

# Minutes

of the Academic Senate Meeting  
September 21, 2022

- PRESENT: Aragon, Barding, Chase, Davidov-Pardo, Fallah Fini, Forward, Gad, Gekara, Givens, Guerrero, Guthrie, Hanink, Kumar, Lloyd, Monemi, Moore, Myers, Nakhjiri, Nissenson, Osborn, Quinn, Roy, Sharma, Shen, Small, Snyder, Urey, Vallejo, Valentine, Van, Von Glahn, Welke, Yoo
- PROXIES: Senator Quinn for Senator Pacleb
- ABSENT: Amamra
- GUESTS: A. Baski, J. Brown, S. Coley, B. Dávila, T. Gomez, J. Hargis, C. LaMunyon, L. Massa, D. Montplaisir, J. Puthoff, B. Quillian, L. Rotunni, C. Santiago-González, J. Saclolo, F. Teves, J. Van Boxtel, H. Yniguez

Chair Von Glahn called the meeting to order and welcomed the new senators, Keith Forward, the new ASCSU Senator, Rachel Van from the College of Letters, Arts, and Social Sciences, and Candice Valentine, the new Staff Senator.

Chair Von Glahn reminded the body that Vice Chair Kumar will maintain a speaker's list, and senators will have the first opportunity to speak. He asked for patience regarding recognizing senators for the speakers' list since nameplates are not available for this meeting. They will be available at the October meeting.

In general, at these meetings, the parliamentary rules are not enforced unless requested by the chair. Chair Von Glahn stated that the general rules in a debate/discussion, each member has the right to speak twice on the same question on the same day but cannot make a second speech on the same question so long as any member who has not spoken on the question desires the floor. A member who has spoken twice, on a particular question on the same day has exhausted their right to debate that question for that day. To ensure that members have an opportunity to speak, each member will have a 3-minute speaking time limit. He commented that Senator Small will be serving as parliamentarian for the academic year.

## 1. [Academic Senate Minutes – August 10, 2022](#)

The August 10, 2022, Academic Senate Meeting minutes are located on the Academic Senate website at [https://www.cpp.edu/senate/documents/minutes/academic\\_senate\\_minutes\\_08.10.22\\_posted.pdf](https://www.cpp.edu/senate/documents/minutes/academic_senate_minutes_08.10.22_posted.pdf).

M/s/p to approve the August 10, 2022, Academic Senate Meeting minutes with one (1) abstention.

## 2. Information Items a. Chair's Report

Chair Von Glahn stated that there are many current service opportunities. All service opportunities are located on the Academic Senate website at <https://www.cpp.edu/senate/service-opp-new.shtml>. He charged senators to talk with their constituents about service opportunities and the importance of service to the university.

## b. President's Report

President Coley commented that she was thrilled to see everyone in person. She joined Chair Von Glahn in welcoming new senators to the Academic Senate as well as the continuing senators because it is important that the campus is fully engaged with different perspectives, in terms of the

academic disciplines and in terms of other aspects of the university.

President Coley stated that she hoped everyone was able to attend the fall convocation live stream, in addition to Provost Brown's presentation at the Academic Affairs forum. The goal was to set the context about some of the areas that will be worked on going forward. The Fall Conference events have always been important for the campus in terms of faculty and staff coming together prior to the start of the fall term. But in the context of the pandemic, the Fall Conference has become even more important. It is given a greater sense of importance for communication and connection. President Coley reminded the body that the title of her Fall Conference address was "The Thread that Binds Us." She stated that in her address she wanted to reaffirm that the people of Cal Poly Pomona, led by the faculty and staff, have been the constant in the progress now, and over the entire history of the university.

President Coley acknowledged the recipients of this year's One Team Award. The One Team Award was launched last year to recognize and celebrate cross-divisional collaboration that closely aligns with the core university values delineated in the Strategic Plan. This new tradition now serves as one of the highlights of the Fall Conference address. This year's award went to Fearless Classroom. This is a truly one-of-a-kind project focused on creating a psychologically safe classroom environment defined by trust, mutual respect, empathy, and compassion for all to enhance student learning and success. The Fearless Campus project encompasses 32 academic departments in 8 colleges, the University Library, Employee and Organizational Development and Advancement, and the Center for the Advancement of Faculty Excellence. Thanks to the team's concerted efforts to scale and institutionalize the project, an amazing 9,000 students have enrolled in Fearless Classrooms since its launch in 2019.

President Coley thanked everyone for their work in the Academic Senate to support the academic mission of Cal Poly Pomona.

The President invited the campus community to a conversation with Dr. Mary Ann Villarreal, a nationally recognized leader in fostering equity, diversity, and inclusion (EDI) in higher education on Tuesday, September 27, from noon to 1:00 p.m. in Ursa Minor and via live stream. Dr. Villarreal was invited by the search committee for our presidential associate for inclusion and chief diversity officer (CDO). Dr. Villarreal serves as the inaugural vice president for equity, diversity, and inclusion at the University of Utah. She previously served in a leadership role at Cal State Fullerton. This conversation is part of the search committee's effort to inform the campus' collective understanding of effective EDI leadership, challenge the campus to think critically about priorities and encourage participation in the search process. Dr. Villarreal's agenda is still being finalized, but in addition to her campus-wide presentation and conversation, she will engage in discussions with a variety of campus stakeholders, including the Academic Senate Executive Committee and ASI.

Based on the outstanding work of our search committee in engaging and evaluating potential candidates, resulting in three finalist candidates in Spring 2022. An offer was made, but unfortunately, we were unsuccessful in recruiting an incumbent for the CDO role.

President Coley commented that in March 2022, the CSU Board of Trustees (BOT) formally approved a systemwide independent assessment of Title IX policies and practices across all twenty-three CSU campuses. This is a matter of utmost importance and urgency. As Interim Chancellor Jolene Koester noted in a message to the entire system last June, media reports have made clear that the CSU has fallen short in our effort to ensure that students, faculty, and staff can learn, teach, and work in an environment free of discrimination, harassment, and sexual misconduct.

To carry out this assessment, the CSU has engaged the law firm of Cozen O'Connor, led by national experts of gender-biased harassment, particularly in higher education. Our campus site visit is scheduled for December 13 through 15, 2022. The team will meet with stakeholders across the university community. The President has asked that faculty, students, and staff be engaged more

broadly and given an opportunity to meet with the assessors.

It is important to note that this assessment is not simply an audit to make sure the campuses are in compliance with relevant law. The goal is to create both a culture of compliance and a culture of care, respect, and the valuing of diversity. This means working together to improve policies and practices, better educate our campus community, ensure access to resources by survivors, enhance prevention and awareness campaigns, and dismantle the systemic social issues that perpetuate sexual violence.

President Coley announced that the annual Campus Conversation on the CPP Budget will be held on Tuesday, October 25, 2022, from noon to 12:50 p.m. Each fall semester, we dedicate our Campus Conversation to a discussion of state funding, what it means for our university budget and how we are investing these funds to support student success and academic excellence. The state spending plan passed by legislators and signed by Governor Gavin Newsom earlier this year included a total increase in ongoing funding of \$365 million for the CSU and \$1.1 billion in one-time funding. These investments once again acknowledge the essential role that public higher education plays in the economic, civic and cultural vitality of California. Our Campus Conversation is an opportunity to engage on this topic as a campus community, ask questions and provide feedback. The President is also planning on meeting with the Academic Senate Budget Committee.

In closing, President Coley acknowledged the losses that the Physics and Astronomy Department and the campus community are experiencing with the passing of Professor Hector Morales and Wing Ko. Thoughts of compassion and understanding are extended to the faculty and staff of the Physics and Astronomy Department.

c. [Provost's Report](#)

The Provost's Report is located on the Academic Senate website at:

[https://www.cpp.edu/senate/documents/packets/2022-23/09.21.22/final\\_provosts\\_report\\_to\\_academic\\_senate\\_2022-09-21.pdf](https://www.cpp.edu/senate/documents/packets/2022-23/09.21.22/final_provosts_report_to_academic_senate_2022-09-21.pdf).

Provost Brown shared her priorities for Academic Affairs:

1. Student Success/Equity Gaps
2. Faculty and staff morale
3. Enrollment and implications related to enrollment
4. Improving tenure density and repopulating staff

Provost Brown is asking the deans and the Associate Vice Presidents on how they can align these goals with the President's goals.

Provost Brown gave a status on the ongoing MPP searches, seven searches (7) in total for the 2022-33 academic year. The following four (4) searches are active in the fall semester:

- Dean of College of the Letters, Arts, and Social Sciences – search committee was charged over the summer, the profile position is out, and the deadline for applications is October 4, 2022.
- Dean of College of Education and Integrative Studies – the profile is live and the deadline for applications is October 17, 2022.
- Dean of the College of Business Administration – the search committee has been charged, the profile position should go live on September 21, 2022, and the application deadline is October 24, 2022.
- Dean of the College of Engineering – a search firm has been secured, Academic Search, and the committee will be charged in the fall.
- The search committees for the Colleges of Professional and Global Education, Agriculture, and Collins College will be charged in the fall semester and the searches will begin in the

spring.

The Provost commented that in 2019, CPP began working on revitalizing the General Education (GE) program by reimagining the integration of the liberal arts and sciences in the context of CPP's polytechnic identity. In Summer 2020, an interdisciplinary team attended the AAC&U Institute on GE and Assessment, during which new GE learning outcomes were drafted to reflect CPP's General Education Meaning and Purpose Statement (GEMPS) and to strengthen the alignment of our various learning outcomes, as recommended by our 2019-2020 WSCUC accreditation visit. This team received significant feedback on the learning outcomes over the past year and has revised them and is now seeking feedback on the learning outcomes.

Testing Services are now operational in the Student Services Building (SSB) for make-up exams only. Make-up exams will be administered on Tuesdays, Wednesdays, and Thursdays from 10:00 a.m. to 1:00 p.m. and from 2:00 to 5:00 p.m. A new website has been developed and is live, <https://www.cpp.edu/testing-services/>. Faculty must initiate the process on behalf of students who have extenuating circumstances and cannot attend the test during normal classroom time. The difference is that faculty are required to initiate the makeup test on the website, students cannot request a test. Once the faculty member has requested the makeup test, Testing Services will contact the student to make the appointment for the test. Students must present a valid ID to take their test. Students who need to take a test with accommodations due to a disability will continue to be served by the Disability Resource Center.

The Provost announced the *Office of Interdisciplinary Ethnic Studies Teaching and Scholarship*. This office is funded by AB1460 appropriations, and its mission is to support ethnic studies cluster faculty, as well as to increase awareness and understanding of ethnic studies across the university. This is the inaugural year for the office and will support the new cohort of faculty hired for GE Area F, as well as support current faculty who are interested in developing ethnic studies courses for GE Area F. In their first few months directors, Drs. Ocampo and Aguilar-Hernandez have already worked closely with faculty across different departments, including Psychology, English and Modern Languages, Apparel Merchandising and Management, Education, and Hospitality, among others. On September 9<sup>th</sup> the office held its inaugural event *Ethnic Studies Discipline Field Method Pedagogy*.

The Office of Research and Sponsored Programs (OSRP) has developed a series of workshops to facilitate the successful submission of proposals and prepare for post-award requirements. These workshops are both in-person and virtual and they will also be recorded and available for later viewing. The Office of Research and Sponsored Programs has made significant additions to the office team and are fully prepared to assist faculty with their grant submittals.

Provost Brown shared that the *Day of the Advisor*, an annual one-day conference to come together as a community to share advising best practices and to come together, discuss what is impacting the advising community, and celebrate the good works of the advising community. This event will be held virtually on Friday, November 4, 2022.

Provost Brown commented that the support of faculty is needed to aid students who may need extra support by filling out *Faculty Progress Reports*. More information is available at <https://www.cpp.edu/advising/progress-reports/>.

- First progress report window: September 8 – October 2
- Second progress report window: October 20 – November 13

The Provost announced that Dr. Claudia Garcia-Des Lauriers has been appointed as the Faculty Director of the Kellogg Honors College. Dr. Garcia-Des Lauriers has been acting as the interim in this position.

Provost Brown introduced the Bronco STEA<sup>2</sup>M Innovation Hub. The university received a \$1 million grant from the Small Business Administration through the office of U.S. Congresswoman Norma

Torres to establish an Innovation STEA<sup>2</sup>M (Science, Technology, Engineering, Arts, Agriculture, and Mathematics) Hub in Pomona. This aims to establish an entrepreneurial and social innovation hub in the city of Pomona to support local innovators, and small and family-owned businesses and promote social impact in the broader community. The Bronco STEA<sup>2</sup>M Innovation Hub will leverage the university's polytechnic advantage by offering programming in the STEAM disciplines that will prepare entrepreneurs, start-ups, and small and family-owned businesses, and a reskilled/upskilled local workforce to reinject economic and social vitality into the region.

There was a question about where the Innovation Hub will be located in Pomona. President Coley responded that the exact location has not been determined. The space will be gifted by the City of Pomona. The President recognized Frances Teves, AVP for Government and External Affairs, who has been working tirelessly with the City of Pomona on this project.

d. [Vice Chair's Report](#)

Vice Chair Kumar presented the report.

**NEW REFERRALS: (9)**

AA-001-223 Lab Time Modules on Mondays and Wednesdays  
 AA-002-223 Update of University Curriculum Committee Policy  
 AA-003-223 Updates to the Retroactive Withdrawal Policy  
 AA-004-223 Updates to the Withdrawal Policy  
 AA-005-223 Creation of a Credit for Prior Learning (CPL) Policy  
 AP-001-223 Name Change for College of Business Administration Graduate Programs Office – Withdrawn by author  
 AP-002-223 New Self-Support Accountancy Global Access Certificate  
 FA-001-223 Request to Update the University Policy Regarding Faculty's Copyright of the Content they Created on Canvas – EC returned to author  
 FA-002-223 Policy and Procedure Update – Provost Award for Excellence

**SUNSETTED REFERRALS: (2)**

The Executive Committee approved sunsetting the following two (2) referrals at their September 14, 2022, meeting:

AA-010-189 Change in Make-Up Exam Policy on Course Syllabi  
 AA-003-201 GEMPS Inclusion in GE Syllabi

**SENATE REPORTS FORWARDED TO PRESIDENT: (0)**

**PRESIDENT RESPONSES TO SENATE REPORTS: (0)**

e. [ASCSU Report](#)

The ASCSU Report is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2022-23/09.21.22/ascsureport20220921.pdf>.

Senator Urey welcomed Dr. Keith Forward as the new ASCSU Academic Senator. She stated that Senator Forward missed the first ASCSU meeting of the academic year, which are usually “pretty sleepy”, but the ASCSU engaged in a great deal of discussion about two (2) matters of importance to the campus.

1. The Cozen O’Conner consultant visited the ASCSU. As President Coley stated in her report, the law firm of Cozen O’Connor has been hired by the CSU to perform a “Systemwide Title IX and

DHR Assessment.” Cozen O’Conner’s consultants have begun visits to the campuses, and during their presentation, it became apparent that engaging with faculty was omitted from their itinerary. They had been to five campuses so far, and senators from those campuses were not aware of any meetings with actual faculty. Senator Urey commented that the consultants will be generating campus-specific reports that will be delivered to campus presidents. Senator Urey asked if the report for Cal Poly Pomona will be shared with the faculty. President Coley responded that the report will be shared.

2. Implementation of AB928, the “single lower division GE pathway” legislation. Senator Urey urged faculty to review her posted report and click on the links provided for additional information. The gist of the legislation is that there will be a single pathway from any community college to any CSU or UC. This single pathway includes 11 courses and 34 units, with is significantly less than CPP’s current lower-division GE program. The ASCSU has asked each campus to discuss with their Academic Senate and take a vote on either an endorsement of the plan or rejection of the plan with suggestions on how better to comply with the legislation.

Senator Urey stated that there will be some forums for people to get information and provide input on the proposal. She is hopeful that at the next Academic Senate meeting a vote regarding this issue will be on the agenda.

Another thing being discussed that is not part of the direct charge is the 120-unit degree requirement. If the lower-division GE requirements are less, and the other graduation requirements are the same, will campuses have autonomy on what to do with those units that got squeezed out, or will the CSU dictate that?

There was a question about the intent of the Cozon O’Conner consultants visiting the ASCSU, was it informational or to gather feedback? Senator Urey stated that she believed the intent of the visit was informational, but when it was discovered that the previous five campus visits did not engage with faculty, it became more of a forum to provide feedback to the consultants. The consultants did take in the feedback and stated that they would adjust their visit template according to the feedback received.

In Senator Urey’s written report, it states that she had been appointed to the ASCSU’s newest committee, the Justice, Equity, Diversity, and Inclusion (JEDI) Committee. It was asked if this committee would also include accessibility. Senator Urey reported that it would.

f. Budget Report

Senator Lloyd stated that the Budget Committee had met for the first time for the 2022-23 academic year and the College of Environmental Design, and the College of Education and Integrative Studies were not represented. He encouraged senators from those colleges to encourage their constituents to apply to the standing committee.

The committee will be meeting with the Information Technology and Institutional Planning division in October and the Student Affairs division in November.

Motion to postpone the Academic Senate Committee reports time certain of 3:45 p.m. until after all informational report. The motion was seconded and passed unanimously.

g. CFA Report

The CFA Report is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2022-23/09.21.22/cfa-report-9.21.22.pdf>.

CFA Vice President Jonathan Puthoff reported.



He stated that the raises approved for the academic year should be showing up in paychecks in October. He added that since the General Salary Increase (GSI) went into effect on July 1, 2022, faculty are due back pay. On October 1, 2022, all payroll changes should be current. Full professors over the SSI maximum should see a Post Promotion Paise (PPR), which is intended to address compression for faculty who have been at the university for a long period of time, effective on their anniversary date.

There will be an all-faculty union meeting on October 13, 2022, at Kellogg West. Dr. Puthoff mentioned that this is a good time to learn what the local chapter is currently doing.

Other Upcoming Events:

- October 8th, 5:00 pm CPP CFA cheers on our Volleyball Team (Kellogg Arena). All coaches are Unit 3 faculty, and this is a good way to show support.
- Nov 15th, RTP Workshop on Zoom
- November 16th, CFA Nuts and Bolts Workshop

The best way to know what your chapter is doing is to make sure your department has a tenure-line and lecturer faculty department representative. All department representatives are invited to the Executive Board meetings on the first and third Thursdays of the month.

Since the union will start bargaining at the end of the academic year for more compensation, having strong membership is one way to send a message that faculty are united and are an important voice on campus. Dr. Puthoff encouraged faculty to get non-members to join the CFA.

President Coley suggested that if faculty are attending the volleyball game to please contact Bryan Swanson, Director of the Athletics Department, who would then announce that there are faculty in the audience. She added that even though this is meant to be a show of support for the coaches, it would mean a lot to the athletes and the students in the audience.

#### h. ASI Report

At this time there is no ASI Senator, therefore no report was presented.

#### i. Staff Report

Staff Senator, Candice Valentine, was seated at this meeting and therefore no Staff Report was presented.

#### j. [Safer Return Task Force](#)

The Safer Return Task Force presentation is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2022-23/09.21.22/safer-return.academic-senate.9.21.22.pdf>.

AVP Teves thanked Chair Von Glahn and Vice Chair Kumar for meeting with her in advance of the meeting to help assure the update provided is relevant to the Academic Senate.

AVP Teves started with situational awareness. Los Angeles County is in the low category of risk now. She mentioned President Biden's comments that the pandemic is over and commented that there is much debate around his comments. There is recognition from public health officials that conditions have drastically changed. As President Coley mentioned in her report there are still vulnerable individuals and communities that continue to be at risk, including globally. AVP Teves stated that if the pandemic has taught us that we are living in continued uncertainty, people need to continue to be vigilant as we enter the fall and winter months. It is recognized that there are several

protections available including vaccines and therapeutics.

AVP Teves mentioned that the overall Cal Poly Pomona vaccination rate for fall 2022 is 68.2%. This does not mean that 68.2% of the campus is vaccinated; there are several actions that students, faculty, and staff could take, submit their vaccination record, submit a medical or religious exemption, or self-attest that you will not be on campus during the semester. AVP Teves noted that there is a drop in the campus vaccination rate. What is recognized, especially with the boosters, is that there are more complex and dynamic issues. Decisions regarding boosters are made by individuals depending on their health status, their own prior COVID infection, and in consultation with their doctor. The numbers are fluctuating because we are at a different time in the pandemic, especially with available boosters.

AVP Teves provided a recap of the following public health requirements that she shared at the retreat in August and mentioned that CPP is required to follow the strictest order issued at local, state, or federal level:

1. We are required to provide training to employees.
2. Masks are strongly recommended indoors and required in the settings below. Higher grade masks must be made available for employees.
  - a. Health care and public transit.
  - b. Per isolation and quarantine instructions: Individuals who test positive and/or are exposed must wear a mask for 10 days.
  - c. As required by public health during cluster/outbreak of three (3) epi-linked cases.
3. Testing must be made available for symptomatic employees, those who have had a close contact, and to end isolation.
4. We are required to notify close contacts and report positive cases in accordance with public health, Cal/OSHA, legislative and Chancellor's Office requirements.
5. Implement physical distancing during a major outbreak as feasible.

The campus multi-pronged [health and safety plan](#) includes a layered approach that includes individual actions for collective safety. Masks represent one mitigation measure in the eight-pronged plan, and the campus will continue to strongly recommend face coverings and provide higher grade masks at no cost. AVP Teves stated that the campus needs to foster a culture of care and support of individual choices regarding face coverings. The multi-pronged approach also highlights the critical components around vaccination and public health testing. The campus will continue to provide testing at no cost through next academic year, and testing is required for those individuals who are not vaccinated or do not wish to disclose their vaccination status.

The California Department of Public Health (CDPH), in alignment with the Center for Disease Control (CDC), has provided new masking guidance effective on September 23, 2022.

**Here's when to mask in indoor crowded public spaces based on CDC Community Levels**

CDC Community Level	People at lower risk for severe illness	People at higher risk for severe illness*
High	Masks recommended	Masks strongly recommended
Medium	Consider masking	Masks recommended
Low	Personal preference	Consider masking

\* Those at higher risk should consider taking additional precautions.

AVP Teves reviewed the following key points of the campus's COVID-19 exposure management:



1. Students, employees, and campus guests must report positive test or symptoms utilizing the [COVID-19 Self Report Form](#). Faculty and HEERA managers should instruct students and employees accordingly. Faculty or HEERA managers should not conduct an incident investigation or inform close contacts.
2. The university is required to notify close contacts and report positive cases. All close contacts must test between 3 and 5 days and wear a mask for 10 days.
3. Close contact is defined as “someone sharing the same indoor space (spaces separated by floor-to-ceiling walls) for a cumulative total of 15 minutes or more over a 24-hour period during an infectious period (48 hours) of a confirmed positive case.”
4. One positive case in the classroom can trigger a close contact notification and masking requirements for the entire class.
5. A cluster or outbreak is defined as three (3) epidemiologically linked cases within a 14-day period. This triggers reporting requirements, posting on LACDPH outbreak website and a site visit.
6. A major outbreak of 20 or more employees requires implementation of physical distancing.

If you have tested positive, you cannot come to campus for a minimum of five (5) days. The earliest you can return is on day six (6) with a negative COVID test, improving symptoms and fever free, but you must wear a mask for ten (10) days. If you have had close contact with no symptoms, you can come to campus, but you must test within 3-5 days of contact and report if the test is positive. A positive test needs to be reported via the [COVID-19 Self Report Form](#). The Safer Return Incident Investigation Team must receive the form from the individual who has tested positive and/or is experiencing symptoms. The form is needed to notify close contacts. There is sometimes a delay in notifying close contacts because the report is filed late, or the team cannot reach the individual who reported the case. COVID-19 Supplemental Paid Sick Leave (SPSL) up to 80 hours is available effective January 1, 2022, through September 30, 2022, for employees unable to work due to COVID-19 related reasons.

AVP Teves went over the following items for guidance for the fall semester:

1. Keep up to date with campus safer return efforts by checking the [website](#), reading the [newsletter](#) or attending the weekly webinar. Email [saferreturn@cpp.edu](mailto:saferreturn@cpp.edu) with questions and/or for additional guidance.
2. It is recommended that faculty maintain a supply of PPE, including higher grade masks, in the classroom. Faculty can strongly recommend masking in their classrooms, labs, and/or offices.
3. Individuals need to report positive cases via the [COVID-19 Self Report Form](#).
4. If there is classroom exposure and masking is required, the Safer Return Incident Investigation Team will inform all individuals. Faculty can forward the close contact notification to students and can restate the mandated public health requirements in class.
5. Faculty can ask students for documentation for any absence(s) per previous practice.

Frances Teves noted that all the Safer Return Task Force work for the duration of the pandemic has been guided by the twin north stars of safety and service to the mission of student success. The task force’s primary role is operational, charged with monitoring what is happening on campus and the broader community, work closely with public health, and

communicate protocols to the campus community. Question regarding compliance and enforcement of the University's COVID-19 health and safety protocols should be directed as follows:

- Faculty members: Faculty Affairs at [avpfa@cpp.edu](mailto:avpfa@cpp.edu)
- Staff: Employee Labor Relations at [elr@cpp.edu](mailto:elr@cpp.edu)
- Students: Dean of Students, Jonathan Grady at [jgrady@cpp.edu](mailto:jgrady@cpp.edu)

There was a question about vaccination clinics on campus. AVP Teves responded that vaccination clinics have been hosted weekly and the bivalent booster is offered. The clinics are being offered in partnership with Los Angeles County Department of Health. There is a Memorandum of Understanding (MOU) in place until the end of the fiscal year.

Senator Osborn asked if the Monkey Pox virus was part of the Safer Return Task Force charter. Frances Teves replied that the Monkey Pox virus is being monitored. Los Angeles County Department of Health has added Monkey Pox to their COVID briefings. There are already previous practices and protocols used to manage infectious disease reporting. This is managed by Student Health Center which is required to report any positive cases. If students have concerns, they can go to the Student Health Center and get a test. The Student Health Center will not do a broad notification of Monkey Pox cases, since this is not a public health requirement.

If a faculty member has been notified of contact in their classroom, and students are showing up without masks, what is the faculty member's obligations? AVP Teves responded that it is important to reinforce the masking message because that is a LA County of Public Health required notification and have masks available in the classroom. Provost Brown added that she has been working with AVP Hargis on this issue and if students do not comply with the request, please contact the Dean of Students. The Provost stated that if there is a notification, do not be shy and strongly recommend compliance with the requirement, especially since this is an official notice from the health department.

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

a. AA-012-212, Scheduling Rules Update – SECOND READING

The second reading report for AA-012-212, Scheduling Rules Update, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa012212sr.pdf>.

Chair Von Glahn went over debate and discussion rules. Each member has the right to speak twice on the same question on the same day but cannot make a second speech on the same question so long as any member who has not spoken on the question desires the floor. A member who has spoken twice, on a particular question on the same day has exhausted their right to debate that question for that day. To ensure that members have an opportunity to speak, each member will have a 3-minute speaking time limit.

Senator Vallejo presented the report.

M/s to adopt AA-012-212, Scheduling Rules Update.

**RECOMMENDATION:**

The Academic Affair Committee recommends adoption of the following principles and guidelines:

## Introduction

At Cal Poly Pomona the utilization of online and hybrid approaches to teaching and learning engages 21st-century technology in the delivery of an inclusive polytechnic education. The design of online and hybrid classes helps to make a CPP education accessible to more students, such as those with work, family, or geographic limitations that present challenges for attending traditional in-person classes. The approaches to teaching and learning in online and hybrid environments help to ensure that CPP students develop skills necessary for success in the modern workforce, where technology mediates much of what is done. The combination of knowledge, skills, and habits of mind developed through an inclusive polytechnic education, and mastery of the ability to adapt to and utilize technology to accomplish their goals will prepare CPP students for the future of work.

Online and hybrid education is a modern-day extension of CPP's commitment to experiential learning, multi-disciplinary perspectives, collaboration, and professional readiness in providing a one-of-a-kind educational experience. Consistent with Theme 5 of our Academic Master Plan, CPP is committed to developing online and hybrid academic programs that are high-quality, inclusive, up-to-date, relevant, engaging, and immersive educational experiences that link theory and practice in curricular and co-curricular experiential learning activities.

## Guiding Principles

The following principles will guide CPP in the scheduling of classes:

1. *The needs of students must be considered in the development of the class schedule. Lower-division, upper-division and graduate students each require unique considerations. For example, lower-division students tend to need greater in-person opportunities for building community, development of relationships with faculty, and exploration of campus resources.*
2. *The instructional modality of each course must be thoughtfully considered so that it facilitates the student learning outcomes of the course and allows for appropriate pedagogical approaches for student engagement and success.*
3. *Faculty teaching an online or hybrid class will have participated in professional development opportunities centered around the unique issues of teaching in online and hybrid instructional modalities.*
4. *All courses and other educational experiences will be accessible, welcoming and inclusive of all learners.*

## Scheduling Rules

To assure that the class schedule for undergraduate programs is consistent with its face-to-face designation within the CSU, we have established a set of enforceable rules for the class schedule. The Office of Academic Programs, which oversees Scheduling, will take steps to monitor the schedule, assure that colleges and departments have access to necessary information to keep schedules within the rules, and work with deans to ensure that rules are enforced.

### Undergraduate class scheduling rules for each academic term:

1. *Classes must be taught with learning outcomes and our inclusive polytechnic identity at the center for all decision making.*
2. *A minimum of 70% of all sections that a department schedules should be in in-person or a hybrid modality. (This ensures that the program remains a face-to-face program.)*
3. *A minimum of 80% of lower division sections should be scheduled as in-person or hybrid. (This ensures face-to-face engagement for freshman and sophomores.)*
4. *If the program has international students as majors, then the program needs to assure that on-site sections are available (Note: under current rules, international students on F1 Visa are only*

*allowed 1 online class per term.)*

5. *Faculty teaching fully online classes must have training for and/or experience teaching in online modalities.*

Graduate class scheduling rules for each academic term:

1. *Classes must be taught with learning outcomes and our inclusive polytechnic identity at the center for all decision making.*
2. *The class schedule should reflect the program's approved modality*
  - a) *Programs approved as in-person ("on-site") must assure that students are required to complete a minimum of 51% of the curriculum in in-person or hybrid instructional modalities.*
  - b) *Programs approved as hybrid or fully online ("distance") may offer sections of all program courses in any instructional modality determined to be appropriate.*
3. *If the program has international students, then the program needs to assure that on-site sections are available (Note: under current rules, international students on F1 Visa are only allowed 1 online class per term.*
4. *Faculty teaching fully online classes must have training for and/or experience teaching in online modalities.*

**DISCUSSION:**

The report outlines the percentages used for scheduling classes for modalities. The committee discussed at length the various requirements from the Department of Education, WSCUC, the Chancellor's Office, and conferred with CPP administration. The report contains percentages for in-person or hybrid classes, as well as fully online courses.

The committee held two (2) open meetings to discuss the proposed recommendations. Overall, key feedback included creating a separate policy for graduate courses which the committee did and adjusting one of the targets from 85% to 80%, but overall, no one had strenuous objections. The one key question the committee received, was why these targets? The main reason was that the committee needed somewhere to open discussion that maintained the principle of in person instruction, but also allows for some online instruction. The committee believes most departments can meet these targets. Exemptions for departments that cannot for legitimate programmatic reasons are possible.

Senator Vallejo mentioned that consultation on the referral started on February 9<sup>th</sup> and the first reading was May 4, 2022. She stated that she does not know of any communication to the previous chair, Dr. Wachs, but she did start receiving emails this past week asking questions about the defined percentages. These policies are meant to give departments flexibility with scheduling.

Senator Barding motioned to table this report until the next meeting since it is a new academic year and there are new senators who may need to take this information back to their constituents.

M/s to table AA-012-212, Scheduling Rules Update, until the October 19, 2022, Academic Senate Meeting.

Senator Lloyd spoke against tabling the report stating that it is a commonsense proposal and there has been ample time to review and provide feedback to the committee. He added that there needs to be a policy in place for scheduling for next year and if tabled there may not be enough time for departments to use these rules to schedule their courses.

Senator Forward commented that for undergraduate rules 2 and 3 would make it difficult for a department to develop and schedule an online education program. Senator Vallejo responded that there is a separate process for online education programs. She mentioned that departments can still experiment with hybrid modalities since a program with minimum of 51% of the curriculum in-person or hybrid is considered an in-person program.

Senator Barding added to his motion stating that there are also new department chairs, and they should have an opportunity to provide feedback on the rules of scheduling.

Enthusiastic discussion ensued. The following are key conversation points:

- Department Chairs do not appear to have clarity on guidelines and modalities or the implications of the percentages.
- Confusion over how percentages were defined.
- Perception that there is no incentive to teach in-person and the fairness of that situation
- Department Chairs will have pressure from faculty to teach on-line more.
- More consultation is needed.

The motion to table AA-012-212, Scheduling Rules Update, until the October 19, 2022, Academic Senate Meeting, passed with seventeen (17) YES votes, fifteen (15) NO votes and one (1) abstention.

- b. [AP-025-212, Education, M.A. - Special Education Option, Diversity and Special Education Emphasis Discontinuation](#) – **FIRST READING**

The first reading report for AP-025-212, Education, M.A. - Special Education Option, Diversity and Special Education Emphasis Discontinuation, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ap025212fr.pdf>.

- c. [AP-026-212, Education, M.A. - Special Education Subplan/Option, Curriculum and Instruction Emphasis Discontinuation](#) – **FIRST READING**

The first reading report for AP-026-212, Education, M.A. - Special Education Subplan/Option, Curriculum and Instruction Emphasis Discontinuation, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ap026212fr.pdf>.

- d. [AP-027-212, Education, M.A. - Special Education Option, General Studies Emphasis Discontinuation](#) – **FIRST READING**

The first reading report for AP-027-212, Education, M.A. - Special Education Option, General Studies Emphasis Discontinuation, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ap027212fr.pdf>.

Senator Snyder presented the reports.

M/s to receive and file AP-025-212, Education, M.A. - Special Education Option, Diversity and Special Education Emphasis Discontinuation, AP-026-212, Education, M.A. - Special Education Subplan/Option, Curriculum and Instruction Emphasis, and AP-027-212, Education, M.A. - Special Education Option, General Studies Emphasis Discontinuation.

#### **RECOMMENDATION:**

The Academic Programs Committee recommends the discontinuation of the following options/emphases:

- Education, M.A. - Special Education Option, Diversity and Special Education Emphasis

- Education, M.A. - Special Education Subplan/Option, Curriculum and Instruction Emphasis
- Education, M.A. - Special Education Option, General Studies Emphasis

### **DISCUSSION:**

The Education Department proposes to discontinue the Curriculum and Instruction emphasis from the Special Education subplan of the MA Education program.

The rationale for this deletion is to streamline the program and make it less confusing for students. Since the emphasis choice is not articulated anywhere on transcripts or diplomas, faculty have decided that it is an unnecessary part of the special education subplan. All courses will remain, no courses will be deleted, so students may still select a focus on curriculum and instruction elective graduate courses when planning their MA contract, if interested.

- e. [AP-028-212, Apparel Merchandising and Management, B.S. – Apparel Production and Management Option and Apparel Product Development Emphasis Name Changes to Design and Production Option and Apparel Design Emphasis](#) – **FIRST READING**

The first reading report for AP-028-212, Apparel Merchandising and Management, B.S. – Apparel Production and Management Option and Apparel Product Development Emphasis Name Changes to Design and Production Option and Apparel Design Emphasis, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ap028212fr.pdf>.

Senator Snyder presented the report.

M/s to receive and file AP-028-212, Apparel Merchandising and Management, B.S. – Apparel Production and Management Option and Apparel Product Development Emphasis Name Changes to Design and Production Option and Apparel Design Emphasis.

### **RECOMMENDATION:**

The Academic Programs Committee recommends that the name of the 'Apparel Production and Management' option be changed to 'Design and Production Management' and, within that option, the name of the 'Apparel Product Development' emphasis be changed to 'Apparel Design.'

### **DISCUSSION:**

The Apparel Merchandising and Management Department proposes to change the name of its 'Apparel Production and Management' option to 'Design and Production Management' and, within that option, the name of the 'Apparel Product Development' emphasis to 'Apparel Design.' No changes to the degree requirements are being proposed.

The rationale for these name changes is that they better meet student demand and are based on industry recommendations. The new names also better capture current AMM Faculty expertise and the future direction of the program.

During consultation, the Art department raised a concern that the name change might affect the next accreditation review by the National Association of Schools of Art and Design (NASAD), which covers art and design without reference to a university's internal program structure. Dr. Massa, the Art and AMM Chairs, and their respective Associate Deans met and reached agreement on handling future NASAD accreditation together. The concern was withdrawn.

- f. [AP-032-212, Program Review for MS Hospitality Management](#) – **FIRST READING**

The first reading for AP-032-212, Program Review for MS Hospitality Management, is located on the



Academic Senate website at <https://academic.cpp.edu/senate/docs/ap032212fr.pdf>.

Senator Snyder presented the report.

M/s to receive and file AP-032-212, Program Review for MS Hospitality Management.

### **RECOMMENDATION:**

The Academic Programs Committee commends the Hospitality Management MS Program on their work, in their operation of the program and also in the preparation to get a thorough and thoughtful detailed review highlighting pertinent issues.

### **DISCUSSION:**

This is a self-support program, and the program review mentioned the standard concerns in most program reviews. The external program reviewer's observations and comments about the strengths of the Hospitality Management MS Program at Cal Poly Pomona were very positive. They commented that the Collins College has a well-organized strategic plan and a well-organized assessment plan. The Program has excellent physical resources and opportunities for growth. The reviewers also mentioned several challenges facing this program. The External Program Review team mentioned the possible challenge of the self-funding model of this program, and ways in which this arrangement might impact overall faculty productivity, and how the combination of funding model and University policies limit the types of financial or physical resources available to the MSHM program.

4. New Business

5. Old Business

6. Discussion – Time Certain 4:15 p.m.

a. [Commencement Schedule](#) – Daniel Montplaisir, Vice President for University Advancement

The Commencement Schedule presentation is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2022-23/09.21.22/academic-senate-presentation-9.21.22---final.pdf>.

Daniel Montplaisir, Vice President for University Advancement, and Helen Yniguez, Director of Special Events and Projects, presented the proposed commencement schedule.

Over the last few years, the commencement audience has become too large to be safe in the quad space and therefore the commencement ceremonies have been split into multiple ceremonies. Last year, for the first time, there was a ticketing online requirement. Students received a set number of tickets for the ceremonies; however, there was overage so they could get additional tickets if needed. There is a ceremony goal of 90 minutes, so last year the university went from eight (8) ceremonies to twelve (12) ceremonies for over 8,000 graduates.

The challenges from 2022 included:

- Parking and on-campus way finding
- Staffing and volunteers to support the execution of commencement
  - Typically, 85 to 100 volunteers per ceremony are needed
- General issues related to Friday finals scheduled during the commencement schedule
- Increased ADA requests

The 2023 proposed commencement schedule is on Monday, Tuesday, and Wednesday after finals. To have more staff and MPPs committed to work the commencements, they are being moved away from weekends to the work week. The goal is to work with Human Resources to pull in more volunteers and do special trainings and to have people assigned to different aspects of the project. The ceremony process is the same as last year where the four (4) largest colleges are split into two (2) back-to-back ceremonies. It was noted that faculty are still under contract the three (3) days proposed.

Option	Time	Colleges
<b>Day 1</b>	8am	CLASS #1
<b>Monday, May 22nd</b>	12pm	CLASS #2
	3:30pm	Engineering #1
	6:30pm	Engineering #2
<b>Day 2</b>	8am	Business #1
<b>Tuesday, May 23rd</b>	12pm	Business #2
	3:30pm	Science #1
	6:30pm	Science #2
<b>Day 3</b>	8am	AG
<b>Wednesday, May 24th</b>	12pm	ENV
	3:30pm	CEIS
	6:30pm	Collins

To improve flow, parking on the west side will be opened to accommodate more vehicles. Also, part of parking lot J will be turned into an additional ADA lot and shuttles will be from that lot to the commencement area. Some areas of the campus, including SSB area, will be closed to accommodate safely running golf carts to and from the commencement area. There will be another ticketing check-in point added outside building 8 to accommodate people entering from the west side of the campus.

VP Montplaisir stated that they will continue to improve on the commencement ceremonies, and he thanked the Academic Senate for their attention to this informational item and hopes the senate continues to support their efforts.

The following concerns and questions were raised:

- The 2022 commencement was in and out, and that there was not an opportunity to visit with the graduates. There is a concern that with commencement moving to weekdays there will be fewer friends and family able to attend the ceremonies.
- Since staff and faculty will be on campus during the time of the commencement schedules, what communication and accommodations will be offered to ensure that faculty and staff can get to their offices without delay?
  - Helen Yniguez responded that she is already working with the Parking and Transportation Department to set up designated lots that will be accessible for

employees for easier access to campus. With no classes on campus during this time, even though offices are open there will be less parking activity. Some departments might be able to work with their managers to make these days remote workdays.

- Will there be less participation by students since they have finished exams, will they be willing to participate in a later graduation?
  - Helen Yniguez responded that they have been working with other CSUs who have this type of commencement schedule, and the results show that there is no decline in participation by students. There has been a good response since students are done with finals and there is less stress. Some CSUs are moving their commencements even further out.
- Has ASI been consulted in this new schedule?
  - Helen Yniguez responded that ASI will be consulted next.

Chair Von Glahn thanked VP Montplaisir and Helen Yniguez for their time and efforts.