

# Minutes

of the Academic Senate Meeting  
December 4, 2019

- PRESENT: Barding, Chase, Davidov-Pardo, Fisk, Flores, Forrester, Gasdaglis, Givens, Gonzalez, Hargis, Huh, Ibrahim, Kumar, Kwok, Lee, Lloyd, Nelson, Ortenberg, Osborn, Pacleb, Puthoff, Quinn, Salem, Senaratne, Shen, Shih, Small, Snyder, Soper, Speak, Urey, Von Glahn, Wachs
- PROXIES: Senator Small for Senator Sadaghiani, Senator Kumar for Senator Welke
- ABSENT: Chen, Coburn, Huerta, Milburn
- GUESTS: L. Alex, A. Baski, S. Eskandari, K. Forward, S. Garver, H. Gilli-Elewy, T. Gomez, I. Levine, L. Massa, J. Passe, L. Roosa-Millar, L. Rotunni, S. Shah, J. Wagoner

## 1. Academic Senate Minutes – October 23, 2019 and November 13, 2019

The October 23, 2019 Academic Senate Meeting minutes are located on the Academic Senate website at [https://www.cpp.edu/~senate/documents/packets/2019-20/12.04.19/academic\\_senate\\_minutes\\_10.23.19\\_posted.pdf](https://www.cpp.edu/~senate/documents/packets/2019-20/12.04.19/academic_senate_minutes_10.23.19_posted.pdf).

M/s/p to approve the October 23, 2019 Academic Senate Meeting minutes as posted.

The November 13, 2019 Academic Senate Meeting minutes are located on the Academic Senate website at [https://www.cpp.edu/~senate/documents/packets/2019-20/12.04.19/academic\\_senate\\_minutes\\_11.13.19\\_posted.pdf](https://www.cpp.edu/~senate/documents/packets/2019-20/12.04.19/academic_senate_minutes_11.13.19_posted.pdf).

M/s/p to approve the November 13, 2019 Academic Senate Meeting minutes as posted. There were two (2) abstentions noted.

## 2. Information Items

### a. Chair's Report

No Chair's Report presented.

### b. President's Report

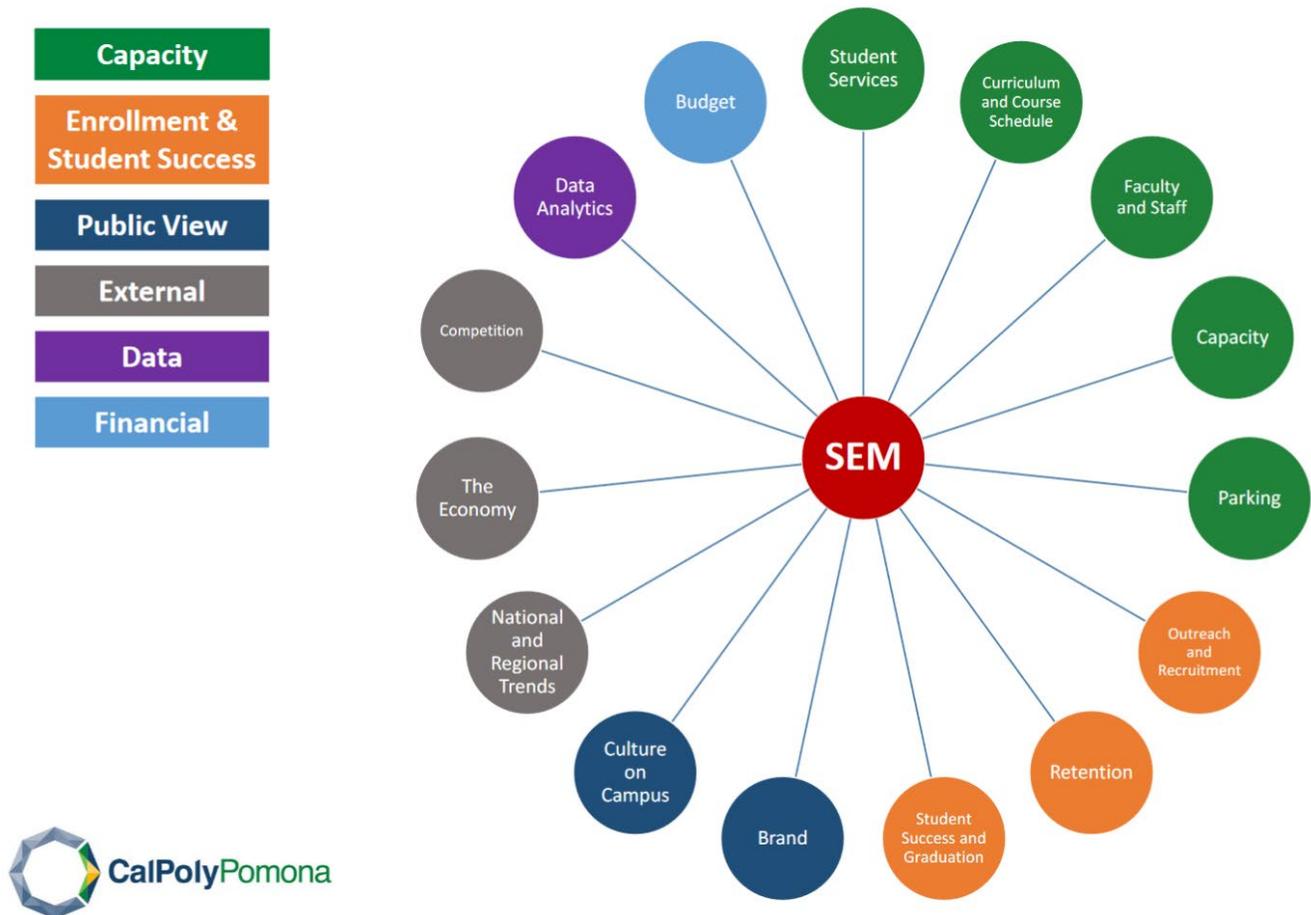
No President's Report given.

### c. Provost's Report

The Provost's Report is located on the Academic Senate website at [https://www.cpp.edu/~senate/documents/packets/2019-20/12.04.19/provosts\\_report\\_to\\_academic\\_senate\\_2019-12-04.pdf](https://www.cpp.edu/~senate/documents/packets/2019-20/12.04.19/provosts_report_to_academic_senate_2019-12-04.pdf).

On Monday, December 1, 2019, there was an opportunity to engage department chairs and academic leaders on the Strategic Enrollment Management (SEM) process. Strategic Enrollment Management or SEM is a comprehensive process designed to help the university achieve and maintain the optimum recruitment, retention, and graduation rates of students where "optimum" is defined within the academic context of the institution. SEM is an institution-wide process that embraces virtually every aspect of an institution's function and culture. The SEM process is more than graduating and recruiting students, it is how to ensure that students have the resources and

support they need to be successful at Cal Poly Pomona. Provost Alva presented the following visual representation of various elements of Strategic Enrollment Management. She stated that this is not an exhaustive list but is a heuristic way of thinking about SEM.



There are a number of capacity related questions that will be addressed to ensure that CPP is meeting its Strategic Enrollment Management goals. When students are enrolled at an institution is there enough parking? Are there enough places for students to eat? Are there enough services available in the evening? Are there enough housing options for students and employees? Is there enough faculty and staff to address all the students' needs? Provost Alva stated that they have been very intentional about increasing tenure density and the number of academic advisors. Need to ensure that all instructional spaces are being utilized to their optimum level while scheduling the classes that students need.

The Provost commented that our public view/reputation is extremely important. We need to understand how the university is perceived by others and how we need to position the university in a very competitive environment. She gave the example that Sonoma State University recruits 25% of their incoming freshmen from CPP's "backyard".

There are several overarching questions that will drive the conversation for the SEM plan:

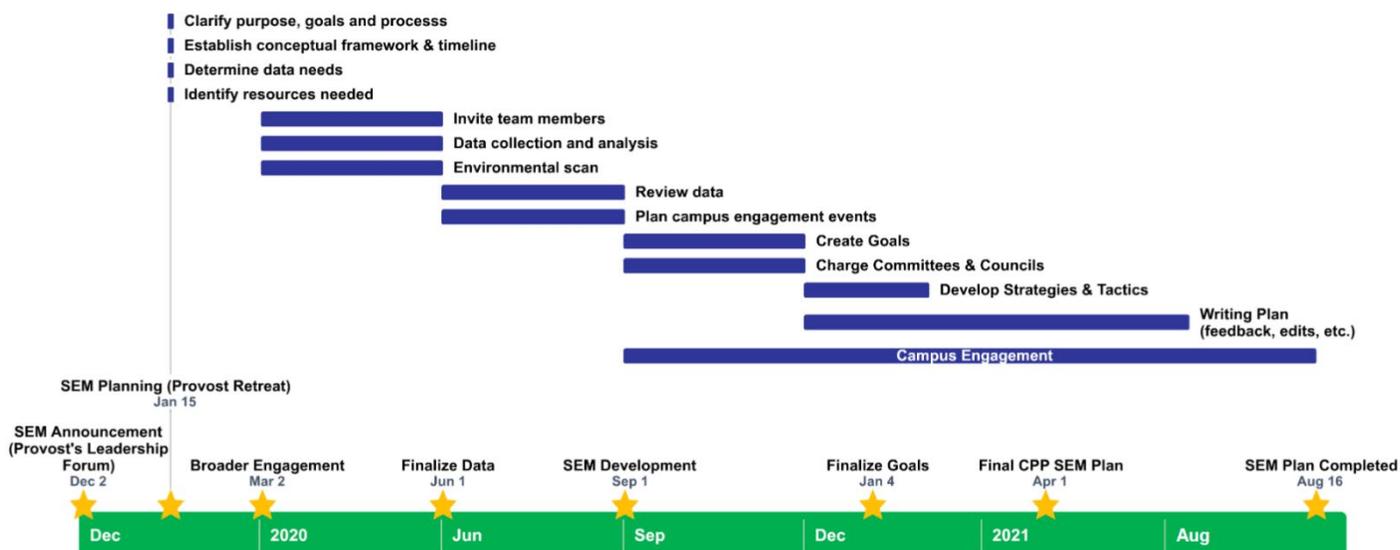
- How do we shape the profile of our student body?
  - What will be the composition of the student body?
- What will differentiate our programs?
  - How do we ensure the elements of a polytechnic education are imbedded in the

curriculum?

- How do we assess our capacity for serving students?
- Which programs have the capacity to grow?
- Where do we need to create or increase capacity in anticipation of workforce needs?
  - Are the programs of today the programs that best serve our students in the near future and beyond?
  - How do we create opportunities for students?
- What internal and external drivers and pressures must we consider?
- What resources are needed for building capacity? (e.g., faculty, staff, instructional space, equipment, advisors, parking, etc.)
- How do we prepare our students for the future of work?
  - How do we position CPP to create the educational experience that our students need to be competitive in the work force?
  - How do we position the university so that students have an on-going long term relationship with the university?

These are the types of conversations that will drive the SEM process.

On December 2, 2019, the Provost introduced SEM at the Provost's Leadership Forum and presented the following timeline:



Work groups will be created to engage in conversations around the overarching questions. There will be a deep dive into data to have a better understanding of where the university is at and what it needs to move forward. After data gathering, there will be opportunities to gather iterative feedback on the data. Throughout the process there will be campus consultation and engagement.

d. Vice Chair's Report

**NEW REFERRALS: (13)**

AP-007-190	New Minor in Data Science
AP-008-190	New Minor in Undergraduate Research
AP-009-190	Program Review BS Food Science and Technology
AP-010-190	Program Review BS Agribusiness and Food Industry Management

AP-011-190	Program Review BS Plant Science
AP-012-190	Program Review EdD Educational Leadership
AP-013-190	Program Review BA Liberal Studies
AP-014-190	Program Review BA Science, Technology, and Society
AP-015-190	Program Review BS Anthropology and BS Geography
AP-016-190	Master of Science in Engineering Name Change to Master of Science in Aerospace Engineering (State-Support)
AP-017-190	New Self-Support Counterpart of the Master of Science in Aerospace Engineering
AP-018-190	Elevation of Materials Engineering Emphasis in the Master of Science in Engineering to a full Master of Science in Materials Engineering degree (State-Support)
AP-019-190	New Self-Support Counterpart of the Master of Science in Materials Engineering

**SENATE REPORTS FORWARDED TO PRESIDENT: (3)**

AS-2853-190-GE	Meaning and Purpose of General Education at Cal Poly Pomona
AS-2854-190-GE	EC 2202 - Principles of Macroeconomics (D3 - Modified)
AS-2855-190-GE	EC 2201 - Principles of Microeconomics (D3 - Modified)

**PRESIDENT RESPONSES TO SENATE REPORTS: (11)**

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)
AS-2847-190-AP	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)
AS-2848-190-AP	Discontinue Information Assurance Option in the MS in Business Administration

e. CSU Academic Senate Report

CSU Academic Senator Speak reported.

Senator Speak communicated that one of the things the ASCSU is trying to do is address concerns, both system and statewide, with ethnic studies requirements and coming to some understanding of how to best make sure ethnic studies is a coveted part of education within CSU. The official position of the ASCSU is to oppose AB1460, not because of opposition to ethnic studies, but because the body has reservations on how the bill is proposed, specifically that the legislature would have control over the curriculum. It is the ASCSU's position that faculty should have control over curriculum.

Senator Urey added that the ASCSU is working on a resolution regarding ethnic studies and if it passes it would eventually become an Executive Order on ethnic studies requirements. Senator Urey requested if anyone has an input to this topic to please see herself or Senator Speak.

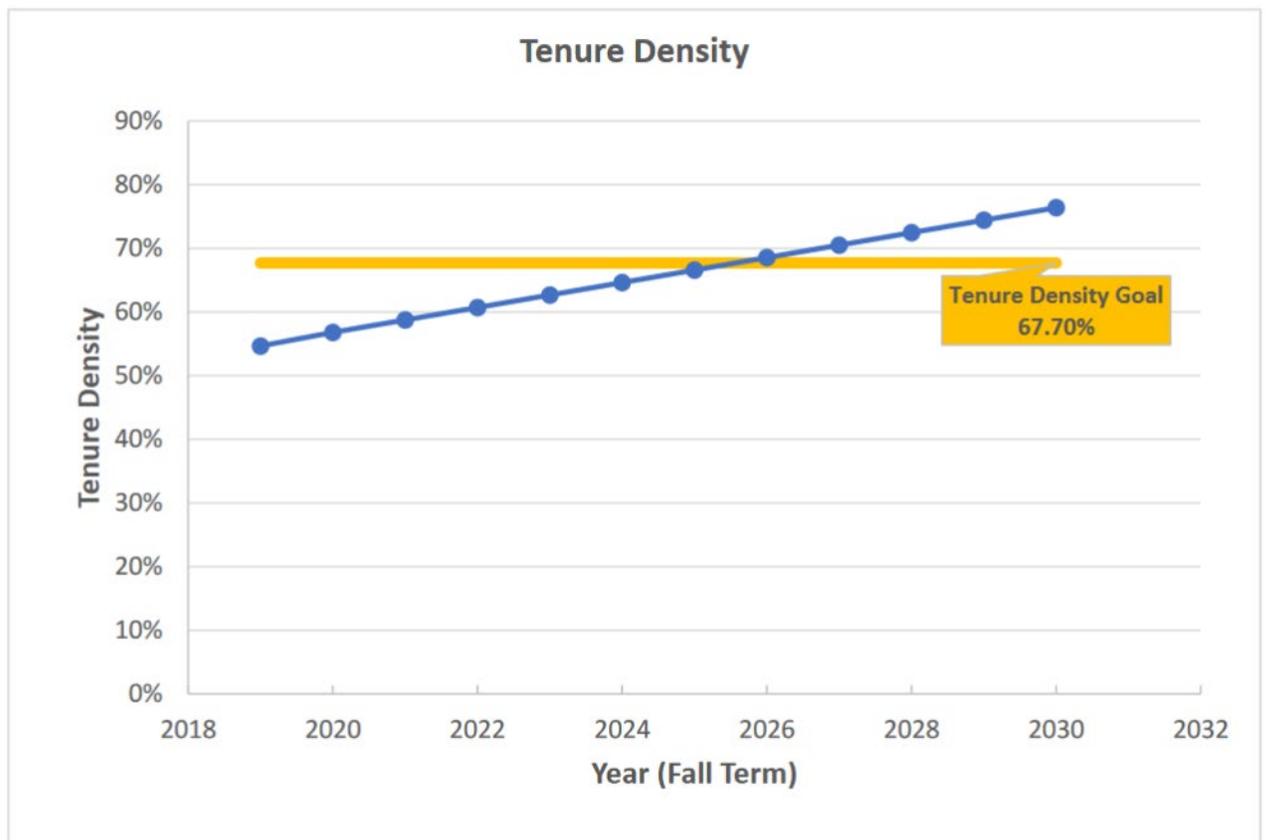
f. Budget Report

Senator Lloyd reported.

The Budget Report is located on the Academic Senate website at <https://www.cpp.edu/~senate/documents/packets/2019-20/12.04.19/budget-report-12.19.pdf>.

Senator Lloyd stated that there was a University-wide Budget Forum held on November 14, 2019. The [PowerPoint presentation](https://www.cpp.edu/~senate/documents/packets/2019-20/12.04.19/budget-forum---11-14-19-ati.pdf) from that forum is located on the Academic Senate website at <https://www.cpp.edu/~senate/documents/packets/2019-20/12.04.19/budget-forum---11-14-19-ati.pdf>.

The Budget Committee met with Provost Alva and Associate Provost Eskandari to get an overview of the Academic Affairs budget. That presentation is located on the Academic Senate website at <https://www.cpp.edu/~senate/documents/packets/2019-20/12.04.19/provost-presentation-to-academic-senate-budget-committee---2019-11-20.pdf>. Senator Lloyd reported that the Academic Affairs budget increased from \$136M in 2018-19 to \$144.4M for 2019-20. Approximately 86% of the budget goes towards salaries. This academic year the Provost committed \$7.7M to new tenure track faculty hiring. The goal is to raise tenure density 2% per year to get to 67.7%. The current tenure track density is 54%. The following chart shows tenure density projections based on an assumption of flat enrollment headcount.



Senator Lloyd explained that if enrollment increases the plan will need to be adjusted to increase hiring commensurate with enrollment. There is also a commitment to high four (4) new advisors per year to reach a student/advisor ratio of 500:1 by 2025-26.

There was a concern raised that the assumption of flat enrollments seems flawed since enrollment is expected to grow by 5% per year. Provost Alva responded that CPP has received a California resident enrollment target but because of semester conversion, the CSU looked the

other way when CPP went significantly above its funding level. The campus does keep the tuition when the university goes over its funded level, but does not get additional funding above the resident target. One of the reasons for this is that when institutions converted to semester there was a decline in student enrollment because students are eager to graduate before the conversion. Currently CPP is 19% above the funded target, so the hope is that the funding will raise by the 5% enrollment growth assumption, reducing the gap. However CPP enrollment will be above the funded level.

g. CFA Report

CFA President Weiqing Xie reported that there will be CFA Café sessions on December 11<sup>th</sup> and 12<sup>th</sup>, from 8:30 to 10:30 a.m., in the Faculty Dining Room.

h. ASI Report

Senator Senaratne reported.

The California State Student Association (CSSA) took a stance against the 4<sup>th</sup> year quantitative reasoning proposal.

There is an ASI Board Meeting on December 5, 2019, from 3:00 to 5:00 p.m., in the BSC England Evans Conference Room. Senate Senaratne stated that all are invited to attend ASI Board Meetings. The agenda includes the *Student Opportunities Initiative*, which describes the policy for giving funding to student organizations and cultural centers.

The first Bronco Associated Student Experience (BASE) graduation occurred on December 3, 2019. This is a new leadership program created this year that gives students a first look into ASI and leadership on campus.

i. Staff Report

Senator Gonzalez reported that the CSUEU Chapter Gathering/Holiday Luncheon will be held Friday, December 6, 2019, 12:00 to 1:00 p.m. in the Bronco Student Center, Ursa Major Conference Room.

M/s/p to move time certain of Academic Senate Committee Reports to 3:35 p.m.

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

a. AA-001-190, Course Materials Adoption Policy – SECOND READING

The second reading report for AA-001-190, Course Materials Adoption Policy, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa001190sr.pdf>.

Senator Wachs presented the report.

M/s to adopt AA-001-190, Course Materials Adoption Policy.

**Recommendation:**

Policy for Timely Course Materials Adoptions

1. Course materials are defined as textbooks and other materials serving the same function as textbooks for the course, including but not limited to readers, course-packs, digital materials,

Open Educational Resources materials, and adaptive learning products.

2. Academic departments are responsible for ensuring timely submission of adopted course materials for all courses by the due date. The default due date will be five business days prior to the start of priority registration for the term.

3. Department Chairs shall require all instructors to submit their adoptions for required and recommended materials, or confirm their courses are “No Text/Materials” to Bronco Bookstore by the due date. Departments may designate adoption committees or coordinators to select materials and submit adoptions, or may allow individual faculty choice. Timely submission is essential to meet accessibility standards.

- a. For courses/sections with no assigned instructor by the due date (where the course materials are not chosen by an adoption committee/course coordinator), the Department Chair or designee will assign “default” course materials/textbooks based on prior textbook usage for the course.
- b. For courses where the chair is not able to select materials on behalf of a pending instructor, the new instructor is required to submit their adoption as soon as possible following course assignment.
- c. Instructors assigned to a class after the deadline who have a compelling need to change the adopted materials for that class, with the approval of the department chair, should contact the Bookstore to make changes as soon as possible.

4. Each department is responsible for ensuring timely submissions.

5. Due dates will be well publicized and made available to departments and faculty.

**Discussion:**

Senator Wachs stated that the committee did not receive any comments after the first reading.

The motion to adopt AA-001-190, Course Materials Adoption Policy, passed unanimously.

**b. [AP-020-189, Structure of Blended Programs – SECOND READING](#)**

The second reading report for AP-020-189, Structure of Blended Programs, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap020189sr.pdf>.

Senator Small presented the report.

M/s to adopt AP-020-189, Structure of Blended Programs.

**Recommendation:**

Blended programs must:

- Have a minimum of 150 units (120 Bachelor’s+30 Master’s).
- 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.
- Per Chancellor’s Office Memo AA-2012-01, students who cannot complete the graduate portion of the blended program may revert back to just the undergraduate portion of the program. Departments should determine which (if any) graduate courses are suitable substitutes for upper-division undergraduate degree requirements, and make this information available to students and advisors, so that they can substitute courses by petition.

### **Discussion:**

Senator Small reminded the body that the second reading of this report had been tabled because of two (2) concerns that were raised. The first regarded students who, due to unforeseen circumstances, are unable to complete the graduate portion of the blended program. Per Chancellor’s Office Memo AA-2012-01, students can switch back into the undergraduate portion of the program. Nonetheless, it was felt that departments should be flexible in allowing students to use any graduate courses completed to substitute for remaining undergraduate requirements. The Committee has revised the implementation language to reflect this.

An additional concern was raised concerning the requirement of a 3.0 GPA in the 60 most recent units to be admitted to the blended program. It was felt that maybe the blended program should be opened more expansively. However, university policy requires graduate students to maintain a 3.0 GPA, the Committee recommends against admitting students with GPAs that would immediately place them on academic probation.

The motion to adopt AP-020-189, Structure of Blended Programs, passed unanimously.

c. [AP-004-190, New Option in Integrated Teacher Education Program Education Specialist: Moderate/Severe Disabilities, in the BA in Liberal Studies – SECOND READING](#)

The second reading report for AP-004-190, New Option in Integrated Teacher Education Program Education Specialist: Moderate/Severe Disabilities, in the BA in Liberal Studies, is located on the



Academic Senate website at <http://academic.cpp.edu/senate/docs/ap004190sr.pdf>.

d. [AP-005-190, New Option in Integrated Teacher Education Program Education Specialist: Mild/Moderate Disabilities, in the BA in Liberal Studies – SECOND READING](#)

The second reading report for AP-005-190, New Option in Integrated Teacher Education Program Education Specialist: Mild/Moderate Disabilities, in the BA in Liberal Studies, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap005190sr.pdf>.

Senator Small presented the reports.

M/s to adopt AP-004-190, New Option in Integrated Teacher Education Program Education Specialist: Moderate/Severe Disabilities, in the BA in Liberal Studies and AP-005-190, New Option in Integrated Teacher Education Program Education Specialist: Mild/Moderate Disabilities, in the BA in Liberal Studies.

**Recommendation:**

The Academic Programs Committee recommends that the Integrated Teacher Education Program Education Specialist: Moderate/Severe Disabilities in the BA in Liberal Studies Option and AP-005-190, New Option in Integrated Teacher Education Program Education Specialist: Mild/Moderate Disabilities, in the BA in Liberal Studies be approved. The Committee also recommends that, upon approval of new names for the credentials by the California Commission on Teacher Credentialing, the option names be automatically changed to “Integrated Teacher Education Program Education Specialist: Moderate/Severe Support Needs” and “Integrated Teacher Education Program Education Specialist: Mild/Moderate Support Needs.”

**Discussion:**

Senator Small stated that no comments have been received since the first reading.

The motion to adopt AP-004-190, New Option in Integrated Teacher Education Program Education Specialist: Moderate/Severe Disabilities, in the BA in Liberal Studies and AP-005-190, New Option in Integrated Teacher Education Program Education Specialist: Mild/Moderate Disabilities, in the BA in Liberal Studies, passed unanimously.

e. [AP-006-190, New Master of Science in Business Analytics \(Self-Support\) – SECOND READING](#)

The second reading for AP-006-190, New Master of Science in Business Analytics (Self-Support), is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap006190sr.pdf>.

Senator Small presented the report.

M/s to adopt AP-006-190, New Master of Science in Business Analytics (Self-Support).

**Recommendation:**

The Academic Programs Committee recommends approval of the new Master of Science in Business Analytics (Self-Support).

**Discussion:**

This is a very strongly supported program during consultation. The College of Business

Administration has indicated an eagerness to get this program underway. The committee received strong comments on the academic merit of this program.

The motion to adopt AP-006-190, New Master of Science in Business Analytics (Self-Support), passed unanimously.

**f. [FA-002-190, Review of Policy 1335 Periodic Evaluation of Tenured Faculty Members –SECOND READING](#)**

The second reading report for FA-002-190, Review of Policy 1335 Periodic Evaluation of Tenured Faculty Members, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/fa002190sr.pdf>.

Senator Von Glahn presented the report.

M/s to postpone the second reading of FA-002-190, Review of Policy 1335 Periodic Evaluation of Tenured Faculty Members, to the January 29, 2020 Academic Senate meeting.

Senator Von Glahn explained the committee needs more time to consider feedback that was given between the first and second readings.

The motion to postpone the second reading of FA-002-190, Review of Policy 1335 Periodic Evaluation of Tenured Faculty Members, passed unanimously.

**g. [GE-004-190, MAT 1050 – College Algebra \(GE Sub-Area B4\) – SECOND READING](#)**

The second reading report for GE-004-190, MAT 1050 – College Algebra (GE Sub-Area B4), is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge004190sr.pdf>.

**h. [GE-005-190, MAT 1052 – College Algebra Stretch II \(GE Sub-Area B4\) – SECOND READING](#)**

The second reading report for GE-005-190, MAT 1050 – College Algebra Stretch II (GE Sub-Area B4), is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge005190sr.pdf>.

Senator Ibrahim presented the reports.

M/s to adopt GE-004-190, MAT 1050 – College Algebra (GE Sub-Area B4), and GE-005-190, MAT 1050 – College Algebra Stretch II (GE Sub-Area B4).

**Recommendation:**

The GE Committee recommends approval of GE-004-190, MAT 1050 – College Algebra (GE Sub-Area B4), and GE-005-190, MAT 1050 – College Algebra Stretch II (GE Sub-Area B4).

**Discussion:**

Senator Ibrahim reported that there were no comments since the first reading. Senator Givens added that MAT 1050 and MAT 1052 are existing courses that need to be included in GE Sub-area B4 because their equivalents are GE certified at other institutions and, consequently, it would be in harmony with EO 1100 that encourages equity. Without these changes transfer students receive GE credit and freshmen taking the course do not. These courses have been upgraded and they meet the rubric for GE sub-area B4.

The motion to adopt GE-004-190, MAT 1050 – College Algebra (GE Sub-Area B4), and GE-005-190, MAT 1050 – College Algebra Stretch II (GE Sub-Area B4), passed with one abstention.

i. [GE-006-190, MAT 1200 – Calculus for Life Sciences \(GE Sub-Area B4\) – SECOND READING](#)

The second reading report for GE-006-190, MAT 1200 – Calculus for Life Sciences (GE Sub-Area B4), is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge006190sr.pdf>.

Senator Ibrahim presented the report.

M/s to adopt GE-006-190, MAT 1200 – Calculus for Life Sciences (GE Sub-Area B4).

**Recommendation:**

The GE Committee recommends approval of GE-006-190, MAT 1200 – Calculus for Life Sciences (GE Sub-Area B4).

**Discussion:**

MAT 1200, Calculus for Life Science, is an existing GE math course that is taken by biology and food science majors only. At the request of the Biological Sciences and Physics and Astronomy departments, about three (3) weeks of material has been changed by removing multivariable calculus and increasing the review of trigonometry. While the expected learning outcomes were modified, the GE student learning outcomes (SLO's) for sub-area B4 have not and the course ECO continues to meet the rubrics of courses for GE sub-area B4.

Senator Davidov-Pardo added that he did consult with his department, Nutrition and Food Science, and they are in support of this change.

The motion to adopt GE-006-190, MAT 1200 – Calculus for Life Sciences (GE Sub-Area B4), passed unanimously.

j. [AA-002-190, Alcohol and Other Drugs Policy – FIRST READING](#)

The first reading report for AA-002-190, Alcohol and Other Drugs Policy, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa002190fr.pdf>.

Senator Wachs presented the report.

M/s to receive and file AA-002-190, Alcohol and Other Drugs Policy.

**Recommendation:**

**ALCOHOL AND OTHER DRUGS POLICY**

Alcohol and Other Drugs Policy  
Administrative 1.5  
August 3, 2015  
Alcohol, Tobacco and Other Drugs Advisory Council (ATODAC) Campus Community

Chair, ATODAC  
Supersedes AOD Policy adopted January 21, 1998; revised March 5, 1999; revised January 31, 2013,  
Revised, October, 2019

## POLICY STATEMENT

The unlawful possession, use, manufacture, distribution, or sale of illicit drugs or drug-related paraphernalia, tobacco or alcohol, and the misuse of legal pharmaceutical drugs or alcohol by any faculty, staff, recognized auxiliary employee, student, registered student club or organization, campus entity, visitor or visiting organization is strictly prohibited in the workplace, on University premises, at University activities, or on University business, on campus or off. Any faculty, staff, student or student organization, campus entity, visitor or visiting organization that violates this policy is subject to disciplinary action as set forth in the following and/or will be referred to the appropriate authorities for legal prosecution.

## DESCRIPTION OF UNIVERSITY POLICY

### **Purpose**

This policy is created to comply with the Drug-Free Workplace and Drug-Free Schools & Communities Act Amendments of 1989 (Public Law 101-226), which requires the University to adopt and implement a program to prevent the unlawful use and/or abuse of drugs or alcohol by faculty, staff and students and to set forth standards to provide a safe, healthy, and productive community setting for work and study.

The purpose of this policy is to describe University standards of conduct concerning alcohol and drugs, communicate the health risks and other legal and disciplinary consequences of failing to adhere to University standards of conduct, and provide information as to available assistance and resources.

### **Philosophy**

California State Polytechnic University, Pomona (University or Cal Poly Pomona), as an institution of higher education, seeks to create and nurture a campus community where healthy lifestyle choices are fostered and promoted. The University accepts responsibility for maintaining and advancing a safe and productive educational and work environment free from both the illegal and the harmful use of alcohol and drugs. The University prohibits the illegal use of alcohol or other drugs, takes positive steps to reduce the abuse of alcohol and other drugs, and will not promote or condone their misuse.

### **Definitions**

The term "alcohol" includes alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirit, wine, or beer, and which contains more than one-half of 1 percent of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances (Business and Professions Code, Section 23004).

The term "illicit drug" includes any dangerous drug, restricted drug, or narcotic as those terms are used in California statutes, and all substances regulated under federal law through the Controlled Substances Act, including but not limited to marijuana, cocaine derivatives, "crack," heroin, amphetamines, barbiturates, LSD, PCP, and substances typically known as "designer drugs" such as "ecstasy."

See Appendix A for more definitions of terms found in this policy.

### **Standards of Conduct**

The unlawful possession, use, manufacture, distribution, or sale of illicit drugs or drug-related paraphernalia, tobacco or alcohol, and the misuse of legal pharmaceutical drugs or alcohol by any faculty, staff, recognized auxiliary employee, student, registered campus organization, campus entity, visitor or visiting organization is strictly prohibited in the workplace, on University premises, at University activities, or on University business, on campus or off.

California's Compassionate Use Act conflicts with federal laws governing controlled substances. The California State University, including Cal Poly Pomona, receives federal funding in the form of student

financial aid and grants that would be in jeopardy if those federal laws did not take precedence in our policies. Thus, the manufacture, possession, or use of marijuana on campus, or off campus while on University business or participating in University sponsored function violates the CSU Student Conduct Code. The California Compassionate Use Act does not apply at the California State University or Cal Poly Pomona.

#### Authorized Use of Alcohol

The responsible use of alcohol must be in compliance with all federal, state, and local laws.

While Cal Poly Pomona and its recognized auxiliary organizations are each separate legal entities, this policy addresses shared legal obligations, guidelines, and procedures regarding the use of alcohol at Cal Poly Pomona, the Cal Poly Pomona Foundation, Inc., and Associated Students, Inc.

The Board of Trustees of the California State University approved the use and sale of beer and wine on campuses in the 1970's and delegated authority to the President to regulate its use in compliance with all applicable provisions of law. The President, pursuant to Title V, California Code of Regulations 41301, issued the following Presidential Order:

“Possession or consumption of alcoholic beverages on campus by persons under the age of 21 is strictly prohibited. The use of alcoholic beverages by persons 21 years of age or older is permitted only in student residential areas as designated by the Director of University Housing Services or the Director of the Cal Poly Pomona Foundation, Inc. Kegs of alcoholic beverages, regardless of type or size, are prohibited in student residences. Alcoholic beverages may be purchased in designated food service operations, and may be served at specified events upon the approval of the Vice President for Student Affairs.”

Refer to University Housing Services webpage: <http://www.cpp.edu/~housing/forms-policies/license-agreement.shtml> and Foundation Housing website: <http://foundation.csupomona.edu/village/forms.aspx> for current policies

In 2005, The Board of Trustees of the California State University prohibited sales of alcoholic beverages in conjunction with any athletic events held in University owned or operated facilities (Executive Order 966, <http://www.calstate.edu/eo/EO-966.pdf>).

The following campus entities are authorized by the President to serve alcoholic beverages in accordance with all local and state laws, under regulation of the California Department of Alcoholic Beverage Control (ABC), and in compliance with all CSU executive orders.

1. The Cal Poly Pomona Foundation, Inc. in ABC licensed restaurants and events.
2. The Cal Poly Pomona Foundation, Inc. on the balance of the campus subject to specified guidelines (see Appendix B).
3. University entities or departments in the context of academic or educational purposes as approved by the President or designee.
4. Official University-sponsored events as approved by the President or designee.

Alcoholic beverages served on campus by or for faculty, staff or students at informal gatherings or departmental activities are strictly prohibited, unless approved by the President or designee. All on-campus registered student club and organization events must be alcohol-free. Official University-sponsored events on campus with 25% or more student attendees must be alcohol-free unless approved by the President or designee.

The possession, manufacturing, distribution, sale, and use of alcohol in campus facilities, designated workplace, or off-campus at University sponsored activities must have approval by the appropriate administrator as outlined under the Enforcement section of this policy.

#### Advertising, Marketing and/or Sponsorship

In 2005, The Board of Trustees of the California State University limited alcohol advertising to beer and wine on CSU campuses. Cal Poly Pomona prohibits sponsorship of any University activity or event by alcohol beverage manufacturers and/or the marketing or advertising of alcoholic beverages on the campus except under the following circumstances.

1. In authorized food service facilities, in accord with all local and state laws, under regulation of the California Department of Alcoholic Beverage Control, and in compliance with CSU specified guidelines (Executive Order 966), or
2. In the Collins College, when associated with the wine, beer and spirits program or official College-sponsored events, and in compliance with CSU specified guidelines (EO 966), or
3. In very limited circumstances, approved by the President or designee, where the University realizes some other substantial benefit, and in compliance with CSU specified guidelines (EO 966).

Advertisements shall not solely feature alcohol as an inducement to participate in any event. No reference shall be made to the amount of alcoholic beverages that will be available. The availability of nonalcoholic beverages must also be advertised.

### **AFFECTED AND RESPONSIBLE ENTITIES**

Any faculty, staff, recognized auxiliary employee, student, registered campus organization, campus entity, visitor or visiting organization must comply with this policy. The University's Alcohol, Tobacco and Other Drugs Advisory Council is responsible for the distribution of this policy and for working with appropriate educational, intervention and enforcement entities throughout the campus community.

### **CONSEQUENCES OF NON-COMPLIANCE**

Any faculty, staff, recognized auxiliary employee, student, registered campus organization, campus entity, visitor or visiting organization found to be in violation of federal, state and/or local law, or who violates the University's standards of conduct may be subject to disciplinary action as set forth in the following and/or referred to the appropriate authorities for legal prosecution.

See Appendix C for a summary of federal and state laws governing alcoholic beverages and controlled substances.

#### **Disciplinary Sanctions**

Faculty, staff, recognized auxiliary employees, and student employees found to be in violation of the University's standards of conduct may be subject to corrective action including required participation in an approved counseling or treatment program and/or termination. See detailed Human Resources information in Appendix E.

Individual students found to be in violation of the University's standards of conduct may be subject to disciplinary sanctions including warning, disciplinary probation, loss of privileges and exclusion from activities and/or from areas of the campus, referral to a required alcohol or other drug education program, interim suspension, suspension, or expulsion. See Judicial Affairs website (<http://www.cpp.edu/~judicialaffairs/index.shtml>) for Student Disciplinary Procedures.

Registered student clubs or organizations found to be in violation of the University's standards of conduct may be restricted from use of campus services and/or resources to support their organizational activities, and may be placed on probation or suspension through the Office of Student Life and Cultural Centers. Visitors or visiting organizations found to be in violation of the University's standards of conduct may be excluded from participation in campus events and/or further use of the campus. This may also include referral to the appropriate authorities for legal prosecution.

Campus entities, including University departments and colleges, as well as recognized auxiliary organizations, found in violation of this policy may be referred to the appropriate University administrators.

## **Education and Enforcement**

Enforcement of the AOD Policy is the responsibility of the President of the University, or designee. Violations will be directed to the appropriate vice president in conjunction with the respective auxiliary or state human resources department for resolution. When appropriate, the University, in consultation with the ATODAC, will seek to provide educational opportunities and feedback to those in violation of this policy. Members of the campus community may forward concerns to the designated vice president.

### **“Safety First”**

The goal of “Safety First” is to ensure that students receive prompt medical attention for any health or safety emergency, and to ensure there are no impediments to reporting incidents of alcohol or other drug intoxication, harassment, violence or assault (including physical or sexual). A Safety First policy benefits our campus by encouraging students to make responsible decisions in seeking medical attention in serious or life-threatening situations that result from alcohol and/or other drug abuse and in any situation where medical treatment is reasonably believed to be appropriate. If a student is so intoxicated or drugged that the student is incoherent and/or unable to be awakened, letting the student “sleep it off” is not a reasonable alternative to getting the student the necessary medical help. Failing to seek assistance for a fellow student who appears to be dangerously impaired due to drug or alcohol abuse may result in sanctions.

### **Health Risks and Other Consequences**

Cal Poly Pomona is committed to educating the campus community regarding the health risks and other consequences associated with alcohol and/or drug use and abuse, and promoting responsible and safe drinking behaviors for those who engage in the lawful consumption of alcohol.

The use of illicit drugs or tobacco, and the illegal use or abuse of alcohol have all been shown to cause serious health consequences, including damage to the heart, lungs, and other organs. Alcohol-related accidents are a major cause of death among persons under age 25<sup>1</sup>. The most significant long-term health risk, besides death, is addiction. In addition to direct physical consequences, the abuse of alcohol and other drugs has been associated with impaired learning and increased risks of violence, physical injuries, accidents, acquaintance rape, unintended pregnancy, and sexually transmitted diseases.

For more detailed information on Health Risks see Appendix F.

## **RESOURCES**

The University recognizes alcohol and other drug dependency as treatable conditions and offers educational and counseling assistance and/or referrals to employees and students to aid them in dealing with problems associated with substance abuse.

<sup>1</sup> National Highway Traffic Safety Administration: Traffic safety facts: Crash stats. Alcohol-related fatalities and alcohol involvement among drivers and motorcycle operators in 2005. August 2006. DOT HS 810 644. Available from:

<http://www.nhtsa.gov>

All faculty, staff and students are encouraged to be proactive in their response to perceived alcohol abuse or drug dependency by initiating discussions with individuals whose behavior is not in accordance with the Cal Poly Pomona Alcohol and Other Drugs Policy. In situations where a member of the campus community is uncomfortable approaching an individual perceived to have a problem with alcohol/drug abuse, Human Resources, Judicial Affairs, the University Ombuds Office or University Police are appropriate resources for assistance.

For students, Student Health and Counseling Services is the campus resource for treatment of alcohol/drug related problems, as well as for advice in assisting students with related issues.

For faculty and staff, the Employee Assistance Program (EAP) is a campus resource that can provide appropriate referrals for assistance with drug or alcohol related problems. Benefits-eligible employees may have coverage in their medical benefits packages for counseling and the treatment of alcohol/drug related problems. The Human Resources EAP website (see below) contains referrals to resources.

Auxiliary employees and volunteers should contact the Human Resources representative in their respective auxiliary.

Health Services  
 Building 46  
 (909) 869-4000 <http://www.cpp.edu/~healthcounseling>

Counseling Services  
 Building 66, Room 116 (Bookstore Building) (909) 869-3220 <http://www.cpp.edu/~healthcounseling>

Employee Assistance Program (CPPLifeMatters by Empathia) Hotline (800) 367-7474  
<http://www.cpp.edu/~employee-assist>

## **CONSULTED ENTITIES AND TIME PERIODS**

The ATODAC is comprised of administrative, faculty, staff and student representatives from across the University, the Cal Poly Pomona Foundation, and ASI. This policy revision was drafted by a subcommittee of the AODAC in 2011 and approved by the AODAC in 2012. A draft was presented to Student Affairs Cabinet on 9/12/12, with revisions made and posted for all campus review through Blackboard during the period 11/13/12— 12/21/12. Revisions presented to President’s Cabinet on 1/31/13 were approved for publication on the University website. In June of 2013, the council name was changed from AODAC to ATODAC to incorporate “Tobacco.” The interim policies were then sent for Academic Senate approval in July of 2014 and reviewed by a sub- committee on 3/3/15. The ATODAC policy subcommittee met on 3/17/15 to finalize suggested edits from Academic Senate. Additional edits made by AVP and VP of Student Affairs 3/27/15. Final approval from Academic Senate (AS.2477.145/AA) granted 5/27/2015. Policy referred to University President and approved as permanent on 8/3/15.

## **APPENDIX A**

### **DEFINITIONS OF TERMS**

#### **Auxiliary:**

An entity that meets the definition provided for in the Education Code (California Code of Regulations, Title 5, Article 1, Section 42400), and meets the specific criteria and requirements as set forth by the CSU Board of Trustees. At Cal Poly Pomona, the recognized auxiliaries are the Cal Poly Pomona Foundation Inc. (Foundation), and the Associated Students Incorporated (ASI).

#### **Employee:**

Shall include Cal Poly Pomona faculty, administrators, professional, support staff, part-time staff, student employees, volunteers, employees, and agents of its recognized auxiliaries (ASI or Foundation).

#### **Workplace:**

Any property owned, controlled, leased from or by California State Polytechnic University, Pomona as a site for the performance of work by employees of Cal Poly Pomona or its recognized auxiliaries (ASI or Foundation) or any meeting place deemed to be the location for official business of the University.

#### **Conviction:**



The term “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of Federal or State criminal statutes.

Student:

As defined by the Chancellor’s Office, student means an applicant for admission to the CSU, an admitted CSU student, an enrolled CSU student, a CSU extended education student, a CSU student between academic terms, a CSU graduate awaiting a degree, and a CSU student who withdraws from school while a disciplinary matter (including investigation) is pending.

Substances:

The term "substances" includes both illegal and legal substances:

1. Illegal Substances—Controlled substances means those substances as listed in schedules I through V of the Federal Controlled Substances Act (21 U.S.C.812) and further defined by regulations (21 CFR 1308), which are obtained illegally.
2. Legal substances are:
  - a. Alcoholic beverages, for persons age 21 or older.
  - b. Controlled substances as listed in the Federal Controlled Substances Act, which are prescribed or administered by a licensed physician or health-care professional.
  - c. Over the counter drugs/products.

## APPENDIX B

### GUIDELINES FOR AUTHORIZED USE OF ALCOHOL ON CAMPUS

The lawful sale or service of alcoholic beverages on campus must adhere to the following guidelines:

1. The consumption of alcoholic beverages outside of Alcoholic Beverage Control (ABC) licensed food facilities is not permitted on campus unless associated with an approved campus event.
2. All registered student club or organization events must be alcohol-free.
3. University sponsored events must have approval by the President or designee to host an event where alcohol will be present.
4. All persons or groups requesting to serve alcohol at an on-campus event must submit a written request for authorization with an appropriate facility lease application.
5. Decisions for authorization to use alcoholic beverages will be made by the President or designee, unless otherwise stated in this policy, and based upon the request submitted with the appropriate lease application.
6. Consumption of alcohol is permitted only within the established and approved area designated for the event.
7. Properly marketed and displayed non-alcoholic beverages must be available at the same place as the alcoholic beverages and must be featured as prominently as the alcoholic beverage.
8. Food must be provided when alcohol is being served. A minimum of 30% of the event’s budget shall be assigned to the purchase of food items.
9. No event shall include any form of “drinking contest” or use of bulk quantities (e.g., kegs, party balls). The service of shooters, shots or doubles is prohibited at any campus event.
10. The lawful sale or service of alcoholic beverages will be conducted solely by employees or agents of the Cal Poly Pomona Foundation, Inc.
11. For events taking place outside of an ABC licensed facility, a one-day Caterer’s Permit from the Department of ABC for the event is obtained by the Cal Poly Pomona Foundation, Inc. Any and all fees for this permit are the responsibility of the sponsoring organization for the event.
12. The University Police must be notified in writing two weeks in advance of any event where alcohol is being served. At the discretion of the Chief of Police or designee, one or more police officers may be

assigned to events. The organizer of the event will be responsible for all costs associated with University Police presence at these events.

13. Failure to abide by University Policy and the above mentioned guidelines may result in immediate termination of the event, disciplinary proceedings and/or criminal prosecution, and restriction from future use of campus facilities.

## APPENDIX C

The following is not a comprehensive list and summarizes only a few laws that govern alcoholic beverages and controlled substances. Laws may change over time and individuals are expected to be aware of current federal, state, and local laws.

### FEDERAL LAWS GOVERNING CONTROLLED SUBSTANCES

(See United States Code 21, Sections 811, 844, 853, 881)

- A. The unlawful possession, use, manufacture, sale, or distribution of alcohol or all scheduled (illicit) drugs may lead to prosecution, and depending on the nature of the offense, may be categorized as a misdemeanor or felony and may be punished by fine and/or imprisonment.
- B. Examples of illicit drugs include narcotics, barbiturates, amphetamines, cocaine, cannabis, hallucinogens, and synthetic drugs, e.g. PCP.
- C. First offense penalties for the illegal possession of a controlled substance range from up to 1 year in prison and a fine of at least \$1,000 but not more than \$250,000, or both. Second and subsequent convictions can include increased imprisonment and fines.
- D. Depending on the amount, first offense maximum penalties for trafficking marijuana range from 5 years in prison and a fine of \$250,000 to life imprisonment and a fine of \$4 million.
- E. Depending on the amount, first offense maximum penalties for trafficking class I and II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl, etc.) range from 5 years to life imprisonment and fines from \$2 to \$4 million.
- F. Property including vehicles, vessels, aircraft, money, securities, or other things of value which are used in, intended for use in, or traceable to transactions that involve controlled substances in violation of federal law are subject to forfeiture to the United States.
- G. Persons convicted of possession or distribution of controlled substances can be barred from receiving benefits from any and all federal programs including student grants and loans, except some long term drug treatment programs.
- H. The federal Drug-Free Workplace Act of 1988 (41 U.S.C. 701) requires that University employees directly engaged in the performance of work on a Federal contract or grant shall abide by this Policy as a condition of employment and shall notify the Principal Investigator and/or the Chair of the sponsoring department or unit within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on University business. In turn, the Principal Investigator or Chair shall notify the administrative head of the Office of Research and Sponsored Programs. That administrator is then obligated to notify the Federal contracting or granting agency within ten days of receiving notice of such conviction, and to take appropriate corrective action or require the employee to participate satisfactorily in an approved drug abuse assistance rehabilitation program.

### CALIFORNIA LAW GOVERNING CONTROLLED SUBSTANCES

California law regarding controlled substances is, in many respects, similar to federal law. Violations can result in imprisonment, fine, or both.

### CALIFORNIA LAW GOVERNING MARIJUANA

#### **CA Law Governing Cannabis (Marijuana)**

It is important to be aware that Cal Poly Pomona does not permit marijuana use or possession on campus property, including residential facilities. The university is required to uphold federal laws that prohibit use, distribution and consumption of marijuana by anyone of any age. The California State University, including

Cal Poly Pomona, receives federal funding in the form of student financial aid and grants that would be in jeopardy if those federal laws did not take precedent in our policies. Thus, the use and possession of marijuana in any form or amount violates the Cal Poly Pomona AOD Policy and the CSU Student Conduct Code. The California Compassionate Use Act and Proposition 64 do not apply at the California State University or Cal Poly Pomona.

Marijuana use and possession is not allowed on campus. If you choose to use marijuana off campus you will be subject to California law. Below are CA laws governing use outside on university property.

**Under AB-64 the Adult Use of Marijuana Act (AUMA) you may not** (HSC 11362.3-11362.4):

Consume, smoke or vaporize marijuana in any public place (\$100 infraction).

Consume marijuana or possess an "open container" of marijuana while driving or riding as a passenger in any motor vehicle (vehicle code 23220 & 23221)

Possess or use marijuana on the grounds of any school or University

Possess more than one ounce of marijuana flower or eight grams of marijuana concentrate

Minors under 21 may not possess, use, transport, or cultivate marijuana

#### **More on Prop 64**

Prop 64 also authorizes resentencing or dismissal of prior marijuana-related convictions, which means that people who have a criminal conviction for marijuana may be able to change their record or get it resentenced.

This judicial process provided though Prop 64 will eliminate some barriers to housing, employment, and other support services.

For more information on how to change your record visit <http://www.drugpolicy.org/how-change-your-record>

For more information on CA laws governing marijuana visit <http://www.courts.ca.gov/prop64.htm>

#### **CALIFORNIA LAW GOVERNING ALCOHOLIC BEVERAGES**

- A. No person may sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages (California Business and Professions Code section 25658).
- B. It is unlawful for any person under the age of 21 to possess alcoholic beverages on any street or highway or in any place open to public view (California Business and Professions Code section 25662).
- C. It is a misdemeanor to sell, furnish, or give away an alcoholic beverage to any person under the age of 21 (California Business and Professions Code 25658) or to any one obviously intoxicated (California Business and Professions Code section 25602).
- D. It is unlawful for any person to drink while driving, or to have an open container of an alcoholic beverage in a moving vehicle. With a blood alcohol level of .08 or higher, a driver is presumed under the influence of alcohol. Between .04% and .08% a person may be found guilty of driving under the influence (California Vehicle Code section 23152).
- E. It is unlawful for any person under the age of 21, who has 0.05 percent or more by weight of alcohol in their blood, to drive a vehicle (California Vehicle Code section 23140).

#### **OTHER CALIFORNIA LAWS**

Every person who is found in any public place under the influence of intoxicating liquor, any drug, controlled substance or any combination of any of the above and is in such a condition that that person is unable to exercise care for their own safety or the safety of others is guilty of a misdemeanor (California Penal Code section 647(f)).

## APPENDIX D

### HEALTH AND SAFETY EMERGENCY SITUATIONS

Generally, the University may not disclose student education records and personal information, including but not limited to, disciplinary violations and/or proceedings, without the student's consent under the California Information Practices Act (IPA) (California Civil Code § 1798 et seq.) and the Family Educational Rights and Privacy Act (FERPA) (34 CFR § 99 et seq.). Notwithstanding, the University may disclose a student's education records and personal information to appropriate parties, without the student's consent, if the University determines that compelling circumstances exist, which affect the health or safety of the student to whom the information pertains and/or other individuals, and provided that, upon the disclosure, notification is transmitted to the student to whom the information pertains at their last known address.

The Director of Judicial Affairs, or designee, may notify the emergency contact person listed in the student's education records in circumstances involving alcohol and/or other drugs deemed by the University to pose a danger to the health or safety of a student and/or other individuals in the campus community. All possible circumstances that would meet the health and safety exception cannot be listed, but examples would include, but are not limited to:

1. The student was required to be transported to a medical facility because of alcohol or other drug use.
2. The student has caused harm to him/herself or another while under the influence of alcohol or other drugs.
3. The student has shown a pattern of behavior or violations that indicate a severe physical or emotional problem with alcohol or other drugs.

## APPENDIX E

### HUMAN RESOURCES INFORMATION

Employees are expected to be in a condition fit to perform the normal and reasonable duties of their positions at all times. The consumption of alcohol or use of drugs which impairs one's ability, either prior to the start of a work shift, during the work shift or during meal breaks, is prohibited.

#### Assistance for Employees

1. When an employee has drug or alcohol related issues or concerns, the employee is encouraged to seek assistance. The University Employee Assistance Program is a campus resource that can provide appropriate referrals for assistance with drug or alcohol related problems. Benefits eligible employees may have coverage in their medical benefits package for counseling and the treatment of alcohol/drug related problems. Auxiliary employees and volunteers should check with the Human Resources Representative in their respective auxiliary. The employee may request a leave of absence to attend counseling, treatment or employee support programs outside of regular work hours, in addition to using approved vacation or sick leave for this purpose. The Human Resources Employee Assistance Program, LifeMatters web site contains referrals to resources.
2. For student employees, additional resources are available through Student Health and Counseling Services for assistance with alcohol/drug related problems, as well as for advice in assisting students with related issues.

#### Identification, Referral and Reporting of Abuse

1. All faculty, staff and students employees are encouraged to be proactive in their responses to perceived alcohol abuse or drug dependency. If any member of the campus community judges that an individual is suffering from the abuse of alcohol or other drugs, they are encouraged to initiate discussions with the individual and/or other appropriate party, and refer to the Cal Poly Pomona Alcohol and Other Drugs Policy, and note the consequences of alcohol or drug abuse relating to health and well-being.
2. In situations where an individual as either supervisor or member of the campus community is uncomfortable approaching the individual who is perceived to exhibit alcohol/drug abuse, Human Resources, Judicial Affairs, PolyCARES, or University Police are viable alternatives to contact.
3. The supervisor has an obligation to bring work performance concerns to the attention of the employee and to take appropriate action to address the situation.

#### Employee Job Performance

1. When an employee's job performance appears to be compromised by behavioral or performance issues related to the use of an illegal substance or the abuse of a legal substance, including alcohol, the supervisor is obligated to take appropriate action to address the situation, which may include notifying and seeking advice from Human Resources (for staff or student employees), Academic Affairs (for faculty). Appropriate action is determined on a case-by-case basis and may include, but is not limited to, supervisory referral to the Employee Assistants Program, corrective action, or University Police Department intervention.
2. Corrective action for employees found to be in violation of this policy may include, but is not limited to, dismissal, referral for prosecution, and/or referral for rehabilitation. In addition to, or in lieu of corrective action, an employee may be required to participate in an approved counseling or treatment program. Attendance in counseling or treatment programs does not relieve an employee from the obligation to maintain acceptable work standards nor should it delay appropriate corrective action.
3. Any person covered by this policy who is convicted of a drug or alcohol-related offense committed on campus, at the workplace, on other institutional property, or at an institutional function, shall report the conviction to their respective Vice President. Auxiliary employees and volunteers report to the Human Resources Representative in the respective auxiliary. Cabinet level administrators report to the President.
4. Employees who are subject to the requirements of the Federal Omnibus Transportation Employee Testing Act must comply with the required drug testing provisions, as defined by the program and administered by the Department of Human Resources.

#### Prescription Medication

1. An employee using a legally prescribed drug (e.g. muscle relaxant, pain medication) who has been advised by the employee's physician, or who has reason to believe, the drug may affect their ability to perform their job duties safely or efficiently, is required to report any safety issues and requests for accommodation while taking the drug. A medical certification will also be required, but should only list the need for accommodation, not a diagnosis.
2. The immediate supervisor and employee will confer with Human Resource Services (for staff or student employees) or Academic Affairs (for faculty), to discuss the request for accommodation. Consultation with the employee's physician may be required to determine whether or not an accommodation can be made, as well as appropriate responses to the request, without risk to safety or loss of efficiency. This is a confidential process; the doctor should not discuss the diagnosis with the University, but should only discuss the possible ways to accommodate the employee.

#### Enforcement of Regulations

1. Disciplinary Action—If an employee or student employee is suspected with good reason of the unlawful manufacturing, distributing, dispensing, possessing or using of illicit drugs or is in violation of an alcoholic beverage statute on University property, or in connection with University activities, the University will investigate and take appropriate action.
  1. *Faculty and staff members will be referred to their immediate supervisor with assistance from Academic Affairs and Human Resources respectively and/or University Police.*

2. *Supervisors and members of the campus community should report concerns or issues about student employees to Human Resources and/or University Police. Human Resources may refer student employees to Judicial Affairs for student disciplinary actions.*
  3. *Student organizations will be referred to the Office of Student Life and/or University Police.*
2. In situations in which individuals assume multiple roles within the campus community (e.g., researcher/lecturer, student/staff person, faculty/federal contract researcher), it is recommended that each entity serve as a resource for counsel and clarification of strategies to best resolve the

## Confidentiality

All medical records related to the diagnosis or treatment of drug or alcohol abuse program involving a Cal Poly Pomona employee or student employee are confidential. This information is subject to protection under Federal and State laws and may not be disclosed without specific authorization by the employee.

## APPENDIX F

### HEALTH RISKS

#### Associated with the Use of Alcohol and Other Drugs

The following information is meant to be used as a guide to inform you of potential drug and alcohol problems. This information should not be used as a diagnostic tool, nor is the information definitive of substance abuse. If you have concerns about a person's behavior, please utilize the resources provided in Appendix E.

#### Alcohol:

Alcohol is a depressant that reduces activity in the central nervous system. It can decrease heart rate, lower blood pressure, and decrease respiration rate. Alcohol intoxication lowers inhibitions, impairs judgment, slows reaction times and causes loss of fine motor coordination.

When a person drinks too much, their capacity to process information and make safe decisions is impaired. The risks associated with alcohol misuse include hangover, overdose and addiction. Alcohol misuse and abuse places you at increased risk for physical injury, driving under the influence, sexual assault and other violent behavior. Misusing alcohol can also have a negative impact on academic success, work performance, friendships and family relationships.

Numerous health risks are associated with drinking. Alcohol can interact with many over-the-counter, prescription, and illegal drugs, intensifying the effects of these drugs and leading to potential organ failure or death. Long-term excessive drinking can lead to a variety of health problems such as: decreased brain function; impaired sensation, memory lapses or blackouts, organ damage, and addiction. Research indicates that adult children of alcoholics have as much as a four to six times greater risk of becoming an alcoholic or having a problem with other drugs.

Excessive drinking can result in alcohol poisoning. On average, it takes over an hour to eliminate the alcohol content of one drink from the body. Nothing can speed up this process- not even coffee or cold showers. Drinking too much or drinking a large quantity of alcohol quickly raises one's blood alcohol content to the point where their body cannot effectively process the alcohol. This can result in overdose and possibly coma or death.

#### Marijuana:

Effects of THC (the active ingredient in marijuana) vary depending on the person, setting, dose, and/or expectation of the user. Marijuana can make it harder to function and succeed in an academic or work setting, particularly when tasks require close attention and thoughtful decision-making. Using marijuana may impair one's short-term memory, reading comprehension, and capacity to solve verbal and mathematical problems. Increased heart rate and uncomfortable feelings such as paranoia and panic are

often experienced with marijuana use. Additionally, regular use may lead to “amotivational syndrome” with symptoms of listlessness, fatigue, inattention, withdrawal and apathy, making it difficult to achieve academic and personal goals.

Coordination is greatly affected by marijuana use since it slows reflexes and impairs visual perception. Driving while under the influence (or being driven by someone else under the influence) can be as dangerous as driving under the influence of alcohol. Regular use can lead to a variety of health problems such as elevated blood pressure and decreased body temperature; irritation of the mouth, throat, and lungs, and aggravation of asthma, bronchitis, and emphysema; chronic lung disease and cancer. Additionally, one can test positive for marijuana up to 3 months after use.

#### Inhalants:

Inhaling fumes (also known as “huffing”) from chemicals such as paint thinners, glue, gasoline, propane, butane, nitrous oxide, and others can be extremely risky and can cause death. Other health consequences include loss of inhibition, loss of motor coordination and/or muscle weakness, headache, nausea or vomiting, cramps, slurred speech, wheezing, unconsciousness, depression, memory impairment, and/or damage to heart and nervous system.

#### Tobacco:

The ingestion of nicotine through cigarette smoking is highly toxic, addictive, and can result in heart disease, emphysema and cancer. Emphysema destroys the lung’s capacity to expand and contract which causes decreased oxygen intake leading to organ damage. Smoking has been linked to cancers of the lung, mouth, throat, pancreas, cervix, kidney, and bladder. Smoking cigarettes can also affect the health of non-smokers. Environmental tobacco smoke contains many of the toxic substances the smoker inhales. Chewing tobacco and snuff are not safe alternatives to cigarettes. They are highly addictive, contain more nicotine than cigarettes, and cause rapidly-spreading cancers of the mouth, head, and neck.

#### Ecstasy (MDMA):

Ecstasy (MDMA) is a hallucinogenic-amphetamine that can lead to a variety of physical problems such as cardiac difficulties, dangerously high body temperature, severe thirst and heat exhaustion, sensory distortion and heightened arousal. Even with limited use, it can permanently alter serotonin levels in your brain, which can increase the risk of chronic depression.

#### Steroids:

Anabolic steroids are synthetic versions of the hormone testosterone. Used medically to supplement normal hormonal levels after injury or disease, others use steroids to gain an edge (albeit illegally) in athletic endeavors. Steroid use can lead to a variety of health problems including high blood pressure, liver disease and cancer. Male users experience testicular atrophy, breast growth, impotence, sexual dysfunction, acne, and aggression (‘roid rage). Female users experience enlarged clitoris, deepened voice, male pattern baldness, and acne. Most of these effects are permanent even after steroid use has ended.

#### Cocaine:

Cocaine is a highly addictive stimulant that can lead to serious health problems such as heart attack, respiratory failure, strokes, seizure, and/or death. Common effects of cocaine include damaged nasal tissues, malnutrition, intense anxiety and anger, violent behavior, restlessness, fear, paranoia, depression, and hallucinations.

#### Amphetamines:

Amphetamines are highly addictive stimulants that can have severe health consequences, including death. Even limited use can lead to many physical symptoms including increased heart rate and blood pressure;

heart, brain, and lung damage, stroke, chronic fatigue and malnutrition. Psychological effects include anxiety, depression, mood swings, hallucinations, paranoia and psychosis.

LSD:

LSD (acid) can dramatically alter one's thought processes, mood, and perceptions. Initial effects of LSD are mostly physical and include dilated pupils, muscular weakness, rapid reflexes, decreased appetite, increased blood pressure and increased body temperature. As effects continue, the user begins to experience visual and other sensory distortion, which can result in unusual or frightening hallucinations. LSD can trigger more serious problems such as psychosis for individuals with a history of psychological problems. Effects may recur days or weeks later without further use (flashbacks).

Heroin:

Heroin is a highly addictive opiate that can be lethal in high doses. Health effects of heroin use include drowsiness and loss of appetite, addiction with severe withdrawal symptoms, impaired mental functioning, slowing of reflexes and physical activity; infection, hepatitis, and HIV (from needle sharing), or death from overdose.

Predatory Drugs:

These drugs are given to another person without them knowing, usually by slipping the drug into a drink. Rohypnol (aka. Roofies), is a potent tranquilizer that has been used to facilitate sexual assaults. Effects of the drug occur 20 to 30 minutes after ingestion and leave the person feeling drowsy, dizzy, and disoriented, rendering them helpless and immobile. In addition to these sedative effects, impaired balance and/or speech, and memory loss are common. Like rohypnol, GHB has also been associated with sexual assault. In its clear liquid form, it can easily be slipped into someone's drink. Effects of the drug can be felt in 15-20 minutes and include dizziness, heavy drowsiness, and confusion.

Some people use GHB to enhance the effects of alcohol or other drugs. This combination can be especially life-threatening due to synergistic effects of the drugs. GHB use can lead to a variety of physical problems such as dizziness, nausea, breathing problems, memory loss, seizures, unconsciousness, and in some cases, death. Originally used as an animal tranquilizer, ketamine is now used as a club drug due to its hallucinogenic effects. Many negative effects can result from ketamine use including vomiting, numbness, loss of muscle control, paranoia, and aggression. In larger doses, effects may include convulsions, decreased oxygen to the brain, coma and even death. Individuals who use ketamine are at increased risk for sexual and physical assault since their loss of muscle control and mental state make them vulnerable to assault.

### **Discussion:**

This is an update to our existing policy because the California law governing use of marijuana has changed. Federal laws however have not changed. The College of Agriculture is frustrated because due to federal laws the university cannot participate in hemp research. The committee updated the existing policy to reflect the new law but the university remains a smoke free campus.

The committee asked if there are minor changes to the law does a new referral need to be written or if amenable to the Senate can the changes just be made? It was suggested that the policy should just reference the law and then the policy does not have to be updated every time the law is changed.

### **k. [AA-003-190, 2020-2021 Academic Calendar – FIRST READING](#)**

The report for AA-003-190, 2020-2021 Academic Calendar, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa003190sr.pdf>.



Senator Wachs presented the report.

M/s to receive and file AA-003-190, 2020-2021 Academic Calendar.

M/s to waive the first reading because time constraints to get the final calendar to the Chancellor's Office.

The motion to waive the first reading passed unanimously.

M/s to adopt AA-003-190, 2020-2021 Academic Calendar.

**Recommendation:**

The Academic Affairs Committee recommends adoption of the following 2020-2021 academic calendar:

California State Polytechnic University, Pomona 2020-2021 Academic Calendar																			
		2020 - 2021																	
		Sun	Mon	Tue	Wed	Thu	Fri	Sat											
<b>Summer Session I 2020 (10 weeks)*</b> <i>Classes Start: May 27</i> <i>Classes End: July 30</i> Final Exams: August 3- 6 Holidays/Campus Closures Memorial Day: May 25 Independence Day Observed: July 3 Administrative Dates Grades Due: August 10 @ 6am		24	25	26	27	28	29	30											
		June 2020	31	1	2	3	4	5	6										
		July 2020	7	8	9	10	11	12	13										
		August 2020	14	15	16	17	18	19	20										
		September 2020	21	22	23	24	25	26	27										
		October 2020	28	29	30	1	2	3	4										
		November 2020	5	6	7	8	9	10	11										
		December 2020	12	13	14	15	16	17	18										
		January 2021	19	20	21	22	23	24	25										
		February 2021	26	27	28	29	30	31	1										
		March 2021	2	3	4	5	6	7	8										
		April 2021	9	10	11	12	13	14	15										
		May 2021	16	17	18	19	20	21	22										
		<b>Summer Session II 2020 (1st 5-week session)*</b> <i>Classes Start: May 27</i> <i>Classes End: June 25</i> Final Exams: June 29 - 30 Administrative Dates Grades Due: July 6 @ 6am		23	24	25	26	27	28	29	30	Instruction	Exam	Evaluation	Grades Due	Commencement	Other	Total	
September 2020	30			31	1	2	3	4	5	2					3	5			
October 2020	6			7	8	9	10	11	12	5						5			
November 2020	13			14	15	16	17	18	19	5						5			
December 2020	20			21	22	23	24	25	26	5						5			
January 2021	27			28	29	30	1	2	3	5						5			
February 2021	4			5	6	7	8	9	10	5						5			
March 2021	11			12	13	14	15	16	17	5						5			
April 2021	18			19	20	21	22	23	24	5						5			
May 2021	25			26	27	28	29	30	31	5						5			
June 2021	1			2	3	4	5	6	7	5						5			
July 2021	8			9	10	11	12	13	14	4						4			
August 2021	15			16	17	18	19	20	21	5						5			
<b>Summer Session III 2020 (2nd 5-week session)*</b> <i>Classes Start: July 1</i> <i>Classes End: July 30</i> Final Exams: August 3- 4 Administrative Dates Grades Due: August 10 @ 6am				22	23	24	25	26	27	28	5						5		
		September 2020	29	30	1	2	3	4	5	3						3			
		October 2020	6	7	8	9	10	11	12	5						5			
		November 2020	13	14	15	16	17	18	19	5						5			
		December 2020	20	21	22	23	24	25	26	5						5			
		January 2021	27	28	29	30	31	1	2	5						5			
		February 2021	3	4	5	6	7	8	9	5						5			
		March 2021	10	11	12	13	14	15	16	5						5			
		April 2021	17	18	19	20	21	22	23	5						5			
		May 2021	24	25	26	27	28	29	30	5						5			
		June 2021	31	1	2	3	4	5	6	5						5			
		July 2021	7	8	9	10	11	12	13	5						5			
		August 2021	14	15	16	17	18	19	20	5						5			
		<b>Fall Semester 2020</b> <i>Classes Start: August 20</i> <i>Classes End: December 6</i> Final Exams: December 7 - 13 Holidays/Campus Closures Labor Day: September 7 Veterans Day: November 11 Thanksgiving: No classes November 26 - 29 Winter Instruction Break: December 19- January 3 Administrative Dates University Days (Fall Conference): August 17 - 19 Work Days: December 14 - 18 Grades Due: December 16 @ 6am		21	22	23	24	25	26	27	5						5		
September 2020	28			29	30	1	2	3	4	5						5			
October 2020	5			6	7	8	9	10	11	5						5			
November 2020	12			13	14	15	16	17	18	5						5			
December 2020	19			20	21	22	23	24	25	5						5			
January 2021	26			27	28	29	30	31	1	5						5			
February 2021	2			3	4	5	6	7	8	5						5			
March 2021	9			10	11	12	13	14	15	5						5			
April 2021	16			17	18	19	20	21	22	5						5			
May 2021	23			24	25	26	27	28	29	5						5			
June 2021	30			31	1	2	3	4	5	5						5			
July 2021	6			7	8	9	10	11	12	5						5			
August 2021	13			14	15	16	17	18	19	5						5			
<b>Winter Intercession 2021</b> <i>Classes Start: January 4</i> <i>Classes End: January 20</i> Final Exams: January 21 Administrative Dates Grades Due: January 22 @ 6am				20	21	22	23	24	25	26	5						5		
		September 2020	27	28	29	30	31	1	2	5						5			
		October 2020	3	4	5	6	7	8	9	5						5			
		November 2020	10	11	12	13	14	15	16	5						5			
		December 2020	17	18	19	20	21	22	23	5						5			
		January 2021	24	25	26	27	28	29	30	5						5			
		February 2021	31	1	2	3	4	5	6	5						5			
		March 2021	7	8	9	10	11	12	13	5						5			
		April 2021	14	15	16	17	18	19	20	5						5			
		May 2021	21	22	23	24	25	26	27	5						5			
		June 2021	28	29	30	31	1	2	3	5						5			
		July 2021	4	5	6	7	8	9	10	5						5			
		August 2021	11	12	13	14	15	16	17	5						5			
		September 2020	18	19	20	21	22	23	24	5						5			
<b>Spring Semester 2021</b> <i>Classes Start: January 23</i> <i>Classes End: May 14</i> Final Exams: May 15 - 21 Commencement Ceremonies Commencement: May 21 - 23 Holidays/Campus Closures Martin Luther King, Jr. Day: January 18 Spring Instruction Break: March 27 - April 2 Cesar Chavez Day: March 31 Administrative Dates Work Days: January 22 and May 22 - 26 Grades Due: May 26 @ 6am		25	26	27	28	29	30	1	5						5				
		October 2020	2	3	4	5	6	7	8	5						5			
		November 2020	9	10	11	12	13	14	15	5						5			
		December 2020	16	17	18	19	20	21	22	5						5			
		January 2021	23	24	25	26	27	28	29	5						5			
		February 2021	30	31	1	2	3	4	5	5						5			
		March 2021	6	7	8	9	10	11	12	5						5			
		April 2021	13	14	15	16	17	18	19	5						5			
		May 2021	20	21	22	23	24	25	26	5						5			
		June 2021	27	28	29	30	31	1	2	5						5			
		July 2021	3	4	5	6	7	8	9	5						5			
		August 2021	10	11	12	13	14	15	16	5						5			
		September 2020	17	18	19	20	21	22	23	5						5			
		October 2020	24	25	26	27	28	29	30	5						5			
November 2020	31	1	2	3	4	5	6	5						5					
December 2020	7	8	9	10	11	12	13	5						5					
January 2021	14	15	16	17	18	19	20	5						5					
February 2021	21	22	23	24	25	26	27	5						5					
March 2021	28	29	30	31	1	2	3	5						5					
April 2021	4	5	6	7	8	9	10	5						5					
May 2021	11	12	13	14	15	16	17	5						5					
June 2021	18	19	20	21	22	23	24	5						5					
July 2021	25	26	27	28	29	30	31	5						5					
August 2021	1	2	3	4	5	6	7	5						5					
September 2020	8	9	10	11	12	13	14	5						5					
October 2020	15	16	17	18	19	20	21	5						5					
November 2020	22	23	24	25	26	27	28	5						5					
December 2020	29	30	1	2	3	4	5	5						5					
January 2021	6	7	8	9	10	11	12	5						5					
February 2021	13	14	15	16	17	18	19	5						5					
March 2021	20	21	22	23	24	25	26	5						5					
April 2021	27	28	29	30	31	1	2	5						5					
May 2021	3	4	5	6	7	8	9	5						5					
June 2021	10	11	12	13	14	15	16	5						5					
July 2021	17	18	19	20	21	22	23	5						5					
August 2021	24	25	26	27	28	29	30	5						5					
September 2020	31	1	2	3	4	5	6	5						5					
October 2020	7	8	9	10	11	12	13	5						5					
November 2020	14	15	16	17	18	19	20	5						5					
December 2020	21	22	23	24	25	26	27	5						5					
January 2021	28	29	30	31	1	2	3	5						5					
February 2021	4	5	6	7	8	9	10	5						5					
March 2021	11	12	13	14	15	16	17	5						5					
April 2021	18	19	20	21	22	23	24	5						5					
May 2021	25	26	27	28	29	30	31	5						5					
June 2021	1	2	3	4	5	6	7	5						5					
July 2021	8	9	10	11	12	13	14	5						5					
August 2021	15	16	17	18	19	20	21	5						5					
September 2020	22	23	24	25	26	27	28	5						5					
October 2020	29	30	1	2	3	4	5	5						5					
November 2020	6	7	8	9	10														

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
	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 27, 2020					
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 16	January 22	May 26
Commencement (Date will vary by college. Check with major department for exact date.)	-	-	-	-	-	May 21 - 23
SCHEDULING AND REGISTRATION	Summer 2020 Sessions			Fall 2020 Semester	Winter 2021 Session	Spring 2021 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 14	February 14	February 14	February 14	September 21	September 21
Registration Advising 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
Priority Registration Period	March 2 - 3	March 2 - 3	March 2 - 3	April 6 - 7	October 5 - 6	October 12 - 13
General Registration Period	March 4 - April 22	March 4 - April 22	March 4 - April 22	April 8 - June 12	October 7 - November 29	October 14 - December 2
New Student Orientation (tentative)	-	-	-	June 10 - August 7	-	November 23 - December 2
Fee Bills Posted to BroncoDirect	March 14	March 14	March 14	July 1	October 12	October 24
Fees Due	April 23	April 23	April 23	July 23	November 30	December 3
Enrollment Cancellation Due to Non-Payment	April 28	April 28	April 28	July 28	December 3	December 14
Late Orientation (tentative)	-	-	-	August 10 - 14	-	December 14 - 23
Add Period: Students may register & add classes online	May 4 - June 3	May 4 - June 1	May 4 - July 6	August 10 - September 2	December 4 - January 4	January 4 - February 5
Drop Period: Students may drop classes online without record	May 4 - June 3	May 4 - June 1	May 4 - July 6	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 1	July 6	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 2 - 8	July 7 - 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-rated 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)	-	-	-	-	-	March 27 - April 2
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 21
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			
Holiday Closure - 09/07/2020 - Labor Day				September 7		
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				November 11		
Holiday Closure - 11/26/2020 - Thanksgiving Day				November 26		
Holiday Closure - 11/27/2020 - Columbus Day rescheduled from 10/12/2020				November 27		
Holiday Closure - 12/25/2020 - Christmas Day				December 25		
Holiday Closure - 12/28/2020 - Lincoln's Birthday rescheduled from 02/12/2020				December 28		
Holiday Closure - 12/29/2020 - President's Day rescheduled from 02/17/2020				December 29		
Holiday Closure - 12/30/2020 - California Admission Day rescheduled from 09/09/2020				December 30		
Holiday Closure - 12/31/2020 - Must use Personal Holiday, Vacation or CTO Hours				December 31		
Holiday Closure - 01/01/2021 - New Year's Day					January 1	
Holiday Closure - 01/18/2021 - Martin Luther King, Jr. Day					January 18	
Lincoln's Birthday - 02/12/2021 observed 12/28/2020						
President's Day - 02/15/2021 observed 12/29/2020						
Spring Instruction Break (campus open, except on 03/31/2021)						March 27 - April 2
Holiday Closure - 03/31/2021 - Cesar Chavez Day						March 31
Holiday Closure - 05/31/2021 - Memorial Day						May 31

**NOTES:**  
This is not to be construed as an employee work calendar. Certain collective bargaining agreements covering CSU employees may 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.

ADMISSION APPLICATION PERIODS	Summer 2021 Sessions			Fall 2021 Semester	Winter 2022 Session	Spring 2022 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 2021 Sessions			Fall 2021 Semester	Winter 2022 Session	Spring 2022 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	June 2, 2021					
Beginning of semester for faculty	June 2	June 2	July 8	August 16	January 4	January 21
Classes begin for all students	June 2	June 2	July 8	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 6 - 7	August 9 - 10	December 6 - 12	January 20	May 14 - 20
End of semester for faculty	August 12	July 7	August 10	December 17	January 20	May 25
Grades due at 6:00 a.m.	August 16	July 12	August 16	December 15	January 21	May 25
Commencement (Date will vary by college. Check with major department for exact date.)	-	-	-	-	-	May 20 - 22
SCHEDULING AND REGISTRATION	Summer 2021 Sessions			Fall 2021 Semester	Winter 2022 Session	Spring 2022 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 12	February 12	February 12	February 12	September 20	September 20
Registration Advising 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
Priority Registration Period	March 1 - 2	March 1 - 2	March 1 - 2	April 5 - 6	October 4 - 5	October 11 - 12
General Registration Period	March 3 - April 21	March 3 - April 21	March 3 - April 21	April 7 - June 11	October 6 - November 28	October 13 - December 1
New Student Orientation (tentative)	-	-	-	June 9 - August 6	-	November 22 - December 1
Fee Bills Posted to BroncoDirect	March 13	March 13	March 13	July 1	October 11	October 23
Fees Due	April 22	April 22	April 22	July 22	November 29	December 2
Enrollment Cancellation Due to Non-Payment	April 27	April 27	April 27	July 27	December 2	December 13
Late Orientation (tentative)	-	-	-	August 9 - 13	-	December 13 - 22
Add Period: Students may register & add classes online	May 3 - June 9	May 3 - June 7	May 3 - July 13	August 9 - September 1	December 3 - January 4	January 4 - February 4
Drop Period: Students may drop classes online without record	May 3 - June 9	May 3 - June 7	May 3 - July 13	August 9 - September 1	December 3 - January 4	January 4 - February 4
Last day to drop and receive 100% refund	June 1	June 1	July 7	August 18	January 3	January 21
Last day to drop classes without course being recorded	June 9	June 7	July 13	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 8 - 14	July 14 - 20	September 2 - 16	January 5 - 6	February 5 - 18
Census	June 28	June 14	July 20	September 16	January 6	February 18
First day to withdraw for serious and compelling reasons; permitted by petition only	June 29	June 15	July 21	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)	-	-	-	-	-	March 26 - April 1
Last day to withdraw by petition for serious and compelling reasons and receive a "W"	July 21	June 23	August 4	November 12	January 18	April 22
Last day to withdraw by petition for serious and compelling reasons and receive a "WX"	August 12	July 7	August 10	December 12	January 20	May 20
HOLIDAYS	Summer 2021 Sessions			Fall 2021 Semester	Winter 2022 Session	Spring 2022 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				November 11		
Holiday Closure - 11/25/2021 - Thanksgiving Day				November 25		
Holiday Closure - 11/26/2021 - Columbus Day rescheduled from 10/11/2021				November 26		
Holiday Closure - 12/27/2021 - Christmas Day observed (rescheduled from 12/25/2021)				December 27		
Holiday Closure - 12/28/2021 - Lincoln's Birthday rescheduled from 02/12/2021				December 28		
Holiday Closure - 12/29/2021 - President's Day rescheduled from 02/15/2021				December 29		
Holiday Closure - 12/30/2021 - California Admission Day rescheduled from 09/09/2021				December 30		
Holiday Closure - 12/31/2021 - Must use Personal Holiday, Vacation or CTO Hours				December 31		
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 12/27/2021						
President's Day - 02/21/2022 observed 12/28/2021						
Spring Instruction Break (campus open, except on 03/31/2022)						March 26 - April 1
Holiday Closure - 03/31/2022 - Cesar Chavez Day						March 31
Holiday Closure - 05/30/2022 - Memorial Day						May 30

**NOTES:**  
This is not to be construed as an employee work calendar. Certain collective bargaining agreements covering CSU employees may 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.

ADMISSION APPLICATION PERIODS	Summer 2022 Sessions			Fall 2022 Semester	Winter 2023 Session	Spring 2023 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 2022 Sessions			Fall 2022 Semester	Winter 2023 Session	Spring 2023 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	June 1, 2022					
Beginning of semester for faculty	June 1	June 1	July 7	August 15	January 3	January 20
Classes begin for all students	June 1	June 1	July 7	August 18	January 3	January 21
Classes end for all students	August 4	June 30	August 4	December 4	January 18	May 12
Finals	August 8 - 11	July 5 - 6	August 8 - 9	December 5 - 11	January 19	May 13 - 19
End of semester for faculty	August 11	July 6	August 9	December 16	January 19	May 24
Grades due at 6:00 a.m.	August 15	July 11	August 15	December 14	January 20	May 24
Commencement (Date will vary by college. Check with major department for exact date.)	-	-	-	-	-	May 19 - 21
SCHEDULING AND REGISTRATION	Summer 2022 Sessions			Fall 2022 Semester	Winter 2023 Session	Spring 2023 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 18	February 18	February 18	February 18	September 19	September 19
Registration Advising Period	February 28 - April 27	February 28 - April 27	February 28 - April 27	March 28 - June 17	October 3 - 7	October 10 - November 23
Priority Registration Period	March 7 - 8	March 7 - 8	March 7 - 8	April 11 - 12	October 10 - 11	October 17 - 18
General Registration Period	March 9 - April 27	March 9 - April 27	March 9 - April 27	April 13 - June 17	October 12 - December 4	October 19 - December 7
New Student Orientation (tentative)	-	-	-	June 8 - August 5	-	November 21 - 30
Fee Bills Posted to BroncoDirect	March 19	March 19	March 19	July 1	October 17	October 29
Fees Due	April 28	April 28	April 28	July 21	December 5	December 8
Enrollment Cancellation Due to Non-Payment	April 26	April 26	April 26	July 26	December 8	December 19
Late Orientation (tentative)	-	-	-	August 8 - 12	-	December 12 - 21
Add Period: Students may register & add classes online	May 9 - June 8	May 9 - June 6	May 9 - July 12	August 15 - 31	December 9 - January 3	January 3 - February 3
Drop Period: Students may drop classes online without record	May 9 - June 8	May 9 - June 6	May 9 - July 12	August 15 - 31	December 9 - January 3	January 3 - February 3
Last day to drop and receive 100% refund	May 31	May 31	July 6	August 17	January 2	January 20
Last day to drop classes without course being recorded	June 8	June 6	July 12	August 31	January 3	February 3
Class Withdrawal: Students may continue to withdraw from classes online. Students will receive "W" grades but may petition for "WX" grades.	June 9 - 27	June 7 - 13	July 13 - 19	September 1 - 15	January 4 - 5	February 4 - 17
Census	June 27	June 13	July 19	September 15	January 5	February 17
First day to withdraw for serious and compelling reasons; permitted by petition only	June 28	June 14	July 20	September 16	January 6	February 18
Last day to apply for current semester graduation	July 18	July 18	July 18	October 28	-	March 17
Last day to drop units and receive a pro-rated refund of Tuition & Fees	July 13	June 21	July 26	October 25	January 12	April 1
Spring Instruction Break (campus open, except on 03/31/2020)	-	-	-	-	-	March 25 - 31
Last day to withdraw by petition for serious and compelling reasons and receive a "W"	July 20	June 22	August 3	November 11	January 17	April 21
Last day to withdraw by petition for serious and compelling reasons and receive a "WX"	August 11	July 6	August 9	December 11	January 19	May 19
HOLIDAYS	Summer 2022 Sessions			Fall 2022 Semester	Winter 2023 Session	Spring 2023 Semester
Holiday Closure - 07/04/2022 - Independence Day	July 4	July 4				
Holiday Closure - 09/05/2022 - Labor Day				September 5		
California Admission Day - 09/09/2022 observed 12/29/2022						
Columbus Day - 10/10/2022 observed 11/25/2022						
Holiday Closure - 11/11/2022 - Veterans Day				November 11		
Holiday Closure - 11/24/2022 - Thanksgiving Day				November 24		
Holiday Closure - 11/25/2022 - Columbus Day rescheduled from 10/10/2022				November 25		
Holiday Closure - 12/26/2022 - Christmas Day observed (rescheduled from 12/25/2022)				December 26		
Holiday Closure - 12/27/2022 - Lincoln's Birthday rescheduled from 02/12/2022				December 27		
Holiday Closure - 12/28/2022 - President's Day rescheduled from 02/21/2022				December 28		
Holiday Closure - 12/29/2022 - California Admission Day rescheduled from 09/09/2022				December 29		
Holiday Closure - 12/30/2022 - Must use Personal Holiday, Vacation or CTO Hours				December 30		
Holiday Closure - 01/02/2023 - New Year's Day observed (rescheduled from 01/01/2023)					January 2	
Holiday Closure - 01/16/2023 - Martin Luther King, Jr. Day					January 16	
Lincoln's Birthday - 02/12/2023 observed 12/26/2023						
President's Day - 02/20/2023 observed 12/27/2023						
Spring Instruction Break (campus open, except on 03/31/2023)						March 25 - 31
Holiday Closure - 03/31/2023 - Cesar Chavez Day						March 31
Holiday Closure - 05/29/2023 - Memorial Day						May 29

**NOTES:**  
This is not to be construed as an employee work calendar. Certain collective bargaining agreements covering CSU employees may 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.

**Holidays  
2020 to  
2023**

**2020**

<b>Date</b>	<b>Month</b>	<b>Day</b>	<b>Weekday</b>	<b>Observance</b>
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**

<b>Date</b>	<b>Month</b>	<b>Day</b>	<b>Weekday</b>	<b>Observance</b>
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)

**2023**

<b>Date</b>	<b>Month</b>	<b>Day</b>	<b>Weekday</b>	<b>Observance</b>
1/2/2023	January	2	Monday	New Year's Day 2023 Observed (rescheduled from 1/1/2023)
1/16/2023	January	16	Monday	Martin Luther King, Jr. Day
3/31/2023	March	31	Friday	Cesar Chavez Day
5/29/2023	May	29	Monday	Memorial Day
7/4/2023	July	4	Tuesday	Independence Day
9/4/2023	September	4	Monday	Labor Day
11/10/2023	November	10	Friday	Veterans Day Observed (rescheduled from 11/11/2023)
11/23/2023	November	23	Thursday	Thanksgiving Day
11/24/2023	November	24	Friday	Rescheduled Holiday (Columbus Day rescheduled from 10/9/2023)
12/25/2023	December	25	Monday	Christmas Holiday
12/26/2023	December	26	Tuesday	Rescheduled Holiday (Lincoln's Birthday rescheduled from 2/12/2023)
12/27/2023	December	27	Wednesday	Rescheduled Holiday (President's Day rescheduled from 2/20/2023)
12/28/2023	December	28	Thursday	Rescheduled Holiday (California Admission Day rescheduled from 9/9/2023)
12/29/2023	December	29	Friday	Campus Closed (Use Personal Holiday, Vacation, or CTO Hours)
1/1/2024	January	1	Monday	New Year's Day 2024



**Discussion:**

The attached 2020-21 academic calendar provides detailed dates for summer 2020 sessions, Fall 2020 Semester, Winter 2021 Intersession, and Spring 2021 Semester. Two additional tentative calendar years (2021-22 and 2022-23) have also been provided in order to allow for long-term planning by the campus community. Extensive feedback has already been obtained from various constituents regarding the attached 2020-21 academic calendar. Following adoption by the Academic Senate and approval by the President, the calendar must be submitted to the Chancellor' Office in January 2020 for final review and approval.

The request for changing Columbus Day to Indigenous Peoples Day was discussed. The calendar has a comment that several U.S. states as well as many cities in California observe the second Monday in October as Indigenous Peoples Day instead of Columbus Day, but due to federal law, the actual calendar still shows Columbus Day.

It was noted that this calendar contains a Winter Intersession from January 4 through January 20, 2021. The length of the 2021 Winter Intersession is similar to the 2020 Intersession.

The motion to adopt AA-003-190, 2020-2021 Academic Calendar, with one the correction to change one instance of 2019-2020 to 2020-2021, pass with two (2) abstentions.

**I. [EP-001-190, Adoption of More Inclusive Language in Senate Constitution and Reports – FIRST READING](#)**

The first reading report for EP-001-190, Adoption of More Inclusive Language in Senate Constitution and Reports, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ep001190fr.pdf>.

Senator Puthoff presented the report.

M/s to receive and file EP-001-190, Adoption of More Inclusive Language in Senate Constitution and Reports.

**Recommendation:**

The Elections and Procedures Committee recommends the following changes to the Academic Senate Constitution:

- Art. II, Sec. 3(E): "his/her" → "their"
- Art. III, Sec. 7: "to an alternate designated by him/her" → "their designee"
- Art. III, Sec. 8(B): "his or her" → "their"
- Art. III, Sec. 10: "his/her" → "their"

Article II, Section 3(C) of the Bylaws should be changed as follows:

"Supervise the preparation of reports from committees of the Academic Senate, ensuring that proper form and inclusive language are used, sufficient copies are printed, and reports are properly distributed."

The Elections and Procedures Committee also recommends that since the AS-CPP constitution is still referred to as "Appendix 17" of the University policy manual, which does not exist in the same form as it did when the AS-CPP constitution was first adopted. We recommend renaming

this document header to “Policy 121” to reflect the current University Manual. The committee does not believe this change warrants ratification by the enfranchised faculty.

**Discussion:**

Senator Puthoff explained that this is a minor change to the constitution in regards to the number of words that need to be changed, but profound in the sense that this update remedies the current non-inclusive nature of the constitution. This is in line with what the Chancellor’s Office is recommending for university documents.

If adopted these changes will be included in a referendum to be voted on by all enfranchised faculty.

There is also a request that senate referrals/report should follow the same linguistic guidelines, therefore there is a minor modification to the bylaws to reflect that this is the official practice of the Academic Senate.

There was a question whether the language should be his/her/their instead of just their. Senator Puthoff responded that there was consultation with several departments/offices on campus who deal with these types of issues on a daily basis including Susan Hua, Interim Assistant Vice President and Title IX Coordinator and Bri Carmen Sérrano, Coordinator, Pride Center, Office of Student Life & Cultural Centers, and they/their/theirs is the correct language.

It was clarified that this report contains both changes to the constitution and the bylaws. Senator Puthoff clarified that there are different thresholds for adopting changes to the constitution. Constitutional changes require ratification by the enfranchised faculty. Therefore an affirmative vote on this report would send the constitutional changes to the enfranchised faculty for a vote. The bylaws changes would be adopted with an affirmative vote of this report.

4. New Business

a. Retiring Senators

Senators Ibrahim and Salem retired from the Academic Senate because of sabbaticals.

5. Discussion

Senator Lloyd, Chair of the Transportation Advisory Committee, announced that in the spring semester the university will start expanded shuttle service to the Pomona North Metrolink Station. Currently the shuttle runs twice in the morning and evening. This will be increased to five (5) times in the morning and five (5) times in the evening. Metrolink has provided the university with 150 free passes. Contact the Rideshare Office to request one of the free passes.

The December 4, 2019 Academic Senate Meeting adjourned at 4:10 p.m.