

# Minutes

## of the Academic Senate Meeting

April 14, 2021

- PRESENT: Anderson, Aragon, Barding, Chase, Chaturvedi, Chen, Corley, Davidov-Pardo, Fallah Fini, Flores, Gonzalez, Huerta, Huh, Kumar, Kwok, Lee, Lloyd, Musgrave, Myers, Nelson, Ortenberg, Osborn, Pacleb, Puthoff, Quinn, Singh, Small, Snyder, Soper, Speak, Urey, Van, Van Buer, Von Glahn, Wachs, Welke
- PROXIES: Senator Kwok for Senator Shen, Senator Ortenberg for Senator Urey (after 4:00 p.m.), Senator Speak for Senator Chaturvedi (until available)
- ABSENT: Coburn, Milburn
- GUESTS: E. Azpeitia, A. Baski, J. Blair, B. Burns-Whitmore, S. Dixon, L. Dopson, S. Eskandari, K. Forward, S. Garver, K. Gasdaglis, C. Gonzales, M. Guerrero, N. Hawkes, N. Hernandez, L. Kessler, B. Kim, S. Krainin, I. Levine, J. Lozano, A. Ly, A. Madva, C. Myers, D. Parks, S. Kafai, B. Quillian, L. Massa, J. McGuthry, T. Roby, M. Rodriguez, L. Roosa Millar, P. Ross, L. Rotunni, M. Sancho-Madriz, B. Serrano, F. Subhan, G. Tejadilla, F. Teves, D. Turner, M. Viorato,

Senator Quinn motioned to add GE-018-201 to the Academic Senate agenda for a first reading. He explained that excluding this report was an oversight when he presented several GE reports to the Academic Senate on April 7, 2021.

M/s to add GE-018-201, EWS 2031: The Native American Historical Experience (New Area F, Revision from D3), to today's Academic Senate agenda.

The motion to add GE-018-201, EWS 2031: The Native American Historical Experience (New Area F, Revision from D3), passed unanimously.

M/s to add the *Resolution of Community Oversight of the University Policy Department* to the Academic Senate agenda.

The motion to add the *Resolution of Community Oversight of the University Policy Department* to the Academic Senate agenda passed with one (1) No vote and one (1) abstention.

1. Academic Senate Minutes – February 10, 2021, and March 10, 2021

The February 10, 2021 Academic Senate Meeting minutes are posted on the Academic Senate website at [https://www.cpp.edu/senate/documents/packets/2020-21/04.14.21/academic\\_senate\\_minutes\\_02.10.21\\_posted.pdf](https://www.cpp.edu/senate/documents/packets/2020-21/04.14.21/academic_senate_minutes_02.10.21_posted.pdf).

M/s to approve the February 10, 2021 Academic Senate Meeting minutes as posted.

M/s to postpone approval of the March 10, 2021 Academic Senate Meeting minutes until the next meeting. The motion to postpone the approval of the March 10, 2021, Academic Senate Meeting minutes passed with two (2) abstentions.

2. Information Items  
a. Chair's Report

Chair Nelson did not provide a Chair's Report in the interest of time since the agenda for the meeting is lengthy.

b. President's Report

President Coley thanked all who participated in the *Campus Conversation on the Planning Update on CPP Safer Return 2021* on April 8, 2021. She stated that approximately 1100 participants logged into the webinar and the President appreciated the engagement in the planning effort. Any questions that did not get answered during the event were captured and responses will be posted on the [Office of the President's Campus Conversation website](#).

President Coley commented that California continues to make progress responding to the pandemic, which has allowed the university to accelerate its preparations to repopulate the campus. Over the last month, LA County has moved from the most restrictive tier in the state's *Blueprint for a Safer Economy*, the purple tier, to the less restrictive red tier, and then on April 5<sup>th</sup> to the orange. Many factors affect the ability to move in and out of categories, but there is optimism that the situation will continue to improve. Last week Governor Newsom stated that as long as California meets two specific criteria, the state will fully reopen its economy on June 15, 2021. The state must keep the COVID-19 vaccine supply sufficient for everyone 16 and older who wishes to be inoculated and keep hospitalization stable and low. At the time California reopens, and all sectors are allowed to resume normal operations as long as public health strategies remain in place to prevent the spread of the virus, the state's color-coded *Blueprint for a Safer Economy* will come to an end.

As detailed in the campus conversation, the next phase of the campus repopulation planning will be guided by the Safer Return Steering Committee, led by Provost Alva, Vice President John McGuthry, and Vice President Christina Gonzales, with support from Associate Provost Sep Eskandari, Associate Vice President Frances Teves, and Chief of Staff, Nicole Hawkes. The steering committee is going to coordinate the efforts of a range of subcommittees covering the full breadth of campus life, teaching, learning, and administrative operations. This will be a massive undertaking from everything from checking HVAC systems to consideration of a new telecommuting framework. President Coley commented that the university is using the remainder of the spring semester to test its capacity to scale up operations with outdoor study spaces, limited use of the library, and expanded dining options. Over the summer, the Office of Student Affairs will pilot projects in athletics, dining, and housing.

On March 30, 2021, the President shared with the campus the news the CSU Chancellor Castro announced extending COVID-related leave benefits for full-time employees. The CSU had already been in a discussion regarding a new COVID-related leave benefit when Governor Newsom signed legislation providing 80 hours of COVID-related leave through September 2021, and then Chancellor Castro shared that the benefit would be expanded to 128 hours through December 2021. These benefits went into effect on March 29, 2021, for non-represented employees and will be retroactive to January 1, 2021. The CSU intends to provide these extended benefits to represented employees as well once the meet-and-confer requirements have been satisfied.

President Coley stated there are searches underway for two essential leadership positions, the **Vice President for Administration and Chief Financial Officer** and the **Presidential Associate for Inclusion and Chief Diversity Officer**. There are two finalists for the position of **Vice President for Administration and Finance and Chief Financial Officer**. The open forums will be held on Monday, April 12, 2021, and Friday, April 16, 2021. The search for the **Presidential Associate for Inclusion and Chief Diversity Officer** kicked off in March.

President Coley announced that she just received an email from Vice Chancellor Steve Relyea that states, considering the plan for repopulation of the campuses for the fall 2021 term and the

expected widespread availability of the COVID vaccine, restrictions previously placed on travel will be lifted as of June 1, 2021. Campuses will use the latest travel guidance from the Centers for Disease Control and Prevention for determining travel guidelines.

c. [Provost's Report](#)

The Provost's Report is located on the Academic Senate website at [https://www.cpp.edu/senate/documents/packets/2020-21/04.14.21/provosts\\_report\\_to\\_academic\\_senate\\_2021-04-14.pdf](https://www.cpp.edu/senate/documents/packets/2020-21/04.14.21/provosts_report_to_academic_senate_2021-04-14.pdf).

Associate Provost Eskandari reported that the start of fall 2021 registration was postponed from April 5 to April 21, 2021, to expand the amount of in-person instruction planned. Dr. Eskandari stated that the goal is to have about 50% of all class sections having some in-person component and he thanked all departments for their hard work on this.

He asked all faculty members to encourage students to use [CPP Connect Planner](#) that is an incredibly useful tool that helps students stay on track towards degree completion. It will also provide valuable data for planning class schedules. The ultimate goal is 100% of students using CPP Connect Planner.

AP Eskandari announced that in-person internships were approved by the LA County of Public Health starting in summer 2021 and he encouraged those interested to work with Dr. Olukemi Sawyerr, AVP for Academic Innovation, and with the Center for Community Engagement.

Over the summer there will be significant professional development opportunities for faculty. More information will be available on these opportunities in the near future.

There was a joint message sent out by Academic Senate Chair Nelson and Provost Alva asking for faculty volunteers for the six working groups tasked with planning the safe return to campus.

The working groups are:

- Safer Return Task Force
- Teaching and Learning
- Campus Life
- Employee and Organization
- Campus Operations
- Events and Activities

Interested faculty should send an email to [senate@cpp.edu](mailto:senate@cpp.edu).

Cal Poly Pomona received its second allocation of funding for Higher Education Emergency Relief Fund II (HEERF) in mid-March. Dr. Eskandari commented that student emergency grant distribution began the week of April 5, 2021. Jessica Wagoner, Senior Associate Vice President for Enrollment Services, and her team have put together a model to distribute these funds. The model has five (5) different groups based on the expected family contribution of students. Based on the model there are an estimated 21,000 to 24,000 students eligible for the HEERF II grants.

Groups	Group 1	Group 2	Group 3	Group 4	Group 5
<b>Spring 2021 Enrollment</b>	<b>EFC = \$0</b>	<b>EFC range (\$1 - \$5,711)</b>	<b>EFC range (\$5,712 - \$12,744)</b>	<b>EFC above \$12,744</b>	<b>No FAFSA Filed EFC Undetermined</b>
<b>Full-time:</b> 12 or more units for Undergraduate or Credential 6 or more units for Graduate	<b>\$1,200</b>	<b>\$1,000</b>	<b>\$750</b>	<b>\$500</b>	<b>\$1,200-\$500</b>
<b>Part-time:</b> 1 to 11 units for Undergraduate or Credential 1 to 5 units for Graduate	<b>\$800</b>	<b>\$650</b>	<b>\$400</b>	<b>\$300</b>	<b>\$800-\$300</b>

As of this morning, approximately 21,000 students have already received grants totaling about \$17.8 million.

Dr. Eskandari mentioned that Research, Scholarly, and Creative Activity (RSCA) awards have been distributed. A total of \$124,250 was awarded. Proposals for next year's Provost's Teacher-Scholar Support Program were due to college committees on April 12, 2021. Funding recommendations are due to the Provost on Friday, April 30, 2021, with decisions announced by Friday, May 21, 2021.

President Coley added that HEERA II funds cannot be distributed to DREAMers but, as in the last round of CARES grants, the university is looking at ways to provide additional support for DREAMers.

d. Vice Chair's Report

**NEW REFERRALS: (7)**

AA-010-201	Revision of Policy 1603 - Credit by Examination for Semesters
AP-005-201	New Emphasis in Digital Marketing in the BS in Business Administration – Marketing Management Option
AP-006-201	Emphasis Name Change from Marketing Research to Consumer Insights and Analytics in the BS in Business Administration – Marketing Management Option
EP-001-201	Elections for Senators with Multiple Candidates from Same Department
FA-003-201	Review of Policies 1206 and 1207
FA-004-201	Revision of Policy 1311
GE-031-201	PHY 1510 - Introduction to Newtonian Mechanics (GE Sub-Area B1)

**WITHDRAWN REFERRALS: (1)**

GE-011-201	SOC 2201 – Introduction to Sociology (GE Sub-Area A3) – withdrawn by Sociology Department
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**SENATE REPORTS FORWARDED TO PRESIDENT: (2)**

AS-2909-201-FA	Revision to Policy 1310 - Management Personnel Plan (MPP) Appointments
AS-2910-201-AA	Updates to Course Designation Standards

**PRESIDENT RESPONSES TO SENATE REPORTS: (1)**

AS-2907-201-AA	Remote Proctoring Policy – <b>APPROVED</b>
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e. CSU Academic Senate Report

Senator Speak reported that most of the ongoing work between plenary sessions of the ASCSU has been focused on legislation concerning the CSUs.

f. Budget Report

The Budget Report is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2020-21/04.14.21/budget-report-april-2021.pdf>.

Presentation | Division of Student Affairs Academic Senate 2021 Budget Report

Senator Lloyd reported that the Budget Committee met last week with the Division of Student Affairs for a budget overview with VP Christina Gonzales and Executive Budget Director Kaitlyn Sedzmac. It was noted that the Division of Student Affairs has had increased responsibilities during the pandemic to support basic needs and other student support initiatives, but less than 10% of their budget is from state funds. Most of the budget comes from auxiliaries such as housing and food services which were hit hard by the pandemic, resulting in approximately a 78% reduction in revenue. Part of the reduction was covered by carryover from the previous year and cuts to student employment. The major challenge for the division is the re-opening of the campus. Housing and food services, parking services, and other student affairs services on campus will need to be staffed before the revenue stream returns. There is also the expectation that the demand for programs to meet student basic needs will continue to grow.

g. CFA Report

Senator Von Glahn reported that the CFA is moving forward with contract proposals in bargaining. CFA is continuing to advocate at both the legislature and the Chancellor's Office for COVID relief and to encourages any faculty who are still struggling with caretaking or other impacts due to COVID to reach out to Human Resources and take advantage of additional COVID relief that is retroactive to January 1, 2021.

h. ASI Report

The ASI Report is located on the Academic Senate website at [https://www.cpp.edu/senate/documents/packets/2020-21/04.14.21/senator-singh-report4\\_14.pdf](https://www.cpp.edu/senate/documents/packets/2020-21/04.14.21/senator-singh-report4_14.pdf).

Senator Singh reported that the new 2021-2022 ASI President and Vice President are Prabhat Jammalamadaka and Derek Sweem. The ASI Board of Directors is currently going through budget presentations for the 2021-22 ASI Budget for approval. ASI is now offering emergency grants up to \$1500 for those who qualify. The ASI Report contains the results of the ASI student survey on repopulation and fall 2021.

i. Staff Report

Senator Gonzalez reported that Staff Appreciation Week is scheduled for the week of May 24, 2021. All staff, faculty, and students are invited to participate in the workshops.

j. Safer Return Task Force

Frances Teves, Coordinator, Safer Return Task Force, reported that in the last month after being in the purple tier for nearly one (1) year, Los Angeles County moved into the red tier and then swiftly into the orange tier three (3) weeks later on April 5, 2021. The swift movement through the tiers reflects the change in the state's framework, based on equitable vaccine distribution coupled with a dramatic and continued decline in hospitalizations and deaths. Last week, California

reported the lowest positivity rate in the nation at approximately 1%, representing the state's all-time low since the start of the pandemic. Los Angeles County has seen dramatic and significant and sustained declines in COVID cases. In January, LA County recorded 15,000 daily cases and a positivity rate of 77%. Today the positivity rate in LA County is 1.5% with approximately 448 cases in a population of 10 million. As a result, the governor announced that as long as vaccines remain available and hospitalizations continue to be stable, California will reopen the economy on June 15, 2021, moving beyond the *Blueprint for a Safer Economy*, returning to everyday activities with reasonable safety measures, including a mask mandate.

LA County's movement by two tiers in one month reflects the efficacy of vaccines as the state progresses to herd immunity. More than 23% of Californians are fully vaccinated and another 18% have received their first dose. In a few weeks, approximately 41% of our state's nearly 40 million residents will be fully vaccinated, moving the state closer to herd immunity. AVP Teves commented that tomorrow marks a critical day in the state's vaccine distribution framework with individuals over 16 being eligible, effectively ending the tiered vaccination framework and opening access to anyone interested.

Yesterday California stopped administering the Johnson and Johnson vaccine. Los Angeles County sent out communication that Johnson and Johnson accounts for only about 4% of the state's vaccine supply and Governor Newsom has announced that the state will allocate Pfizer and Moderna to the nearly 9000 people who have made appointments to receive the Johnson and Johnson vaccine.

The Cal Poly Pomona vaccination hub is winding down operations in the next few weeks. As of April 13, 2021, the vaccination hub had administered more than 250,000 vaccines. The campus is currently working with Kaiser on a plan to provide access to faculty, staff, and students living on campus, by providing appointments on Friday and Saturday.

AVP Teves commented that at last week's Campus Conversation they highlighted the transformations to the physical campus and the infection control to measures to keep the campus safe, and how these measures will change how we experience and navigate the campus. The campus community will need to work together as we underscore the impact of collective actions on safety. There have been several inquiries raised about the enforcement of the mask policy for our campus. VP Christina Gonzales responded that as there are already some students living on campus and others participating in on-campus instruction, there is a policy on wearing face coverings which is posted on the Office of Student Conduct & Integrity website. The Office of Student Affairs is making it clear in all training and communication that students are expected to wear a mask while on campus. If a student continuously does not want to abide by the protocols, then they will be asked to meet with the Office of Student Conduct.

### 3. Consent Agenda

Chair Nelson commented that there is a consent agenda, a procedure that has not been used in quite a while. Consent agendas were very common during the approval of semester conversion courses. This consent agenda consists of non-controversial first reading reports. All the courses are new GE Area F courses. Adopting the consent agenda means receiving and filing all first reading reports. Per procedure, any senator can request that an item be removed from the consent agenda.

M/s to accept the consent agenda. The motion to accept the consent agenda passed with one (1) abstention.

- a. [GE-017-201, EWS 2021: Latina and Latino American Historical Experience \(New Area F, Revision from D3\) – FIRST READING](#)

The first reading report for GE-017-201, EWS 2021: Latina and Latino American Historical Experience (New Area F, Revision from D3) is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge017201fr.pdf>.

b. [GE-019-201, EWS 2041: Asian American Historical Experience \(New Area F Course\) – FIRST READING](#)

The first reading report for GE-019-201, EWS 2041: Asian American Historical Experience (New Area F Course) is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge019201fr.pdf>.

c. [GE-020-201, AMM 1250: Race, Ethnicity, and the American Consumer \(New Area F Course\) – FIRST READING](#)

The first reading report GE-020-201, AMM 1250: Race, Ethnicity, and the American Consumer (New Area F Course) is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge020201fr.pdf>.

d. [GE-021-201, LA 2250: The Japanese American Experience and the California Landscape \(New Area F Course\) – FIRST READING](#)

The first reading report for GE-021-201, LA 2250: The Japanese American Experience and the California Landscape (New Area F Course) is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge021201fr.pdf>.

e. [GE-022-201, IGE 2600: Digital Culture, Race, and Ethnicity \(New Area F\) – FIRST READING](#)

The first reading report for GE-022-201, IGE 2600: Digital Culture, Race, and Ethnicity (New Area F) is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge022201fr.pdf>.

f. [GE-023-201, EWS 2050/AG 2050 – Race, Ethnicity and Food Justice \(New GE Area F\)– FIRST READING](#)

The first reading of GE-023-201, EWS 2050/AG 2050 – Race, Ethnicity, and Food Justice (New GE Area F) is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge023201fr.pdf>.

g. [GE-024-201, EWS 2080/PLS 2080: Introduction to Race and Ethnic Politics \(New GE Area F Course\) – FIRST READING](#)

The first reading report for GE-024-201, EWS 2080/PLS 2080: Introduction to Race and Ethnic Politics (New GE Area F Course) is located at the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge024201fr.pdf>.

h. [GE-025-201, EWS 2180/NTR 2180: Ethnic Studies of Food, Nutrition and Health Disparities \(New GE Area F Course\) – FIRST READING](#)

The first reading report for GE-025-201, EWS 2180/NTR 2180: Ethnic Studies of Food, Nutrition and Health Disparities (New GE Area F Course) is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge025201fr.pdf>.

i. [GE-026-201, EWS 2210/TH 2210: Race and Ethnicity on Stage and Screen \(New GE Area F Course\) – FIRST READING](#)

The first reading report for GE-026-201, EWS 2210/TH 2210: Race and Ethnicity on Stage and Screen (New GE Area F Course) is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge026201fr.pdf>.

j. [GE-027-201, EWS 3313/SOC 3313: Latina/o Sociology \(New GE Area F\) – FIRST READING](#)

The first reading report for GE-027-201, EWS 3313/SOC 3313: Latina/o Sociology (New GE Area F) is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge027201fr.pdf>.

k. [GE-028-201, EWS 1051/URP 1051: Ethnic Communities, Places, and Urban Planning \(Modified GE Area F from D3\) – FIRST READING](#)

The first reading report for GE-028-201, EWS 1051/URP 1051: Ethnic Communities, Places, and Urban Planning (Modified GE Area F from D3) is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge028201fr.pdf>.

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

a. [AA-007-201, Alternative Transportation Committee \(ATC\) Bylaws – SECOND READING](#)

The first reading report for AA-007-201, Alternative Transportation Committee (ATC) Bylaws, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa007201sr.pdf>.

Senator Wachs presented the report.

M/s to adopt AA-007-201, Alternative Transportation Committee (ATC) Bylaws.

**RECOMMENDATION:**

The committee recommends approving the ATC Committee Bylaws. The bylaws are included below for your reference.

**CPP Alternative Transportation Committee**  
**Draft Bylaws**

**PURPOSE**

Education Code Section 89701(b)(4) and adopted Parking & Transportation policy of the CSU require each CSU campus to form an Alternative Transportation Committee (ATC) and investigate and consider alternative transportation strategies, as determined by that Committee, before any funds can be allocated for the construction of parking facilities.

The purpose of the ATC is to assist the campus in identifying and prioritizing recommended opportunities to improve pedestrian, bicycling, transit and other non-single occupancy vehicle commute modes to overcome barriers to their use by members of the campus community. The Committee shall be responsible for analyzing and evaluating the campus' existing transportation programs and challenges and recommending plans and strategies to increase equitable access, and cost-effective and sustainable transportation options.

Since May 2017, Cal Poly Pomona has had a standing Transportation Advisory Committee (TAC) that has been charged with a similar role and function at the University. The purpose of the TAC has been to advise the University on issues, priorities, and policies related to campus transportation. This Committee originated as an ASI ad hoc TAC in response to Alternative Transportation resolutions passed by the ASI Senate and the Academic Senate, respectively. The



members of the TAC voted unanimously to support a more permanent, campus-wide iteration of the Committee, after consultation with the President's Office and both the ASI Senate and Academic Senate.

The purpose of these Bylaws is to officially align and merge the functions of the TAC with the new, CSU mandated Alternative Transportation Committee (ATC) requirements and composition. This new standing Committee will replace the former TAC, but its charge and the shared-governance decision-making structure, which are rooted in the origins of the TAC, shall remain. The new ATC will take effect in Fall 2021, after approval of the Academic Senate and ASI Senate, with AY 2020-21 being a transition period.

## **BACKGROUND**

An ASI ad hoc Transportation Advisory Committee (TAC) was established in 2016-2017 in response to an ASI Senate resolution (ASI SR 2015-2016:01) passed in November 2015, and a subsequent Academic Senate resolution calling, in part, for the University to promote alternative transportation, make the campus more accessible by transit and bicycle, as well as explore improvements in pedestrian safety. Such an outcome required collaboration with the University, local governments, and area transit agencies. Because the effort to plan and implement such programs and infrastructure improvements impacted the campus beyond the 2016-2017 academic year, the ASI Senate and Academic Senate agreed to make the ad hoc committee a permanent, university-wide committee in May 2017 to provide outreach to the campus community and advice to the University on these important issues that are germane to the University's commitments to equity, access, affordability, student success, and environmental sustainability.

## **BYLAWS**

The Committee will maintain written bylaws that include, but are not limited to, name and purpose, committee membership criteria, appointment process, terms of office for the Committee members, general procedures of the committee, member duties, meeting schedule, and the general noticing requirements and engagement processes.

The rules contained in the current edition of Roberts Rules of Order newly revised shall govern the Committee's conduct of business to the extent that they are not inconsistent with these bylaws.

These bylaws may be amended by a majority vote of the Committee.

## **ROLE AND RESPONSIBILITIES**

Among other activities, the Committee will:

1. Facilitate the discussion of sustainable transportation options to and from campus;
2. Facilitate education and awareness of transportation services on campus;
3. Provide guidance to the University based on feedback from students, faculty, and staff regarding transportation matters;
4. Develop a report of the campus' transportation needs and recommendations to increase bicycle, pedestrian and transit commute mode share and improve campus user and visitor experience;
5. Provide representation on the Campus Master Plan Committee and input on the transportation elements of the Campus Master Plan, and monitor implementation of those elements;
6. Provide input to the development of the campus Transportation Demand Management (TDM) Plan, which is aimed at reducing single occupancy vehicles (SOV) usage and vehicle miles traveled (VMT) to campus;
7. Evaluate the effectiveness of the campus' TDM strategies through cost/benefit analysis and hourly utilization of various transportation modes;
8. Identify and recommend TDM strategies to prioritize for campus investment and help request/seek funding for those strategies;
9. Use campus transportation performance data to recommend new programs and/or changes in strategy;
10. Assist in determining the need for the construction of new parking assets or improvement of existing parking assets;

11. In the event a new parking improvement and/or facility is needed, provide a letter to confirm the recommendation of the Alternative Transportation Committee;
12. Prepare annual report to the President and University Cabinet, and periodic updates to the ASI Senate, Academic Senate and Staff Council.

In carrying out its purpose, the Committee shall:

- Provide a campus forum for the discussion of transportation and mobility concerns, and a means to convey campus community views on parking and transportation matters, and needed alternative transportation improvements to the President's Office.
- Assist in the dissemination of information about transportation services to the various ridership groups, such as: faculty/staff, students, low-income residents, individuals with limited English proficiency (LEP), and individuals with disabilities, throughout campus.

Members of the Committee are asked to:

- Come prepared to achieve meeting objectives described in the published agenda
- Listen and appreciate a diversity of views and opinions
- Actively participate
- Focus on the agreed scope of the Committee
- Attend all meetings in a timely manner
- Notify the Executive Director/Chairperson if unable to attend a meeting
- Support and respect each other's opinions
- Not speak to the media on behalf of the group unless consent has been provided in writing from the Executive Director/Chairperson

#### **COMMITTEE MEMBERSHIP AND APPOINTMENT PROCESS**

The standing Committee will be comprised of eleven (11) members, including 9 voting member and 2 non-voting members. The membership of the ATC will be determined by the President or his/her designee and will consist of:

1. Two (2) students - recommended by the President, and/or Associated Students, Inc.; 1-year term (may be reappointed)
2. Two (2) faculty - recommended by the Academic Senate; 2-year term (may be reappointed)
3. Two (2) staff representatives; 2-year term (may be reappointed)
4. Executive Director of Transportation & Planning - Chairperson; Ex-Officio; indefinite term
5. Parking Director - Ex-Officio; indefinite term
6. Sustainability Coordinator - Ex-Officio; indefinite term
7. One (1) representative from the Chancellor's Office - designated by the Chancellor's Office, non-voting member; indefinite term
8. <optional> Local transportation agency representatives; Ex-Officio, non-voting member; indefinite term

Recommendations for membership from campus constituencies should consider the backgrounds of the persons selected to ensure that faculty/staff and students with disabilities and students from disadvantage communities are represented. Committee members should be knowledgeable about the public transportation and bicycle/pedestrian needs of students and faculty/staff.

A member whose term has expired may apply and be considered for re-appointment through the established nomination and appointment process. There is no limit on the number of times a member may be re-appointed to serve on the Committee.

#### **RESIGNATIONS/VACANCIES**

Should a member need to resign from the Committee, they may do so by informing the Chairperson in writing. At such time, the Committee may fill the vacancy by the appointment process. When a vacancy occurs, the Chairperson shall immediately notify the appointing authority if relevant and such appointing bodies or individuals shall, as soon as possible thereafter, nominate and appoint a new member, having the necessary characteristics as prescribed herein to fill the vacated membership for the unexpired term of the resigned member.

### **FRIENDS OF THE COMMITTEE**

Membership requires a formal process; however, participation in Committee activities is not limited to members. Active participants who are not members are called “friends” of a committee. “Friends of the Committee” comprise of interested campus stakeholders who serve in a non-voting capacity and must be nominated by the Chairperson.

### **SUBCOMMITTEES/TASK FORCES/WORKING GROUPS**

The Chairperson may from time to time, subject to Committee approval, establish subcommittees, task forces, or working groups composed of Committee members and non-Committee members for such purposes and terms as deemed necessary or useful to assist the Committee in accomplishing its purposes, duties, and responsibilities.

The Chairperson and the Committee will endeavor to include student and faculty participation in subcommittees, working groups, and task forces, whenever possible. The number of members, their affiliation, and their terms will be defined by majority vote of the Committee members on a case-by-case basis. Membership and composition of any subcommittees or task forces shall be reviewed annually by the Chairperson after the appointment of new members in accordance with the bylaws.

### **TERM OF OFFICE**

Membership for faculty and staff shall be for a period of two (2) years, staggered to ensure continuity. Students shall be appointed annually for 1-year terms by ASI. Terms shall begin on Oct. 1 and end on Sept. 30 two years later.

See **Appendix A** for the most current roster of Committee and Friends of the Committee members which will be updated annually or as new/re-appointments are made.

### **MEETING FREQUENCY**

The standing Committee will meet once a month, unless the meeting is canceled or postponed. The exact date, time and location will be agreed upon by Committee members. Additional meetings may be necessary to complete the work of the Committee. The meetings will be held on campus unless otherwise announced. (Note: During the COVID-19 pandemic, all meetings will be virtual until further notice).

### **QUORUM**

More than 50 percent of the currently appointed Committee shall constitute a quorum for the conduct of business at any meeting.

### **ATTENDANCE**

For meetings to take place in an effective way, a minimum of five members must be present. At the beginning of each meeting, the Chairperson will call the meeting to order and take a roll call of attendees.

If a Committee member fails to attend three (3) regular meetings within a one-year period without excuse, the Chairperson will consider this a voluntary resignation and may fill the vacancy by the appointment process.

### **MEETING AGENDA**

Meeting agendas will be provided to members approximately three days prior to the meeting. Background materials may be included with the agenda for prereading and meeting preparation.

## MEETING MINUTES

Meeting discussions and outcomes will be documented in minutes by the Executive Assistant and made available in a timely fashion via the Committee’s website or share folder site. Approval of meeting minutes for the immediate past meeting shall be acted upon by Committee members and recorded.

## CONFLICT OF INTEREST

Any apparent, potential, or perceived conflict of interest in matters that may be considered by the Committee should be declared to the Chairperson prior to public meetings to ensure the group’s future accountability, transparency, and success. A member shall also declare the apparent, potential, or perceived conflict of interest during public meetings.

## PRESENTATIONS/INFORMATION ITEMS

Information items are presentations not requiring a formal action or vote of the Committee, and shall be considered “Receive and File” items.

## ACTION ITEMS

All action items of the Committee shall be a motion passed by a majority of the members present and voting. When appropriate for clarification purposes or requested by a member, the Chairperson shall restate each motion immediately following its introduction.

In situations where extensive discussion or debate occurs following its introduction of a motion, or when an amendment(s) is/are made to a motion, the Chairperson shall restate each motion immediately prior to calling for the vote. Following the vote, the Chairperson shall announce whether the motion carried or was defeated.

## ANNUAL REPORTING

The ATC will make annual, written recommendations to the President and University Cabinet on issues related to transportation, including, for example, street infrastructure; transit accessibility; transit pass programs; roadway safety for all road users; active transportation access, promotion, and safety; programs to reduce campus vehicle miles traveled (VMT) and single occupant vehicle (SOV) usage; general improvements to campus mobility and parking efficiency.

The Committee will furnish an annual report of its activities and recommendations to the President and Cabinet every spring term.

### DISCUSSION:

These bylaws are necessary for are the codification of a committee that already exists on campus. The committee has received no feedback since the first reading.

The motion to adopt AA-007-201, Alternative Transportation Committee (ATC) Bylaws passed unanimously.

- b. [AP-003-201, Discontinuation of the Music B.A. – Music Education \(Pre-Credential Option\) – SECOND READING](#)

The second reading report for AP-003-201, Discontinuation of the Music B.A. – Music Education (Pre-Credential Option), is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap003201sr.pdf>.

Senator Small presented the report.

M/s to adopt AP-003-201, Discontinuation of the Music B.A. – Music Education (Pre-Credential Option).

**RECOMMENDATION:**

The Academic Programs Committee recommends the discontinuation of the Music B.A. – Music Education (Pre-Credential Option).

**DISCUSSION:**

Senator Small stated that this is a non-controversial referral. The old Music Education (Pre-Credential Option) is no longer compliant with the Commission of Teaching Credentialing (CTC) standards. The Music Department received approval of a new Bachelor of Music (B.M.) degree with an option in Pedagogy (Pre-Credential) which will replace the B.A. option in Music Education. This program has been approved by the CTC for its curriculum as satisfying subject matter competence in music. Since there is another program in place into which students still completing the program can transition, there is no delay in their degree progress.

Since the first reading, the committee has received no feedback.

The motion to adopt AP-003-201, Discontinuation of the Music B.A. – Music Education (Pre-Credential Option) passed unanimously.

c. [AP-004-201, Discontinuation of the Fashion Retail Management and Fashion Merchandising Emphases in the AMM BS – Fashion Retailing – SECOND READING](#)

The second reading report for AP-004-201, Discontinuation of the Fashion Retail Management and Fashion Merchandising Emphases in the AMM BS – Fashion Retailing, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ap004201sr.pdf>.

Senator Small presented the report.

M/s to adopt AP-004-201, Discontinuation of the Fashion Retail Management and Fashion Merchandising Emphases in the AMM BS – Fashion Retailing.

**RECOMMENDATION:**

The Academic Programs Committee recommends adopting the proposal to remove the Fashion Retail Merchandising and Fashion Retail Management Emphases in the AMM B.S. Fashion Retailing Option.

**DISCUSSION:**

This is an uncontroversial report. The Apparel Management and Merchandizing Department (AMM) decided to delete the emphases because there was considerable overlap and redundancy. The AMM Department proposes to delete the two emphases within the Fashion Retailing option and redistribute the emphasis classes (total of six) into this option as either “option-required” or “choose one of” courses. No courses are being deleted. The AMM Department does not anticipate a negative impact on enrollment demand from these changes. This change will not delay any students path to graduation.

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

The motion to adopt AP-004-201, Discontinuation of the Fashion Retail Management and Fashion Merchandising Emphases in the AMM BS – Fashion Retailing, passed unanimously.

d. [GE-005-201, PLS 4815: Environmental Politics and Policy \(D4, New Course\) – SECOND READING](#)

The second reading report for GE-005-201, PLS 4815: Environmental Politics and Policy (D4, New Course) is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge005201sr.pdf>.

Senator Quinn presented the report.

M/s to adopt GE-005-201, PLS 4815: Environmental Politics and Policy (D4, New Course).

**RECOMMENDATION:**

The GE Committee recommends approval of the new D4 course PLS 4815: Environmental Politics and Policy.

**DISCUSSION:**

Senator Quinn commented that this is a very straightforward new Upper Division Synthesis course in D4 Social Science. It is non-controversial, and the committee received no questions or concerns since the first reading.

The motion to adopt GE-005-201, PLS 4815: Environmental Politics and Policy (D4, New Course), passed unanimously.

e. [GE-007-201, ENG 4220: Sociolinguistics \(D4, New GE Course\) – SECOND READING](#)

The second reading report for GE-007-201, ENG 4220: Sociolinguistics (D4, New GE Course), is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge007201sr.pdf>.

Senator Quinn presented the report.

M/s to adopt GE-007-201, ENG 4220: Sociolinguistics (D4, New GE Course).

**RECOMMENDATION:**

The GE Committee recommends approval of the new D4 course, ENG 4220: Sociolinguistics.

**DISCUSSION:**

Senator Quinn commented that during the first reading there was some confusion about the ENG prefix for the course. The correct prefix is ENG and this course is in the English and Modern Languages Department. Since the first reading, the GE Committee has received no feedback on this course.

The motion to adopt GE-007-201, ENG 4220: Sociolinguistics (D4, New GE Course), passes unanimously.

f. [GE-009-201, AG 1110: Agriculture: The Foundations of Civilizations \(C2, Modification\) – SECOND READING](#)

The second reading report for GE-009-201, AG 1110: Agriculture: The Foundations of Civilizations (C2, Modification), is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge009201sr.pdf>.

Senator Quinn presented the report.

M/s to adopt GE-009-201, AG 1110: Agriculture: The Foundations of Civilizations (C2, Modification).

**RECOMMENDATION:**

The GE Committee recommends approval of GE-009-201, AG 1110: Agriculture: The Foundations of Civilizations (C2, Modification).

**DISCUSSION:**

This course was changed from D3, which is no longer viable at this time, to a C2 course. The committee requested modifications from the department and after those modifications were made the committee unanimously approved this course.

There have been no additional comments since the first reading.

The motion to adopt GE-009-201, AG 1110: Agriculture: The Foundations of Civilizations (C2, Modification), passed unanimously.

g. [GE-010-201, PHY 1210: Physics of Motion, Fluids, and Heat \(Modification\) – SECOND READING](#)

The second reading report for GE-010-201, PHY 1210: Physics of Motion, Fluids, and Heat (Modification) is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge010201sr.pdf>.

Senator Quinn presented the report.

M/s to adopt GE-010-201, PHY 1210: Physics of Motion, Fluids, and Heat.

**RECOMMENDATION:**

The GE Committee recommends approval of GE-010-201, PHY 1210: Physics of Motion, Fluids, and Heat.

**DISCUSSION:**

This is a request to modify prerequisites for this existing course so that students can take MAT 1200 instead of MAT 1060. MAT 1060 is still a viable prerequisite, but biology majors take MAT 1200. The MAT 1200 content has been modified, in a collaborative effort between the physics, math, and biology departments, so that it covers the materials needed to succeed in PHY 1210. This gives students an alternative pathway to get into the physics course needed for their major, without slowing down degree progress to take MAT 1060.

Senator Quinn stated that there have been no comments or concerns since the first reading.

The motion to adopt GE-010-201, PHY 1210: Physics of Motion, Fluids, and Heat, passed unanimously.

h. [GE-011-201, SOC 1202: Introduction to Sociology \(GE Sub-Area A3\) – SECOND READING](#)

Senator Quinn explained that GE-011-201, SOC 1202: Introduction to Sociology (GE Sub-Area A3), has been withdrawn by the Sociology Department. Chair Nelson stated that since this course is no longer under consideration, a motion to table this report is needed.

M/s to table GE-011-201, SOC 1202: Introduction to Sociology (GE Sub-Area A3). The motion to table GE-011-201, SOC 1202: Introduction to Sociology (GE Sub-Area A3), passed with two (2) abstentions.

i. [GE-012-201, CS 3750: Computers and Society \(B5/D4, Modification\) – SECOND READING](#)

The second reading report for GE-012-201, Computers and Society (B5/D4 Modification) is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge012201sr.pdf>.

M/s to adopt GE-012-201, CS 3750: Computers and Society (B5/D4, Modification).

**RECOMMENDATION:**

The GE Committee recommends approval of GE-012-201, CS 3750: Computers and Society (B5/D4, Modification).

**DISCUSSION:**

This proposed change is a request to modify the course description to read: “Overview of computer and information technology (e.g., networking and communications, information management). Secure computing principles and practice.” This updated language updates the course for the current Computer Systems practices. The instruction mode was updated to reflect face-to-face instruction. The prerequisites were changed to “lower division GE requirements in Area A, at least two sub-areas in Area B, and at least two sub-areas in Area D,” to conform with the language of B5 and D4 Upper Division Synthesis courses.

Senator Quinn commented that none of these changes are controversial and there have been no comments since the first reading.

The motion to adopt GE-012-201, CS 3750: Computers and Society (B5/D4, Modification), passed unanimously.

j. [GE-013-201, ENG 4110: Technologies of Writing \(GE Synthesis C3\) – SECOND READING](#)

The second reading of GE-013-201, ENG 4110: Technologies of Writing (GE Synthesis C3), is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge013201sr.pdf>.

Senator Quinn presented the report.

M/s to adopt GE-013-201, ENG 4110: Technologies of Writing (GE Synthesis C3).

**RECOMMENDATION:**

The GE Committee recommends approval of GE-013-201, ENG 4110: Technologies of Writing (GE Synthesis C3).

**DISCUSSION:**

This is a new GE synthesis course in humanities. It is an upper-division C3 course developed by the English and Modern Languages Department to analyze writing broadly defined to explore how



materiality and the medium of communication affects writing processes and becomes interdependent forms of meaning.

Senator Quinn commented that this is a very well written course and there has been no feedback since the first reading.

The motion to adopt GE-013-201, ENG 4110: Technologies of Writing (GE Synthesis C3), passed unanimously.

k. [GE-015-201, EWS 1401: Introduction to Ethnic Studies \(GE Area F\) – SECOND READING](#)

The second reading report for GE-015-201, EWS 1401: Introduction to Ethnic Studies (GE Area F), is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge015201sr.pdf>. Senator Quinn presented the report.

M/s to adopt GE-015-201, EWS 1401: Introduction to Ethnic Studies (GE Area F).

**RECOMMENDATION:**

The GE Committee recommends that the Academic Senate adopt GE-015-201, EWS 1401: Introduction to Ethnic Studies (GE Area F).

**DISCUSSION:**

The GE Committee looked carefully at EWS 1401 using the Area F Rubric (which is based on the CSU Breadth Requirements for Area F and CPP GE assessment requirements) and determined this course if very appropriate for GE Area F.

The motion to adopt GE-015-201, EWS 1401: Introduction to Ethnic Studies (GE Area F), passed unanimously.

l. [GE-016-201, EWS 2011: African American Historical Experience \(GE Area F\) – SECOND READING](#)

The second reading report for GE-016-201, EWS 2011: African American Historical Experience (GE Area F), is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge016201sr.pdf>.

Senator Quinn presented the report.

M/s to adopt GE-016-201, EWS 2011: African American Historical Experience (GE Area F).

**RECOMMENDATION:**

The GE Committee recommends that the Academic Senate adopt GE-016-201, EWS 2011: African American Historical Experience (GE Area F).

**DISCUSSION:**

The GE Committee looked carefully at EWS 2011 using the Area F Rubric (which is based on the CSU Breadth Requirements for Area F and CPP GE assessment requirements) and determined this course is very appropriate for GE Area F. For Area F status, courses must comply with three of the five Core Competencies in Ethnic Studies developed by the CSUES Council along with the CSU Academic Senate and the Chancellor's Office. These courses address all five Core Competencies. Senator

Quinn stated that the courses also satisfy all the GE requirements including meaningful effective written assignments, promotion of intellectual growth, and useful matrices for assessment.

The motion to adopt GE-016-201, EWS 2011: African American Historical Experience (GE Area F), passed unanimously.

m. [GE-004-201, BIO 3280: Biology of Aging \(New B5\) – FIRST READING](#)

The first reading report for GE-004-201, BIO 3280: Biology of Aging (New B5), is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge004201fr.pdf>.

Senator Quinn presented the report.

M/s to receive and file GE-004-201, BIO 3280: Biology of Aging (New B5).

**RECOMMENDATION:**

The GE Committee recommends that the Academic Senate adopt GE-004-201, BIO 3280: Biology of Aging (New B5).

**DISCUSSION:**

This new B5 course explores the physiology of aging, age-related diseases, biological basis of aging processes, and aging intervention. It aims to help students synthesize acquired knowledge on aging and apply that to real-life decision-making, develop critical thinking in analyzing aging-related information, and contribute to the broader discussion on the inter-relationships between aging manipulation, human population, and environmental sustainability. It is required that courses in this area shall deal both with the relationship between science, technology, and civilization and with the effect science and technology have on culture and human values. This course also has the required integration for Synthesis courses, incorporating the application and generalization of basic scientific or quantitative knowledge from the foundational courses to real-world or practical problems. The expanded course outline for this course also demonstrates integration of themes and issues within scientific inquiry. After some back-and-forth between the Committee and the Biology Department for clarification and revision, the GE Committee unanimously voted to pass this referral.

n. [GE-018-201, EWS 2031: The Native American Historical Experience \(New Area F, Revision from D3\) – FIRST READING](#)

The first reading report for GE-018-201, EWS 2031: The Native American Historical Experience (New Area F, Revision from D3), is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge018201fr.pdf>.

Senator Quinn presented the report.

M/s to receive and file GE-018-201, EWS 2031: The Native American Historical Experience (New Area F, Revision from D3).

**RECOMMENDATION:**

The GE Committee recommends that the Academic Senate adopt GE-018-201, EWS 2031: The Native American Historical Experience (New Area F, Revision from D3).

**DISCUSSION:**

This new Area F course from the EWS Department is based on a longstanding Area D3 The Native American Historical Experience course and thus needed only a few modifications to bring it into compliance with the Area F GE requirement. This course is very strong and passed the GE Committee unanimously.

- o. [GE-029-201, IGE 2150 – Ways of Doing: Culture, Society, Science, and Sustainability AND IGE 2250: Encountering Difference: Culture and Power \(Revision GE Sub-area C2 and D1\) – FIRST READING](#)

The first reading report for GE-029-201, IGE 2150 – Ways of Doing: Culture, Society, Science, and Sustainability AND IGE 2250: Encountering Difference: Culture and Power (Revision GE Sub-area C2 and D1), is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge029201fr.pdf>.

Senator Quinn presented the report.

M/s to receive and file GE-029-201, IGE 2150 – Ways of Doing: Culture, Society, Science, and Sustainability AND IGE 2250: Encountering Difference: Culture and Power (Revision GE Sub-area C2 and D1).

#### **RECOMMENDATION:**

The GE Committee recommends that the Academic Senate adopt GE-029-201, IGE 2150 – Ways of Doing: Culture, Society, Science, and Sustainability AND IGE 2250: Encountering Difference: Culture and Power (Revision GE Sub-area C2 and D1).

#### **DISCUSSION:**

Due to the loss of Area D3, the IGE Department eliminated one course from the sequence, revised and moved the second- and third-year sequences to accommodate the loss of the social science GE. The two courses are combined in this referral because they are two parts of the second-year sequence and students need to complete both to satisfy the C2 and D1 GE Areas. IGE has satisfied these GE Areas since its inception in 1983.

- p. [GE-030-201, IGE 2350: Empires, States, and Peoples: Cultural Contact and Exchange \(Revision GE Sub-area C1\) – FIRST READING](#)

The first reading report for GE-030-201, IGE 2350: Empires, States, and Peoples: Cultural Contact and Exchange (Revision GE Sub-area C1), is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge030201fr.pdf>.

Senator Quinn presented the report.

M/s to receive and file GE-030-201, IGE 2350: Empires, States, and Peoples: Cultural Contact and Exchange (Revision GE Sub-area C1).

#### **RECOMMENDATION:**

The GE Committee recommends that the Academic Senate adopt GE-030-201, IGE 2350: Empires, States, and Peoples: Cultural Contact and Exchange (Revision GE Sub-area C1).

#### **DISCUSSION:**

Due to the loss of Area D3, the IGE Department eliminated one course from the sequence, revised and moved the second- and third-year sequences to accommodate or the loss of the social science GE. This course is an Area C1 and will be offered in the fall of IGE students' third year and be a requirement for IGE has satisfied this GE Areas since its inception in 1983.

q. [GE-031-201, PHY 1510: Introduction to Newtonian Mechanics \(Modification GE Sub-area B1\) – FIRST READING](#)

The first reading of GE-031-201, PHY 1510: Introduction to Newtonian Mechanics (Modification GE Sub-area B1), is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge031201fr.pdf>.

Senator Quinn presented the report.

M/s to receive and file GE-031-201, PHY 1510: Introduction to Newtonian Mechanics (Modification GE Sub-area B1).

**RECOMMENDATION:**

The GE Committee recommends that the Academic Senate adopt GE-031-201, PHY 1510: Introduction to Newtonian Mechanics (Modification GE Sub-area B1).

**DISCUSSION:**

Senator Quinn explained that the modification to this course is a simple modification of adding a corequisite of Math 1150. The rationale is that Math 1150 is a prerequisite to the next physics course, PHY 1520. Therefore, the department deemed it necessary for students to take MAT 1150 along with PHY 1510 and doing this will not delay degree progress. According to the author of the referral, the MAT 115 material is very useful for PHY 1510.

It was asked if Math 1150 is necessary, why is it a corequisite instead of a pre-requisite? Senator Small responded that this is very common at other universities for students who are taking the calculus-based physics sequence. The sequence of events is such that students take calculus in their first semester, and then they continue in calculus and start physics, so in a perfect world, students would be synced up where they are one step a head of physics with calculus. They should be taking their second calculus course to keep reinforcing everything that they learned in the first semester of calculus while using it in their first semester of physics. If a student is out of sync, physics becomes much more challenging. There is also confusion among students who have taken PHY 1510 and cannot register for PHY 1520 because they have not taken the second semester of calculus.

r. [AA-004-190, Accommodations of Military Students' Service Obligations \(Less than 30 Days\) – FIRST READING](#)

The first reading of AA-004-190, Accommodations of Military Students' Service Obligations (Less than 30 days) is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa004190fr.pdf>.

Senator Wachs presented the report.

M/s to receive and file AA-004-190, Accommodations of Military Students' Service Obligations (Less than 30 days).

**RECOMMENDATION:**

The Academic Affairs Committee recommends adoption of the following Policy:

### **Accommodations of Military Student Service Obligations (Less than 30 Days)**

Students called to fulfill military service obligations of less than 30 days and who are currently enrolled in courses should be given every opportunity to successfully complete coursework. Alternate exam dates, assignment dates, and an opportunity to complete outstanding work is required. Military service is considered an excused absence and students may not be penalized for missing class, assignments, or exams, while fulfilling military service obligations.

The University recognizes that professional guidelines, ethics, and requirements could mean that even a short absence would leave a student at a significant disadvantage in some programs, courses, labs or projects.

The University short-term Military Service Obligations Policy (Less than 30 days) includes the following:

- 1) Regarding timelines and procedures for completing work missed at different points in the semester.
  - a. The student will be allowed to work with the Department Chair and/or Associate Dean to complete any outstanding coursework in cases in which the instructor of record cannot do so (For example, an adjunct, retiree, or faculty member out on leave, is no longer available)
  - b. A student will be allowed to receive an Incomplete Authorized "I" grade. An Incomplete Contract must be created by the instructor of record and accepted by the student.
  - c. A reasonable extension will be granted to a student for any outstanding or incomplete coursework.
- 2) If required to complete coursework, a student will be given access to specific and secure facilities, or provided reasonable alternatives.
- 3) If required to complete internship requirements, a student will be provided with specific instructions and reasonable alternatives.
- 4) If a student is called to service more than once or for a significant period of the semester, the department will indicate if it is feasible for the student to complete the courses. Departments may indicate that some courses must be completed in person for valid reasons, such as accreditation requirements, licensure requirements, supervisory requirements, and so forth.
  - a. In such cases, a student will be given the option of withdrawal with a WX instead of Incomplete ("I") or Withdrawal Unauthorized ("WU").
- 5) Student will be made aware of any potential repercussions of withdrawal or grades of Incomplete in regards to financial aid and VA Educational Benefits. (For example, Satisfactory Academic Progress (SAP) Standards for Financial Aid Applicants – withdrawing from a course, including receiving a WX, or receiving a grade of Incomplete may have a negative impact on the student's SAP status and financial aid eligibility). Impacted student should be directed to contact Cal Poly Pomona's Veterans Resource Center to determine how recommendations may impact a student's financial aid eligibility, and/or VA educational benefits. This will ensure that a student's circumstances are well assessed before any recommendation is communicated to the student.
- 6) A student should contact the Veterans Resource Center for assistance in navigating the military leave of absence process.
- 7) This policy is effective starting Fall 2021.

**DISCUSSION:**

The campus lacks guidelines to assist faculty in choosing appropriate accommodations for students with military service obligations, including National Guard, Reserve, and active duty, for absences of fewer than 30 days. Unlike longer absences, federal law (34 CFR 668.18) does not apply.

The Academic Senate of the CSU passed resolution AS-3295-17/FGA/AA (Rev) in March of 2017 urging campus senates and administrations to adopt academic practices regarding reasonable accommodations (e.g., alternate test dates and assignment deadlines, drop/withdrawal policies, attendance policies) for students with such military service obligations to facilitate their successful course completion. Currently, Cal Poly Pomona does not have such a policy. This referral requests that the Academic Senate develop such a policy.

Senator Wachs went over the policy in detail.

s. [AA-004-201, Cross Listing Policy – FIRST READING](#)

The first reading report for AA-004-201, Cross Listing Policy, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa004201fr.pdf>.

Senator Wachs presented the report.

M/S to receive and file AA-004-201, Cross Listing Policy.

**RECOMMENDATION:**

The Academic Affairs Committee recommends the following Cross Listing Policy:

**CPP Cross listing policy:**

1. Any new course may be cross-listed in multiple program areas.
2. When cross-listing existing courses or proposing new cross-listed courses, both program chairs of the relevant programs shall agree to cross-list the course, jointly decide on the staffing of the course each time it is offered and collaborate on content. Current agreement and future intent are signified by chairs' approval in the curriculum approval process.
3. Cross-listed courses shall be listed under both program areas in the catalog and class schedules.
4. Students can only receive credit once for any cross-listed course.
5. Course numbering, units, prerequisites, description, and General Education categories shall be identical for cross-listed courses.
6. The program area(s) funding the course receives the FTEs for the course.
7. Program areas cross-listing the course must consult regarding scheduling, faculty assignment, faculty evaluation, course articulation, course modification, and course delivery method.
8. Removal of a course's cross-listing status may be done at the request of a chair of either program cross-listing the course.

9. Compliance with this policy shall be evaluated as a part of the regular program review process. Part of each program review shall involve justifying all of the cross-listings of a program's courses and may result in the reduction of cross-listings for a course. Evaluation of compliance will be undertaken by the Program Review Committee during each program's review.

#### **DISCUSSION:**

Senator Wachs went over the policy in detail. There was a comment that the policy does not cover situations of disagreement between the departments offering the cross-listed courses. Dr. Wachs responded that this was discussed in committee, but it was felt that the disagreement could be handled via standard conflict resolution. The committee did not want to introduce an additional policy on conflict resolution.

Sandy Dixon, Chair of the Ethnic and Women's Studies Department, added that there is a newly established Ethnic Studies Faculty Implementation Committee whose purview is to review proposals for courses that satisfy the ethnic studies requirement and make recommendations in consultation with the Academic Senate General Education Committee. The CSU Ethnic Studies Council's recommendation regarding cross-listed courses is that the decision of which courses can be cross-listed is up to the proposing department chair and the Ethnic Studies Chair. Senator Wachs thanked Dr. Dixon for her input and responded that the committee intended that the Ethnic Studies Faculty Implementation Committee would be able to reject any cross-listed course that they thought did not meet the criteria. She invited Dr. Dixon to review the proposed policy and provide comments.

- t. [AA-008-201, Summer Session Class Schedule Time Modules and Final Examination Days and Times – FIRST READING](#)

The first reading report for AA-008-201, Summer Session Class Schedule Time Modules and Final Examinations Days and Times is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa008201fr.pdf>.

Senator Wachs presented the report.

M/S to receive and file AA-008-201, Summer Session Class Schedule Time Modules and Final Examinations Days and Times.

#### **RECOMMENDATION:**

The Academic Affairs Committee recommends the proposed schedule for summer classes (note for brevity the time modules are not included in the minutes. Please see the report).

#### **DISCUSSION:**

Senator Wachs explained that this is an update that was necessitated because the university is no longer doing a 4/10 schedule during the summer and has reverted to a regular five days per week schedule. The only question that came up during the review was there were no final exam times for one-unit courses. Per Policy 1201, Final Exam Policy, in-class final activities for one-unit lecture courses are at the discretion of the instructor and approved by the department chair. The committee reviewed the document on class schedule time modules and final examinations days and times for summer and found no conflicts.

Senator Small brought up an issue that affects laboratory sciences. Some of the 10-week sessions have lab classes that have 15 distinct lab sessions that cannot necessarily be turned into 20 lab sessions (2 times a week for 10 weeks) because 15 discrete experiences require specific equipment preparation and setup. It would be useful to have a class that meets twice a week for seven weeks

and then once more in the eighth week. Senator Small stated that this has been done informally but if there was a way to sanctify the practice that would be helpful to a lot of laboratory sciences. Dr. Massa, AVP of Academic Programs, responded that she would be happy to work with Dr. Small and determine the best way to solve this problem.

u. [FA-001-201, Review of Policy 1394: Faculty Office Hours – FIRST READING](#)

The first reading report for FA-001-201, Review of Policy 1394: Faculty Office Hours, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/fa001201fr.pdf>.

The proposed policy is located on the Academic Senate website at [https://academic.cpp.edu/senate/docs/FA001201fr\\_1.pdf](https://academic.cpp.edu/senate/docs/FA001201fr_1.pdf).

Senator Von Glahn presented the report.

M/s to receive and file FA-001-201, Review of Policy 1394: Faculty Office Hours.

**RECOMMENDATION:**

The Faculty Affairs Committee recommends that this [updated version of Policy 1394](#) be adopted. This updated policy requires that faculty teaching virtual classes offer some virtual office hours and provides a recommendation that faculty teaching virtually should offer virtual office hours in proportion with the number of online units the instructor is teaching.

In addition, it is suggested that faculty teaching on-campus classes should offer at least half of their office hours on-campus unless the department develops its own policy (that is approved by the Dean or Director) or it is deemed unsafe for that faculty member (or faculty members) to hold on-campus office hours.

**DISCUSSION:**

Senator Von Glahn explained that the office hours policy needed to be changed to reflect the current COVID and post-COVID reality of virtual teaching, as well as meeting the needs as faculty repopulate the campus. The committee updated the policy to define office hours for both on-campus and virtual teaching. The number of office hours remains the same, but clarification regarding the definition of “office hours” was needed given that faculty have to hold office hours online and not from a physical office.

Further, the current policy says that office hours shall be synchronous and that at least two hours must be face to face. However, faculty are not able to meet in the same room as students and, thus, face-to-face meetings have come to mean synchronous meetings with a video component. These definitions need to be adjusted, as needed, to be in alignment with current and future working conditions.

In addition, the policy says, "that department faculty may develop its own policy on the mode (online vs face to face) for temporary faculty hours." Given the changes in our working conditions, this should potentially be considered for all faculty including tenure-track faculty, lecturer (temporary) faculty, and FERP faculty.

v. [FA-002-201, Revision and Updating of Policy 1329 – FIRST READING](#)

The first reading report for FA-002-201, Revision and Updating of Policy 1329, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/fa002201fr.pdf>.



The updated Policy 1329, Student Evaluation of Teaching, is located on the Academic Senate website at [https://academic.cpp.edu/senate/docs/FA002201fr\\_1.pdf](https://academic.cpp.edu/senate/docs/FA002201fr_1.pdf).

Senator Von Glahn presented the report.

M/s to receive and file FA-002-201, Revision and Updating of Policy 1329.

### **RECOMMENDATION:**

The Faculty Affairs Committee (FAC) recommends the [revised policy 1329](#) be adopted. These revisions would make all student evaluations of teaching online and allow for students to write responses as part of the student evaluation process that are only given to the faculty member.

The FAC also recommends that Cal Poly Pomona make sure that the University secures access to a service that allows for student evaluations to be carried out in a manner specified in this revised policy.

Finally, the FAC recommends the revised 1329 remove all language of “evaluation committees.” It does not appear that departments maintain standing committees to provide evaluations of student evaluations of teaching summaries. Further, the FAC believes that the interpretation of evaluations will be made by periodic evaluation (Lecturer Review and PTR) and performance review (RTP) committees and that guidance regarding the departments’ guidelines for interpreting the summaries of student evaluations of teaching should be discussed in those relevant documents.

### **DISCUSSION:**

The remote work environment needed for continuing university operations during the COVID-19 pandemic has made it more evident that Policy #1329 needs to be reviewed and adjusted. One important aspect university-wide is the elimination of paper-based processes and the need for wet signatures. Advantages are savings in time, labor, paper, ink, copier contracts, and associated costs for all these, therefore promoting more environmentally friendly and sustainable practices. Improvement of security is also important as Faculty Affairs has received reports of missing paper forms for entire courses due to mishandling, as well as evaluations that did not get done because the paper forms were placed on someone’s mailbox and forgotten and never administered. Another important advantage is expediting the reports sent to faculty by eliminating the step requiring scanning of paper forms.

This referral requested that student evaluations be online, and students would have to use a device to complete the evaluation. This would eliminate paper evaluations. In addition, the referral requested that evaluations allow for text-based comments. In consultation with faculty and the CFA, there was an overwhelming that faculty do not want those student comments used for RTP or peer evaluation purposes. The idea is that those comments should be given to instructors for their own edification, so departments would need to come up with open-ended questions for students to respond to and those responses would only be given to the instructor. Research has shown that open-ended comments are generally disproportionately nasty and unprofessional towards people of color and women. The committee consulted with faculty members at CSUs that do use comments for evaluative purposes and there were cases where RTP committees had to deal with very inappropriate comments. The committee felt the best way to deal with comments was to allow instructors to use them for growth and that they should not be part of the Personnel Action File (PAF).

The committee also consulted with Dr. Victoria Bhavsar, Director for the Center for Advancement of Faculty Excellence (CAFÉ), who suggested the best time frame was between weeks 13 and 14 to conduct student evaluations, as during week 15 there are often high stakes components for the class that make it less likely that students will do the student evaluations.

Senator Von Glahn stated that there has been concern over response rates of online student evaluations, which dramatically decreased between spring and fall. The policy recommends that faculty provide class time for students to do online evaluations. This would mean that the instructor would have to leave the environment, either virtual or on-campus. The research suggests that faculty, making time during synchronous classes would be the best way to increase those response rates. Further for asynchronous classes, faculty members would post something and send several messages, suggesting that students complete the evaluations during that timeframe.

There is a sizable number of faculty members who feel strongly that if faculty are going to be asked to spend time in class asking students to complete these evaluations while they leave the environment that faculty members should have the ability to constrain the student evaluations to that synchronous time. There is the concern that, for students who always attend a synchronous class in-person or virtually and miss the day of the evaluation, their input is not included. On the other hand, if there is a two-week window where students can complete the evaluation, students who have dropped out of the class or who are not actively participating in class are evaluating instruction that they are not participating in.

This is a substantive change that allows students to complete evaluations online using their devices and allows for instructors to use class time to do the evaluations.

Senator Von Glahn went over the changes in the policy.

There were several comments about low response rates. One suggestion was to require students to do the evaluations in some form or another.

Senator Speak stated he was under the impression that the contract protected faculty against the use of unsigned comments as a factor in the evaluation of faculty. It would be unfortunate to see unsigned negative narrative comments become part of the PAF and be used in faculty evaluation.

w. [FA-010-189, Sabbatical Applications – FIRST READING](#)

The first reading report for FA-010-189, Sabbatical Applications, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/fa010189fr.pdf>.

The revised policy for Policy 1375, Sabbatical Applications, is located on the Academic Senate website at [https://academic.cpp.edu/senate/docs/FA010189fr\\_1.pdf](https://academic.cpp.edu/senate/docs/FA010189fr_1.pdf).

Senator Von Glahn presented the report.

M/s to receive and file FA-010-189, Sabbatical Applications.

**RECOMMENDATION:**

Given that faculty appear to dislike the current model and have the strongest positive feelings toward the No-ranking model, the FAC recommends the University adopt the [changes to Policy 1375](#) to reflect the No-Ranking Model.

**DISCUSSION:**

Senator Von Glahn commented that this is a controversial issue because faculty are not in agreement on what they would like to see as the policy for awarding sabbaticals. After consulting with faculty using a survey, 40% of tenure track faculty who responded to the survey were in agreement that they did not like the current ranking system.

The Faculty Affairs Committee (FAC) considered the “Northridge model” for sabbaticals. There were three reasons for considering the Northridge Model for sabbatical awards. First, leave committee members are tasked with ranking proposals from a wide array of disciplines, most of which are outside their fields—that is, projects range from those aimed at producing works of art to those aimed at research in the sciences. The central concern is that this kind of ranking simply does not make sense. Second, there are concerns about bias within the process, given that most disciplines and departments are not directly represented on the committee. Third, there are concerns about the demoralizing effect of submitting a meritorious proposal but not receiving funds based on small ranking differences.

Using the Northridge model, the University Leave Committee would use a rubric to rank and sort proposals into three categories, “Outstanding,” “Meritorious” (i.e., meets stated criteria), and “Does not meet criteria.” Using these categories, “Outstanding” projects are funded first, based on perceived merit, but the majority of sabbatical awards go to the “Meritorious” group. If institutional support for sabbatical leave is insufficient for funding all “Meritorious” proposals, the committee’s suggestions to the Provost are determined by time since applicant’s last fully-funded sabbatical, then total years of service to CPP. If ties still exist, they are broken by lot.

After the FAC interviewed the professional leave committee, some concerns were discussed with the “Outstanding” category of the Northridge Model. Specifically, proposals would still have to be ranked against each other to distinguish the “Outstanding” proposals from the merely “Meritorious.” Hence, after the FAC met with the Professional Leave Committee, there was some concern that the Northridge model may not sufficiently address the concerns about ranking detailed above.

Thus, the Faculty Affairs Committee also considered the “No-Ranking model,” which does not involve any process of ranking. The merit of proposals will be determined solely by whether they meet the stated criteria. Under the No-Ranking model, the Professional Leave Committee shall recommend to the Provost that all meritorious proposals are approved for sabbatical and no proposals would be ranked as outstanding. If institutional support for sabbatical leave is insufficient for funding all “Meritorious” proposals, the committee’s suggestions to the Provost are determined by time since applicant’s last fully-funded sabbatical, then total years of service to CPP. If ties still exist, they are broken by lot.

To help decide if the No-ranking model or the Northridge model should be considered at CPP, the FAC surveyed all tenured and probationary faculty for their opinions on the current model, the Northridge model, and the No-ranking Model. The results from 265 tenure-line faculty revealed that only 29.5% of the respondents liked the current system and 55.6% disliked it. Alternatively, 57% of respondents reported they liked the Northridge model and 29.8% disliked it. Finally, 69.5% of respondents said they liked the No-Ranking model, and 23.6% dislike it. Furthermore, when asked to rank the three models from first to third place, of the 258 faculty that answered this question, the current model was rated as the first place by 22.1% of the respondents and third place by 55.4% of respondents. The Northridge model was ranked first by 29.8% of respondents and ranked third by 12.8% of respondents. Finally, the No-ranking model was rated first place by 48.1% of respondents and third place by 31.4% of respondents.

One senator commented that the survey was written with bias towards the Northridge and No-ranking models. There is also concern that asking the Professional Leave Committee to evaluate proposals from a wide range of disciplines is suspect because some faculty members are dissatisfied with the expertise of the committee.

There was a concern expressed that there is a very demoralizing effect of having a meritorious proposal rejected and that is not limited to the existing model. Under the proposed system there is no recognition of the level of effort that faculty members have put into sabbatical applications. For

example, an Associate Professor with 10 years of service, who has had three consecutive meritorious proposals that have been denied under this plan, would automatically take the backseat to a faculty member who had been here for 15 years and had never even applied for a sabbatical previously. In fact, this change will effectively incentivize proposal submission by faculty who have not taken sabbatical in a long time. Likely, the minimum time between sabbaticals will be increased to a number much larger than seven years, even with current sabbatical funding rates. This proposal needs to be thought out a little bit more clearly, so there are no unintended consequences.

It was recommended that the FAC consult with the Professional Leave Committee. The Professional Leave Committee is the committee that uses the policy, and the terms of the members are staggered for two years and some members will continue to serve for the next academic year and have to use the new policy. Senator Von Glahn responded that this is a radical change, and some people are not going to like it. The changes made were to try and make the process more equitable.

## 5. New Business

### a. 2021-2022 Chair and Vice Chair Election

Senator Fallah Fini, Chair of the Elections and Procedures Committee, conducted the elections for the 2021-2022 Academic Chair and Vice Chair.

The candidate for Chair is Jocelyn Pacleb from the College of Education and Integrative Studies, who has accepted the nomination. By acclamation, Dr. Pacleb is to be elected Academic Senate Chair for 2021-2022.

The candidate for Vice Chair is Nicholas Von Glahn from the College of Letters, Arts, and Social Sciences. Dr. Von Glahn has accepted the nomination and by acclamation Nicholas Von Glahn is to be elected Academic Senate Vice Chair for 2021-2022.

Congratulations to Chair Elect Pacleb and Vice Chair Elect Von Glahn.

### b. Executive Committee Nominations

Senator Fallah Fini, Chair of the Elections and Procedures Committee, commented that if you are interested in serving on the Executive Committee, nominations will be taken from the floor today and in writing to [senate@cpp.edu](mailto:senate@cpp.edu) through noon on May 5, 2021. Additional nominations will be taken from the floor after the seating of new senators at the May 5, 2021, Academic Senate Meeting. The election will take place on May 5, 2021. Please note that Vice Chair Von Glahn represents the College of Letters, Arts, and Social Sciences on the Executive Committee.

The nominations received were:

- Senator Laura Chase for the College of Science
- Senator Rita Kumar for the College of Business Administration
- Senator David Speak for ASCSU
- Senator Anna Soper for the College of Agriculture

Chair Nelson commented that the discussion item regarding Community College Credit for Prior Learning Experiences should be addressed before the resolution because there was a time approximate of 4:30 on this item and it is now after 5:00 and the guests have been very patient.

### c. Resolution on Community Oversight of the University Policy Department

Senator Speak motioned to delay the resolution until the next Academic Senate Meeting because of the lateness of the hour (5:22 p.m.) and the seriousness of the issue. He noted that some people have already left the meeting. There was a second to the motion.

Senator Aragon commented that there is a sense of urgency for consideration of this resolution and also for the urgency of the implemented complaint process detailed in the resolution.

There was more conversation about the urgency of the issue and the willingness for people to stay late to discuss the issue. There was a response that it is not about people's willingness to debate the issue, there are just time constraints that prevent some faculty from staying any later and it is an important issue that needs substantive discussion.

The motion to postpone the discussion until the May 5, 2021, Academic Senate Meeting passed with 21 yes votes, 8 no votes, and one abstention.

6. Old Business

7. Discussion – Time Approximate 4:30 p.m.

a. [Community College Credit for Prior Learning Experiences – Jose Lozano and Elke Azeitia](#)

The Presentation for Community College Credit for Prior Learning Experiences is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2020-21/04.14.21/creditforpriorlearning-senate-april14.pdf>.

Articulation Officer Jose Lozano stated that as of March 2020, the Credit by Examination Policy at California Community Colleges was amended and renamed Credit for Prior Learning. This will have an impact at Cal Poly Pomona with regards to transfer students and especially for our veteran students. The Title 5 policy was modified to include language to allow for awarding credit for prior learning by way of various experiences outside the typical college classroom or traditional higher education settings. The changes required that the evaluation policies be in place by December 31, 2020, and that the nature and the content of credit for prior learning assessments be conducted by faculty. According to the policy, assessment by faculty to "...ensure the student demonstrates sufficient mastery of the course outcomes..."

Credit can be awarded for validated college-level skills for military training, industry training/certifications, state and federal government training, apprenticeships, internships, work-based learning, and validated volunteer and civic activities.

In February 2021, Assembly Bill (AB) 1002 was introduced and would give course credit for prior military education, training, and service. If the bill passes and becomes law, then the Credit for Prior Learning (CPL) policy will need to be changed to accommodate this.

Jose Lozano state that due to time he kept the presentation short, but anyone should contact him if there are any questions.

The April 14, 2021 Academic Senate Meeting adjourned at 5:29 p.m.