General Education (GE) at an inclusive polytechnic university.

In preparation, several members of the committee attended the AAC&U General Education Conference. The Committee also reviewed literature on the concept and history of general education and researched similar types of statements from across the United States. The Committee met every other week during the spring semester to engage in robust discussions and to draft an initial statement. A draft statement was circulated amongst students, faculty, associate deans, and deans, inviting feedback via personal communication, a display in the library and through an online survey. The Committee used the feedback to refine and finalize the statement.

The second reading of E-001-190, Meaning and Purpose of General Education at Cal Poly Pomona, is scheduled for the November 13, 2019 Academic Senate Meeting.

m. GE-002-190, EC 2202, Principles of Macroeconomics (D3-Modified) – **FIRST READING**

The first reading report of GE-002-190, Principles of Macroeconomics (D3-Modified), is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ge002190fr.pdf.

n. GE-003-190, EC 2201, Principles of Microeconomics (D3-Modified) – **FIRST READING**

The first reading report of GE-003-190, Principles of Microeconomics (D3-Modified), is located on the Academic Senate website at http://academic.cpp.edu/senate/docs/ge003190fr.pdf.

Senator Ibrahim presented the reports.

M/s to receive and file GE-002-190, Principles of Macroeconomics (D3-Modified), and GE-003-190, Principles of Microeconomics (D3-Modified).

Recommendation:

The GE Committee recommends approval of GE-002-190: Principles of Macroeconomics (D3 Modified), and E-003-190, Principles of Microeconomics (D3-Modified).

Discussion:

When the Economics Department converted these courses from quarters to semesters, they continued the prerequisites that existed before conversion which made these courses out of reach for nearly 2/3rd of the students. Also, current department faculty did not approve of the prerequisites. Removing them is in line with other CSU campuses for these courses.

The second reading reports for GE-002-190, Principles of Macroeconomics (D3-Modified), and GE-003-190, Principles of Microeconomics (D3-Modified) are scheduled for the November 13, 2019 Academic Senate Meeting.

4. New Business
   a. Emeritus Request – Evelyn Tratnyek, College of Education and Integrative Studies

Evelyn Tratnyek from the College of Education and Integrative Studies has retired after the regular Emeritus cycle and would like to receive the rights and privileges of Lecturer Emeritus. The department has recommended that Professor Tratnyek be given emeritus privileges and has submitted a formal resolution.

M/s/p that the Academic Senate recommend to President Coley that Evelyn Tratnyek from the College of Education and Integrative Studies, be given the rights and privileges of Lecturer Emeritus upon retirement.

   b. Executive Committee Election – College of Science

Chair Nelson introduced Senator Puthoff, Chair of the Elections and Procedures Committee who stated that, due to a resignation, the College of Science needs a representative on the Executive Committee. The call for nominations went out via email and no nominations were received so nominations were opened from the floor. Senator Sadaghiani self nominated.

M/s/p unanimously to elect Senator Sadaghiani to the Executive Committee by acclamation.

5. Discussion
   a. ASCSU Senate Chair, Catherine Nelson

Chair Phyllis Nelson introduced ASCSU Chair Catherine Nelson.

ASCSU Chair Nelson thanked the body for their hospitality and stated that this was the 5th Academic Senate that she had visited in the last 3 weeks and that every one is a little different.

As the official voice of the faculty in matters of a system wide concern, the Academic Senate of the California State University provides the means for faculty to participate in the collegial form of governance based on historic academic traditions as recognized by California law.

The 2019-20 theme of inclusive excellence which expands on Chancellor White's statement emphasizing inclusion. At the first plenary meeting there was a workshop titled "*Interrupting: An Anti-Racism Workshop*". There will be an ad hoc committee on inclusive excellence at the ASCSU to bring more equity into the organization.

The ASCSU supports the Board of Trustees on the recommendation that that students who apply to the CSU system need to have four (4) years of quantitative reasoning courses. In response to AB 1460, the CSU Academic Senate adopted resolution AS-3397-19/AA, Towards Implementation of an Ethnic Studies System Requirement, to support an ethnic studies requirement established within the system but developed at the campus level. The ASCSU is working with campus senates to see what this requirement would look like and is asking for feedback by November 1, 2019. The ASCSU is hoping to have a proposal at their November 2019 plenary and receive campus feedback in time for the January 2020 plenary.

Another issue that the ASCSU is looking at is transfers between the community colleges and the CSUs and UCs. The issue is that the CSU's Associate Degrees for Transfer and the UC's Pathways to Transfer do not always align.

Senator Lloyd asked about the senate's role in choosing the new Chancellor. ASCSU Nelson responded that she does not know the answer to that question at this time. She did expand that for the last Chancellor search there were two (2) committees, the Trustees Committee and the Advisory Committee to the Trustees; the ASCSU had two representatives on the Advisory Committee, the current and immediate past chairs.

Senator Ibrahim inquired about the recommendation from Task Force on GE. ASCSU Nelson explained that the senate voted not to accept or endorse the report. Because of that vote the report has no official status.

The November 13, 2019 Academic Senate Meeting adjourned at 4:55 p.m.