

Minutes

of the Academic Senate Meeting
May 5, 2021

- PRESENT: Anderson, Aragon, Barding, Chase, Chaturvedi, Chen, Coburn, Corley, Davidov-Pardo, Fallah Fini, Flores, Gonzalez, Huerta, Huh, Kumar, Kwok, Lee, Lloyd, Musgrave, Myers, Nelson, Ortenberg, Osborn, Pacleb, Puthoff, Quinn, Shen, Singh, Small, Snyder, Soper, Speak, Urey, Van, Van Buer, Von Glahn, Wachs, Welke
- GUESTS: N. Abramzon, S. Alva, A. Baski, B. Davila, L. Dopson, S. Eskandari, K. Forward, G. Gad, K. Gasdaglis, T. Gomez, C. Gonzales, M. Guerrero, L. Gutierrez-Lopez, P. Hanink, P. Jammalamadaka, L. Kessler, B. Kim, D. Lee, I. Levine, J. Lozano, A. Ly, A. Madva, J. McGuthry, S. Monemi, D. Parks, P. Ross, L. Rotunni, J. Sanchez, M. Sancho-Madriz, D. Sweem, G. Tejadilla, F. Teves, D. Turner, C. Wieseler,

1. Academic Senate Minutes – March 10, 2021, and April 14, 2021

The March 10, 2021 Academic Senate Meeting minutes are located on the Academic Senate website at https://www.cpp.edu/senate/documents/packets/2020-21/05.05.21/academic_senate_minutes_03.10.21_posted.pdf, and the March 14, 2021 minutes are located at https://www.cpp.edu/senate/documents/packets/2020-21/05.05.21/academic_senate_minutes_04.14.21_posted.pdf.

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

M/s/p to approve the April 14, 2021 Academic Senate Meeting minutes as posted.

2. Information Items

a. Chair's Report

Chair Nelson reminded Standing Committee Chairs that their annual report input is due in the Academic Senate Office by May 14, 2021.

b. President's Report

President Coley was not in attendance and no report was given.

c. Provost's Report

The Provost's Report is located on the Academic Senate website at https://www.cpp.edu/senate/documents/packets/2020-21/05.05.21/provosts_report_to_academic_senate_2021-05-05.pdf.

Provost Alva announced that Associate Provost Eskandari has accepted a position as the Provost and Academic Vice Chancellor at Montana State University Billings. She took the opportunity to thank Dr. Eskandari for all his hard work and professionalism and stated that he will be missed. Dr. Eskandari's last day at Cap Poly Pomona will be June 4, 2021.

Dr. Alva shared that Los Angeles County is now in the least restrictive, yellow tier of California's reopening system.

She stated that there will be a phased approach to opening the library. The library will be open from May 2, 2021, through May 19, 2021, to provide quiet study spaces, which is especially important to those students who live in tight congested housing situations. Library availability is

for students, faculty, and staff by appointment only. Every safety provision is being followed per LA County Department of Public Health guidelines. There are new 24/7 lockers that offer students the ability to pick up books and other materials and resources from the library, as well as the bookstore, through contactless engagement.

In addition to the library opening, in-person internships, service learning, and other forms of community engagement academic activities will be offered in the summer and fall. There are some also provisions that need to be followed when assigning students to internship service learning and other on-campus or community activities, so to prepare for in-person placement the following workshops are available:

- Academic Internships: Friday, April 30, 2021, 12:00 to 1:00 p.m.
- Service Learning: Friday, May 7, 2021, 10:00 to 11:00 a.m.

The workshops will be recorded.

Provost Alva communicated that students have until May 13, 2021, to select ABC grades or No Credit for spring 2021. All F grades will be converted to NC grades, regardless of the grading selection. After spring grades are submitted, the Office of Student Success will contact students who earned a D grade to determine if it is in their best interest to keep the grade or change the grading option.

There are a variety of orientation advising trainings. The dates are as follows:

- Orientation Student Employees
 - June 2, 1:00 to 4:00 p.m.
- Faculty and Staff Advisors
 - June 3, 1:00 to 4:00 p.m., or
 - June 4, 9:00 a.m. to 12:00 p.m.

The Provost stated that the Financial Aid Office has distributed over \$17.8 million in emergency grants to students with financial and COVID-related needs. This money comes from the Higher Education Emergency Relief Fund II (HEERF II) which provided financial assistance to institutions of higher education. Students have been contacting the Financial Aid Office for guidance related to their changing financial situation, and so under AVP Wagoner's leadership, they have introduced a new chatbot. The chatbot is accessible on the Financial Aid website 24/7. They will be introducing live chat in June.

Provost Alva provided an update on sabbaticals and Difference in Pay (DIP) leaves.

- Sabbatical Leaves:
 - One-semester: 36 applications, 34 awarded
 - Two-semesters: 7 applications, 7 awarded
- Difference in Pay (DIP) Leaves
 - One-semester: 0 applications, 0 awarded
 - Two-semesters: 3 applications, 3 awarded

Provost Alva thanked out-going Academic Senate Chair Nelson and the Academic Senate for their professionalism and ongoing support and leadership.

d. Vice Chair's Report

NEW REFERRALS: (1)

AA-007-201 Program Review for BA Political Science

SENATE REPORTS FORWARDED TO PRESIDENT: (11)

- AS-2911-201-AA Alternative Transportation Committee (ATC) Bylaws
 AS-2912-201-AP Discontinued Music Education (Pre-Credential) Option in the BA in Music
 AS-2913-201-AP Discontinue the Fashion Retail Management Emphasis and Fashion Retail Merchandising Emphasis in the Apparel Merchandising and Management, B.S. – Fashion Retailing Option
 AS-2914-201-GE PLS 4815 – Environmental Politics and Policy (GE Synthesis D4)
 AS-2915-201-GE ENG 4220 – Sociolinguistics (GE Interdisciplinary Synthesis C3 or D4)
 AS-2916-201-GE AG 1010 – Agriculture and The Modern World: Agriculture as the Foundation of Civilization (GE Sub-area C2)
 AS-2917-201-GE PHY 1210 – Physics of Motion, Fluids, and Heat (GE Sub-area B1)
 AS-2918-201-GE EWS 2011 – African American Historical Experience (GE Area F; currently EWS 2010-D3)
 AS-2919-201-GE CS 3750 – Computers and Society (GE Interdisciplinary Synthesis B5/D4)
 AS-2920-201-GE ENG 4110 – Technologies of Writing (GE Synthesis C3)
 AS-2921-201-GE EWS 1401 – Introduction to Ethnic Studies (GE Area F; currently EWS 1400-D3)

PRESIDENT RESPONSES TO SENATE REPORTS: (1)

- AS-2916-201-GE AG 1010 – Agriculture and the Modern World: Agriculture as the Foundation of Civilization – **APPROVED**

e. CSU Academic Senate Report

Senator Speak reported that the CSU Academic Senate is meeting the week of May 12, 2021, so there is nothing new to report.

f. Budget Report

Senator Lloyd reported that the Budget Committee worked with the Office of Government and External Affairs on Lobby Week efforts to meet with local legislators to thank them for supporting the restoration of the CSU budget that was cut last year due to the pandemic. Legislators were also asked to support an additional \$66 million to support the Graduation Initiation 2025 (GI 2025) efforts and additional one-time money to manage the backlog of infrastructure and deferred maintenance on CSU campuses. Finally, they were asked to support AB 940, College Mental Health Services Program, which would fund mental health services for students.

g. CFA Report

Senator Von Glahn reported that CFA had a bargaining meeting on May 4, 2021, to discuss the non-economic bargaining components. More on this subject can be found at <https://www.calfac.org>. He stated that there will be talk about the compensation component to the next contract if the budget is good after the May 2021 revise.

Faculty power at the bargaining table is measured in terms of membership, and to sustain our collective bargaining power, we need to have strong membership. To negotiate a new contract in our favor, the only leverage we have at the bargaining table is our membership level.

h. ASI Report

The ASI Report is located on the Academic Senate website at https://www.cpp.edu/senate/documents/packets/2020-21/05.05.21/senator-singh-report_5_5.pdf.

Senator Singh introduced next year's ASI President, Prabhat Jammalamadake, and Vice President, Derek Sweem.

Cal State Student Association (CSSA) held Board of Directors elections and passed a resolution in support of the CSU divesting campus endowments and other investments from fossil fuels. The CPP ASI Board of Directors is currently in discussion regarding the University Police Department. Senator Singh stated that there is an end-of-year ASI Evaluation Survey underway to get student feedback and what did and did not work for ASI during the 2020-2021 academic year.

i. [Staff Report](#)

The Staff Report is located on the Academic Senate website at https://www.cpp.edu/senate/documents/packets/2020-21/05.05.21/2021.05.05_academic-senate-staff-report1.pdf.

Senator Gonzales reported that there are a variety of upcoming training sessions on the Organizational Development website. For more information, see <https://www.cpp.edu/od/upcoming-sessions.shtml>.

Staff Appreciation Week is May 24 through 27, 2021. There are a variety of virtual workshops open to the entire campus community. You must register for the workshops at <https://www.cpp.edu/staffcouncil/staff-appreciation-week.shtml>.

j. [Safer Return Task Force](#)

The Safer Return Task Force Report is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2020-21/05.05.21/safer-return-update.academic-senate.-5.5.21.v2.pdf>.

Frances Teves, Coordinator, Safer Return Task Force/AVP for Government and Community Relations, reported that California still has one of the lowest COVID case rates and positivity rates in the nation. Yesterday, May 4, 2021, Los Angeles met the threshold for the minimal yellow tier. Los Angeles County will issue a new health order today, May 5, 2021, that will be effective tomorrow. The new health order will include changes that allow for additional capacity across all sectors, including areas that will have Implications for the campus.

AVP Teves stated that vaccinations have been the primary driver for flattening the curve as vaccination rates in Los Angeles County continue to rise. There are disparities by county which is contributed to vaccine hesitancy and some political opposition to the vaccine. She reported that the vaccination center on campus will close on Saturday, May 8, 2021. The clinic on campus has administered close to 300,000 vaccinations and launched a mobile clinic to serve the city of Pomona, which has one of the lowest vaccination rates in Los Angeles County.

The Pfizer, Moderna, and Johnson and Johnson vaccines will be submitted for full approval from the FDA in the coming weeks. This is key given that both UCs and CSUs have announced that vaccines will be required pending FDA approval.

AVP Teves commented that the Safer Return Task Force is based on county and state protocols. Their work is to ensure that the campus is compliant with the required protocols in service to the academic mission of the campus. There are 19 protocols at the county and state levels that impact the campus, including cleaning and disinfection, ventilation, water systems, and signage. There are plans for the hiring of additional custodial staff as part of the campus repopulation planning efforts. A Personal Protective Equipment (PPE) utilization matrix has been developed guided by public health protocols, best practices, and campus needs. If there are specialized

needs for PPE, please send your requests to Ernie Fiero at eafiero@cpp.edu.

The Chancellor's Office is developing a revised COVID -19 training module and there will be an additional campus specific training module available on August 2, 2021. This module will cover how to navigate campus, including the Health Screener, reservation systems, and the required use of face masks.

Facilities Management has contracted with a third-party engineering firm to evaluate the ventilation units and make recommendations to central air systems and enhance air filtration so that the campus can receive the highest achievable ventilation.

k. [Faculty Athletic Representative Report](#)

The Faculty Athletic Representative Report is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2020-21/05.05.21/far-senate-report-may-2021.pdf>, and was presented by Senator Laura Chase who also serves as the Faculty Athletic Representative (FAR).

Senator Chase commented that this academic year has been difficult for student athletes because they were unable to compete for the entire year. Student-athletes have consistently had a higher average GPA than the CPP student body at large. The average GPA for all CPP undergraduate students in Fall Semester 2020 was 3.13. The table below shows, by team, the average CPP GPA from Fall Semester 2020 along with the data for all CPP undergraduate students. Every team had a higher average GPA than the student body at large for Fall 2020.

Team	F20 GPA SA	F20 GPA CPP
Women's Basketball	3.35	3.13
Women's Cross Country	3.28	3.13
Women's Soccer	3.54	3.13
Women's Track & Field	3.32	3.13
Women's Volleyball	3.60	3.13
Men's Baseball	3.29	3.13
Men's Basketball	3.28	3.13
Men's Cross Country	3.35	3.13
Men's Soccer	3.35	3.13
Men's Track & Field	3.18	3.13

The NCAA requires student-athletes to achieve both a yearly average of 12 units per semester (the 12-unit rule) and a minimum of 8 units each semester (the 8-unit rule) toward their chosen degree. The vast majority (>95%) achieve these benchmarks each term.

Senator Chase reported that on Monday, April 5, 2021, the men's and women's track and field teams, as part of the pilot program for repopulation, along with coaches and sports performance staff, began training on campus. The athletes are subject to COVID-19 tests and there have been no positive tests to date.

3. [Consent Agenda](#)

Chair Nelson commented that there is a consent agenda containing all second readings. All the courses are new GE Area F courses. Approving the consent agenda means adopting the reports.

Per procedure, any senator can request that an item be removed from the consent agenda.

M/s to adopt the consent agenda. The motion to adopt the consent agenda passed unanimously.

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

The second 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/ge017201sr.pdf>.

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

The second 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/ge018201sr.pdf>.

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

The second 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/ge019201sr.pdf>.

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

The second reading report for 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/ge020201sr.pdf>.

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

The second 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/ge021201sr.pdf>.

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

The second 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/ge022201sr.pdf>.

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

The second reading report for GE-023-201, EWS 2050/AG 2050 – Race, Ethnicity and Food Justice (new GE Area G), is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge023201sr.pdf>.

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

The second reading report for GE-024-201, EWS 2080/PLS 2080: Introduction to Race and Ethnic Politics (New GE Area F Course), is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ge024201sr.pdf>.

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

The second 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/ge025201sr.pdf>.

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

The second 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/ge026201sr.pdf>.

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

The second 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 <https://academic.cpp.edu/senate/docs/ge026201sr.pdf>.

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

The second reading report for GE-027-201, 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/ge028201sr.pdf>.

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

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

The second reading report for GE-004-201, BIO 3280: Biology of Aging (New B5), is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge004201sr.pdf>.

Senator Quinn presented the report.

M/s to adopt 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. Senator Quinn stated that there have been no comments since the first reading.

The motion to adopt GE-004-201, BIO 3280: Biology of Aging (New B5), passed unanimously.

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

The second 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/ge029201sr.pdf>.

Senator Quinn presented the report.

M/s to 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).

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. The GE Committee received no comments since the first reading.

The motion to 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), passed with one (1) abstention.

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

The second 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 <https://academic.cpp.edu/senate/docs/ge030201sr.pdf>.

Senator Quinn presented the report.

M/s to adopt 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. Senator Quinn commented that there were no comments received since the first reading.

The motion to adopt GE-030-201, IGE 2350: Empires, States, and Peoples: Cultural Contact and Exchange (Revision GE Sub-area C1), passed unanimously.

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

The second reading report for 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/ge031201sr.pdf>.

Senator Quinn presented the report.

M/s to adopt 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. There was a minor change to the report to change the pre-requisite to a co-requisite. Other than that change the committee has not received any comments since the first reading.

The motion to adopt GE-031-201, PHY 1510: Introduction to Newtonian Mechanics (Modification GE Sub-area B1), passed unanimously.

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

The second reading report for 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/aa004190sr.pdf>.

Senator Wachs presented the report.

M/s to adopt 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. Currently, Cal Poly Pomona does not have a policy for students with service obligations less than 30 days. The Academic Affairs Committee drafted this policy and recommended it be adopted. Senator Wachs stated that there have been no comments or questions since the first reading.

The motion to adopt AA-004-190, Accommodations of Military Students' Service Obligations (Less than 30 days), passed unanimously.

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

The second reading for AA-004-201, Cross Listing Policy, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa004201sr.pdf>.

Senator Wachs presented the report.

M/S to adopt 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 commented that there was a concern that this policy did not specifically address the new GE Area F. She stated that when the committee wrote the policy as a tool used for guidance regardless of whether the cross-listed courses were or were not GE courses. The committee also did not include a specific GE area in the policy since GE areas can potentially change in the future.

The motion to adopt AA-004-201, Cross Listing Policy, passed with one (1) NO vote.

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

The second reading report for AA-008-201, Summer Session Class Schedule Time Modules and Final Examination Days and Times, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa008201sr.pdf>.

Senator Wachs presented the report.

M/S to adopt 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 motion to adopt AA-008-201, Summer Session Class Schedule Time Modules and Final Examinations Days and Times, passed unanimously.

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

The second reading of FA-001-201, Review of Policy 1394: Faculty Office Hours, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/fa001201sr.pdf>. The updated policy is on the website at https://academic.cpp.edu/senate/docs/FA001201sr_1.pdf.

Senator Von Glahn presented the report.

M/s to adopt 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 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.

After the first reading, the report was updated to clarify that hybrid teaching modality is considered virtual since it has a virtual component, and therefore faculty would need to support the students with virtual office hours.

In the first reading there was some concern about the wording “if it is deemed unsafe to hold office hours in person, all office hours shall be held virtually” and who is the responsible party for stating that it is unsafe to hold office hours on campus. The wording was changed to “access to the campus is restricted by the University in response to extraordinary circumstances requiring a virtual mode for all office hours.”

The motion to adopt FA-001-201, Review of Policy 1394: Faculty Office Hours, passed with one (1) abstention.

i. [FA-002-201, Revision and Updating of Policy 1329 \(Student Evaluation of Teaching\) – SECOND READING](#)

The second reading report for FA-002-201, Revision and Updating of Policy 1329 (Student Evaluation of Teaching), is located on the Academic Senate website at https://www.cpp.edu/senate/documents/packets/2020-21/05.05.21/fa-002-201_report_second_reading_student_evaluations_fac_endorsed.pdf. The updated policy for this version on the report is located on the website at https://www.cpp.edu/senate/documents/packets/2020-21/05.05.21/fa-002-201_policy_1329_fac_endorsed.pdf.

Senator Von Glahn presented the report.

M/s to adopt FA-002-201, Revision and Updating of Policy 1329 (Student Evaluation of Teaching).

Recommendation:

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

The Academic Senate recommends approval of the updated version of [Policy 1329, Student Evaluation of Teaching](#).

Discussion:

Senator Von Glahn commented that there has been substantial feedback since the first reading. The committee acknowledges that all comments are in the interest on ensuring that Cal Poly Pomona is inclusive, for both students and faculty. There has been discussion about what to do with student comments as evaluations transition to on-line. The Faculty Affairs Committee (FAC) endorsed version of the policy states that student evaluations would be made available to the faculty member only for their personal use in growing in their role as educators. The original FAC endorsed version has been modified from the first reading to fix some grammatical errors, but the report remains intact with the Faculty Affairs Committee endorsing the version where anonymous student comments go only to the faculty member being evaluated.

After the first reading, the FAC consulted with Provost Alva. Provost Alva made the case that by not allowing for student comments to be placed in the Personnel Action File (PAF) and be used by peer evaluation and performance review committees that student voices were not being heard. She stated that to have a more inclusive campus, the faculty and administration need to make sure they are truly hearing from our students by having their anonymous open-ended responses on student evaluations be included in formal evaluations of teaching. Further, the faculty will get more constructive feedback if review committees have more (not fewer) windows into the classroom and student experiences.

Dr. Von Glahn thanked Provost Alva for her willingness to work with the committee and Chair Nelson to define a compromise policy that states that student evaluation comments to be provided both to the faculty member and the dean of their college. The comments would not be included in the faculty member's Personnel Action File (PAF). The FAC voted that the compromise version of the policy should be voted on by the entire Academic Senate. Senator Von Glahn moved to substitute the compromise version of the report and policy for the original FAC endorsed report discussed at the first reading.

M/s to substitute the version of the report that states that student evaluation comments will be provided to the faculty member and their dean.

The compromise version of [FA-002-201, Revision and Updating of Policy 1329 \(Student Evaluation of Teaching\)](#), is located on the Academic Senate website at https://www.cpp.edu/senate/documents/packets/2020-21/05.05.21/fa-002-201_report_second_reading_student_evaluations_comments_compromise.pdf. The corresponding policy is located at https://www.cpp.edu/senate/documents/packets/2020-21/05.05.21/policy_1329_student_evaluation_of_teaching-compromise2.pdf.

Senator Von Glahn reiterated that the difference between the original FAC endorsed report and the compromise report is identical to the FAC endorsed report with the exception that the student evaluation comments go to both the faculty member and the dean. Student comments stay out of the PAF and cannot be used for RTP evaluation.

It was asked if faculty members can choose to quote student evaluation in their RTP package submittal. Senator Von Glahn answered no to the question since the policy specifically states that student evaluation comments are not allowed to be used for RTP evaluations. He commented that the comments could be used for self-reflection in the documents but could not be used for substantive evidence of teaching.

Senator Lloyd stated that his department has provided the opportunity for students to provide written comments in tandem with the student evaluation forms. All students in the department get a form with open ended questions, along with the student evaluation forms, that they answer anonymously. He

stated that he does appreciate the comments for his personal use but does have serious concerns, along with several of his constituents, about forwarding anonymous comments to deans automatically. He stated that there were several concerns that this policy could be unfair to lecturers, faculty of color, and women. The comments may not be directly attributable to race, but they could contain implicit biases, which would be very difficult to distinguish in written comments. There are procedures in place for students who have serious concerns regarding faculty misconduct and those procedures should be used instead of anonymous written comments. Senator Lloyd added that several of his colleagues expressed concerns about academic freedom. In the history discipline there are controversial topics and, in many cases, coverage of these, even if done very even handedly and fairly, can elicit negative responses from students. Student comments may, unfairly, reflect student discomfort with learning new things.

Senator Corley spoke in opposition to the substitutional amendment. He stated that in consultation with his constituency, the most cited harm was the effect on the faculty member's future pedagogy, from abusive speech that was leveled through anonymous comments, particularly those faculty who teach controversial topics. He added that in the English and Modern Languages Department there has always been an avenue for voluntary collection of comments, a separate tool in addition to the numeric tool currently being used.

Senator Aragon thanked the provost for being willing to engage a dialogue around revising this policy but wanted to express his concern about both fairness and bias, and the negative consequences to academic freedom, that providing comments to the dean could incur. He added that written comments can do real damage to a person who is a member of an already marginalized or disempowered group, so this could have negative consequences to building a safe environment on the campus. Senator Aragon stated that faculty of color, women faculty, and faculty from already vulnerable social groups should not have to ruminate and fret over abusive or harassing language that gets included through the written comments.

Senator Small asked if the best way to respond to constructive comments is to report those comments to the dean? He added that if the channels for reporting misconduct need improvement, he does not think that the best way to handle that is through an anonymous comment at the end of the semester. If there are complaints, a complainant should be put in front of an authority figure who can explain their options and protect confidentiality.

Senator Von Glahn clarified that even though the comments would be delivered to the dean, they would not be used in RTP evaluations.

Provost Alva stated that one of the opportunities afforded by the substitute proposal is to look at the student ratings and evaluations through an "equity minded lens." Currently the campus is just collecting numerical data and not taking into consideration the voices and perspectives of the students. The Provost added that to ask students to fill out evaluations and then to silence them and not have to opportunity to add context to those numerical ratings brings up fundamental questions regarding access, equity, and inclusionary practices. As an institution, Cal Poly Pomona is on record as having a commitment to action to look at practices or procedures for exclusionary practices. The Provost's opinion is that if the evaluation comments only go to the instructors, then students will be less willing to take the time and fill out the evaluations. She acknowledged that biased comments may seep into the evaluations, but the question is what the campus will do about the biases. She stated that instead of hiding from biases, the campus needs to look and address the cultural issues that may be undergirding the opinions and beliefs that are seeping into the curriculum and the evaluations of faculty. If the evaluations only go to the faculty, who will be supporting that faculty member to do better, to get the support they need in the classroom, and what is the role of the HEERA manager. Provost Alva stated that she understands the concerns, but what is the role of the dean in the process if not to provide support and mentorship, and assistance to faculty.

Senator Wachs stated that she has concerns about student evaluation comments for lecturers. There are protections in place for full-time faculty. Lecturers serve more at the will of the college and with the problem of implicit bias and how busy the deans are, it seems that it would be unrealistic to investigate all problematic comments received anonymously. She stated that for anonymous comments, students can be in any frame of mind during the evaluations, and this can adversely impact lecturers.

Senator Chaturvedi talked about implicit bias. Students may not have the awareness of implicit bias because they have not been trained in implicit bias. Without training, Senator Chaturvedi stated that any situation where comments are sent to a person that could act against the faculty member is problematic for faculty of color and women faculty.

There was considerable conversation about evaluations going to deans, mostly negative. All spoke in favor of on-line evaluations.

M/s/p to extend the time certain end of the meeting to 5:30 p.m. passed with one (1) NO vote.

The motion to adopt the amended version of FA-002-201, Revision and Updating of Policy 1329 (Student Evaluation of Teaching), where student comments would go to the faculty member and their dean, but not used in RTP proceedings, was **voted down**. The vote count was 29 NO, two (2) YES, and three (3) abstentions.

Chair Nelson reminded the senators that since the substitution report was voted down, the original motion to adopt the FAC recommended version of the report, where comments would only go to the faculty member, is now up for consideration.

The motion to adopt the FAC endorsed version of FA-002-201, Revision and Updating of Policy 1329 (Student Evaluation of Teaching), passed with six (6) NO votes and two (2) abstentions.

j. [FA-010-189, Sabbatical Applications – SECOND READING](#)

The second reading report for FA-010-189, Sabbatical Applications, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/fa010189sr.pdf>.

The policy that accompanies the report is located on the website at https://www.cpp.edu/senate/documents/packets/2020-21/05.05.21/policy_1375_sabbatical_leave_policy-for-second-reading.pdf.

Senator Von Glahn presented the report.

M/s to adopt FA-010-189, Sabbatical Applications.

RECOMMENDATION:

The FAC recommends the University adopt the changes to [Policy 1375](#), Sabbatical Leave Policy, to reflect the Modified-Northridge model.

DISCUSSION:

Senator Von Glahn went over a [presentation](#) he prepared for the meeting. The presentation is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2020-21/05.05.21/sabbatical-presentation.pdf>. He stated that there was a referral submitted to the Faculty Affairs Committee to consider a new way of awarding sabbaticals because there was concern at the college level that the Professional Leave Committee members are tasked with ranking proposals from an array of disciplines, which some may be outside their fields of knowledge. The referral specifically

requested that the FAC consider the CSU Northridge model for awarding sabbaticals. The FAC surveyed all tenured and probationary faculty about three (3) options:

1. *The current model of ranking proposals*
2. *The Northridge model* – the leave committee would use a rubric to rank and sort proposals into three (3) categories: outstanding, meritorious, 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.
3. *Modified Northridge model* – no ranking, the merit of the proposals will be determined by whether they meet the stated criteria. According to the Modified-Northridge model, the Professional Leave Committee shall recommend to the Provost that all meritorious proposals be approved for sabbatical and no proposals will be ranked as outstanding. If institutional support for sabbatical leave is insufficient for funding all "Meritorious" proposals, the committee's suggestions to the Provost will be determined by time since applicant's last fully-funded sabbatical, then total years of service to CPP. If ties still exist, they will be broken by lot.

The results from 265 tenure line faculty revealed that most respondents did not like the current ranking model for sabbaticals. The data showed that 69.5% of faculty preferred the *Modified Northridge model*. Based on that information, the FAC modified Policy 1375, Sabbatical Leave Policy, to reflect the *Modified Northridge model*. With the *Modified Northridge model*, the Professional Leave Committee (PLC) does not rank proposal against each other, but simply determines whether proposals have met criteria and have been deemed "meritorious."

Senator Von Glahn stated that the only feedback the committee received was concern about those who might have a time-sensitive need for sabbatical due to externally-funded travel-related concerns. Thus, the committee included that the recommendation for sabbaticals will include a suggested funding order for proposals, to be used only in the event of insufficient institutional support for sabbaticals. Applicants who have secured external funding for proposal-related travel will be given priority.

Senator Van Buer shared some data from the Office of Faculty Affairs. He noted that the least pre-pandemic sabbatical funding rate for fully-funded semester sabbaticals was only 57%. He showed some graphs detailing the data. One other thing to note was that faculty with fewer than 8-years university service is not likely to get awarded a sabbatical. Senator Van Buer explained that if a faculty member wants a fully-funded semester sabbatical and have less than 8 years of service that they can get a fellowship, he noted that the CBA does not allow other forms of external funding such as visiting professorships, or they can take a pay cut or difference-in-pay leave. He stated that he thinks the policy should be revised but does not think this is the mechanism for doing it.

Provost Alva proposed two amendments to the policy that come directly from the CBA which add important details to the policy. The CBA, Article 27.3 expressly states that the application shall include a statement of the purpose of the sabbatical, a description of the proposed project, and the CSU resources, if any, necessary to carry it out, and a statement of the time requested, which shall not exceed one (1) year. This statement should go in the policy at the end of paragraph 3.0b to give more detail about what is required in the application. Article 27.5 states that the review shall consider questions related to the quality of the proposed sabbatical project. The Provost stated that there is an evaluation that needs to happen, and this statement should be added to the policy in paragraph 3.0g.

M/s to add the following amendments to Policy 1375, Sabbatical Leave Policy:

- Add to paragraph 3.0b – “The application shall include a statement of the purpose of the sabbatical, a description of the proposed project and the CSU resources, if any, necessary to carry it out, and a statement of the time requested, which shall not exceed one (1) year.”
- Add to paragraph 3.0g – “This review shall consider questions related to the quality of the proposed sabbatical project.”

The motion to add the two amendments to Policy 1375 passed with three (3) NO votes and one (1) abstention.

Dr. Sancho-Madriz, AVP of Faculty Affairs, commented that the report needs more work for the following reasons:

- In recent years, there has been an increase in the number of sabbatical applications. One of the reasons for that is that the campus has increased expectations for scholarly work, and sabbaticals are one of the greatest opportunities for faculty members to be able to write books and article journals that can be used in the RTP process. He stated that the problem that he has with this change is that tenured faculty would have a higher priority than junior faculty members who need the sabbatical to obtain scholarly work to apply for tenure.
- Policy 1375, Sabbatical Leave Policy, co-exists with [Policy 1376, Sabbatical Leave Application Form](#), which has not been reviewed as part of this effort. Policy 1376 is not only the application for sabbatical, but also has the input provided by the dean and the department chair. AVP Sancho-Madriz agreed that the sabbatical policy needs to be changed but does not believe the work is fully complete without considering Policy 1376 which states what needs to be included as part of the application proposal.

After some conversation, Chair Nelson stated that due to the lateness of the meeting, she would entertain a motion to postpone the remainder of the agenda items to an emergency Academic Senate meeting on Wednesday, May 12, 2021.

Senator Von Glahn spoke against postponing the vote on FA-010-189, Policy 1375, Sabbatical Leave Application. Senators Aragon and Flores also spoke against postponing the vote.

At the time certain end of 5:30 p.m., Chair Nelson requested a motion to extend the meeting for another 15 minutes.

M/s to extend the time certain of the meeting by 15 minutes.

Senator Speak commented that the chair can adjourn this meeting and that the Executive Committee has the ability to call an emergency Academic Senate Meeting for May 12, 2021 to address all of the remaining agenda items. Senator Speak said he would speak against extending the meeting time certain end because he did not think that the body will not be able to finish all agenda items and give justice to the current conversation.

The motion to extend the time certain of the meeting by 15 minutes tied with 16 YES votes, 16 NO votes, and three (3) abstentions. Chair Nelson adjourned the meeting out of respect for those who have other commitments. She added that she will work with the Executive Committee to call an emergency Academic Senate Meeting for May 12, 2021.

The May 5, 2021 Academic Senate Meeting adjourned at 5:42 p.m.