

Minutes

of the Academic Senate Meeting
May 2, 2018

- PRESENT: Alex, Chan, Dickson, Durán-Quezada, Gonzalez, Guyse, Hargis, Husain, Ibrahim, Jia, Kampf, Kumar, Landin, Lloyd, Merlino, Mirzaei, Nelson, Ortenberg, Osborn, Pacleb, Polet, Puthoff, Quinn, Sadaghiani, Salik, Schmitzberger, Shen, Singh, Small, Sohn, Speak, Sung, Urey, Von Glahn, Wachs
- PROXIES: Senator Nelson for Senator Fisk, Senator Kumar for Senator Myers, Senator Small for Senator Shih, Senator Lloyd for Senator Landin after 3:30pm
- NOT PRESENT:
- GUESTS: A. Baski, E. DeJonghe, S. Eskandari, E. Gibson, T. Gomez, R. Kerbs, F. Neto, J. Passe, L. Preiser-Houy, J. Rencis, L. Rotunni, M. Sancho-Madriz, S. Shah

1. [Academic Senate Minutes – April 11, 2018](#)

The minutes from the April 11, 2018 Academic Senate Meeting are located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2017-18/05.02.18/Academic_Senate_MINUTES_04.11.18_Posted.pdf.

M/s/p to approved the April 11, 2018 Academic Senate Meeting minutes as posted.

2. [Information Items](#)

a. [Chair's Report](#)

Chair Shen welcomed Elizabeth Hernandez from the Poly Post.

Chair Shen commented that this is the last full meeting of the academic year. The May 30, 2018 Academic Senate Meeting is a much shorter meeting in order to accommodate the Emeritus Reception hosted by the President at the Manor House. There will be some business on the May 30, 2018 agenda, new senators will be seated and the Executive Committee will be elected.

Chair Shen stated that the process for appointing senators to the 2018-19 Academic Senate Standing Committees has begun. The standing committees are Academic Affairs, Academic Programs, Elections and Procedures, Faculty Affairs, and the Budget Committee. There is also the ASI Liaison position which is considered service on a standing committee. There was an email sent from the Academic Senate email, senate@cpp.edu, requesting committee preferences. Please respond by Monday, May 7, 2018. The Executive Committee will start to make committee appointments during their May 9, 2018 meeting.

On April 18, 2018, Chair Shen hosted a Community Town Hall Meeting on the Indigenous Peoples' Day Resolution. The event was attended by some faculty members, some community members and several students, who provided input on the current version of the resolution. The resolution was very well received by those in attendance. Chair Shen will email the latest version of the resolution to the senators and the vote on the resolution will be at the May 30, 2018 Academic Senate Meeting.

b. [President's Report](#)

President Coley mentioned that there will be no tuition increase for the 2018-19 academic year and she is continuing to advocate with the local legislators to make it clear to them why it is essential to support more funding for higher education. President Coley has asked the Budget Office to account for reductions in the budget if full funding is not approved. The President is

confident based on the worst case budget projections that the budget can still accommodate the 40 plus planned tenure track faculty searches.

The 2018-19 budget process has begun. The goal is to start a three year cycle of budget planning to better account for contingencies based on what is received from the state.

c. Provost's Report

Provost Alva reported that Dr. Martin Sancho-Madriz has accepted the Associate Vice President for Faculty Affairs position effective June 1, 2018.

d. Vice Chair's Report

Vice Chair Nelson reported.

NEW REFERRALS: (2)

AA-010-178 Request to Modify the Grade Appeals Policy (1605)
AA-011-178 Automation of Grade Forgiveness

SENATE REPORTS FORWARDED TO PRESIDENT: (3)

AS-2781-178-AP Amicable Split: Early Childhood Studies and Department of Education to Become Two Separate Departments within the College of Education and Integrative Studies
AS-2782-178-AP Amicable Split of Educational Leadership Doctoral Program and the Administrative Credential Certification program from the Department of Education to become their own separate Department of Educational Leadership
AS-2783-178-AP Proposed English and Foreign Languages (EFL) Department Name Change to English and Modern Languages (EML)

PRESIDENT RESPONSES TO SENATE REPORTS: (0)

e. CSU Academic Senate

Senator Speak reported that there has not been a plenary meeting since the last Academic Senate meeting and the next meeting is scheduled for May 10-11, 2018. He stated that the Fiscal and Government Affairs Committee of the CSU Senate, which he is a member of, spent April 23, 2018 in Sacramento on behalf of the ASCSU and its constituents to engage members of the legislature, the Governor's Office, the Department of Finance and the Legislative Analyst's Office in conversations about proposed funding for the CSU and legislation identified as having potential impact upon the CSU. He went on to say that it is expected that the budget will be expanded beyond the Governor's initial, inadequate proposal in the January budget. There is a lot of support to increase the CSU budget, and yet, with the Chancellor stating that there will be no tuition increases, the CSU may still be confronted with a very trying budgetary circumstance. Senator Speak asked the body to contact both their assembly person and senator and urge for better funding for the CSU.

f. Budget Report

No report given.

g. CFA Report

No report given.

h. ASI Report

Senator Landin reported that 2018-19 ASI elections are concluding. There will be a new ASI President, Vice President and Senate elected by the end of the current week and they will take office on June 1, 2018.

The new ASI President and Secretary of External Affairs, along with the current ASI President, are traveling to Sacramento to lobby that the CSU be fully funded before the May revised budget comes out.

ASI currently has over \$180,000 in its Green Initiative Fund and is looking to fund student led projects. ASI will fund up to \$15,000 per project but can only fund student clubs. These funds can be used for individuals or senior projects, but in these cases ASI will handle the funds.

The second annual Town and Gown Bike Ride will be on Friday, May 11, 2018. If interested meet in Lot F at 10:00 am. The ride will be from Cal Poly Pomona to Ganessa Park.

i. Staff Report

Senator Gonzalez mentioned that Staff Council is hosting its annual Spring Boutique on Thursday, May 3, 2018 from 10:00 am to 3:00 pm in the University Quad.

j. Semester Conversion Report

Dr. Neto, Director of Semester Conversion, reported that today, May 2, 2018, is the first day of priority registration for fall 2018. There have been some issues with the process, but they are being fixed as they arise. Dr. Neto thanked everyone for their patience during this time, and stressed that the Semester Conversion team does want to know what the issues are so even if permission numbers are being granted to students to help them register, please follow up and let the team know what the problem is.

Dr. Eskandari, Interim Associate Vice President of Academic Planning, added that the priority registration period is a sample test of about 1800 students and the goal is to get the majority of the problems worked out prior to regular registration.

k. WSCUC Report

Dr. Preiser-Houy, Interim Vice President of Academic Programs, reported that there was a very engaging WSCUC Town Hall Meeting today, May 2, 2018. Dr. Preiser-Houy stated that she hoped those in attendance found the information on the process for self-review informative. In addition there were discussions about how Cal Poly Pomona, as a community, can continue strengthening the practices to show how core competencies are being addressed.

There are two essays on the WSCUC website in which faculty are invited to provide feedback or any additional evidence. The essays available are Essay 4 – Educational Quality: Student Learning, Core Competencies, and Standards of Performance at Graduation and Essay 6 – Quality Assurance and Improvement.

3. New Business

a. Academic Senate Chair and Vice Chair Elections

Senator Puthoff, Chair of the Elections and Procedures Committee, conducted the election for the Senate Chair and Vice Chair.

The candidate for Chair is Julie Shen from the Library who has accepted the nomination. By acclamation Julie Shen was elected Academic Senate Chair for 2018-19.

The candidate for Vice Chair is Phyllis Nelson from the College of Engineering. By acclamation Phyllis Nelson was elected Academic Senate Vice Chair for 2018-19.

b. 2018-19 Executive Committee Nominations

Senator Puthoff, Chair of the Elections and Procedures Committee, stated that the Executive Committee is reconstituted every academic year. The election will take place on May 30, 2018. The following is the procedure for election of the Executive Committee.

Article III, Section 11 of the Constitution states:

The Executive Committee of the Academic Senate shall consist of the Chair, the Vice Chair, one Senator representing each college or school, one Statewide Senator, and one Senator from other Unit 3 areas specified in Article III, Section I, B and C. The Senate may vote to include the immediate past chair as a voting member of the Executive Committee, provided that the immediate past chair is a member of the Senate. Members of the Executive Committee must be Unit 3 members and should be tenured.

- A. Election of the Executive Committee shall occur after the seating of new Academic Senators at the last regularly scheduled Academic Senate meeting of the Spring Quarter.
- B. The nomination of candidates for the Executive Committee shall commence at 9:00 am on the day of the first regularly scheduled Academic Senate meeting in the month of May (**May 2, 2018**). Nominations, in writing, will be accepted in the Academic Senate Office until 12:00 p.m. on the day of the last regularly scheduled Academic Senate meeting of the Spring Quarter (**May 30, 2018**). At the last regularly scheduled Academic Senate meeting of the Spring Quarter, floor nominations shall be accepted, but only after the seating of new Academic Senators.
- C. At the election, candidates for the Executive Committee shall have the opportunity to present a short statement.

The following nominations were received:

- CSU Statewide Senator – David Speak
- CLASS – Jill Hargis
- Science – Lisa Alex
- CEIS – Jocelyn Pacleb

Senator Puthoff reminded the body that nominations, in writing, will be accepted until 12:00 p.m. on May 30, 2018. At the May 30, 2018 Academic Senate meeting, floor nominations will be accepted after the seating of the new senators.

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

a. [GE-006-178, STA 1201 – Statistics with Applications Stretch I – FIRST READING](#)

The report for GE-006-178, STA 1201 – Statistics with Applications Stretch I, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge006178sr.pdf>.

Senator Ibrahim presented the report.

M/s to receive and file GE-006-178, STA 1201 – Statistics with Applications Stretch I.

Recommendation:

The GE Committee recommends approval of GE-006-178, STA 1201 – Statistics with

Applications Stretch I and its activity STA 1201A, and that when taken with STA 1202 – Statistics with Applications Stretch II fulfill GE Area B4 requirements.

Discussion:

This is a new statistics course to be in accordance with the revised EO 1110 as it applies to GE Area B4. STA 1201 (and its activity STA 1201A which is included in this report) are prerequisites for STA 1202. STA 1201 and STA 1202 together are equivalent to STA 1200, and GE credit for sub area B4 is awarded upon completion of STA 1202. This path is designed to serve students with majors that require no college-level mathematics beyond introductory freshman-level statistics. STA 1201 (2 units) and STA 1201A (1 unit) together are not necessarily a GE course, but because the year-long sequence of 1201 and 1202 together satisfy Area B4.

A concern was raised that students would have to take additional units to satisfy STA 1200 since now STA 1201, STA 1201A, and STA 1202 are equivalent to STA 1200. Dr. Gomez, Interim Associate Vice President for Student Success, clarified that EO 1110 sets forth that students will no longer be taking non-credit bearing courses, therefore remediation courses can no longer be offered. The Executive Order also states that students must complete written communication and mathematics/quantitative reasoning GE courses within the first year of CSU enrollment and those courses cannot be over nine (9) units.

M/s to waive the first reading of GE-006-178, STA 1201 – Statistics with Applications Stretch I, because the course is not controversial and this course needs to be available so students can register during orientation this summer.

The motion to waive the first reading of GE-006-178, STA 1201 – Statistics with Applications Stretch I, passed unanimously.

M/s to adopt GE-006-178, STA 1201 – Statistics with Applications Stretch I.

The motion to adopt GE-006-178, STA 1201 – Statistics with Applications Stretch I, passed unanimously.

b. [GE-007-178, STA 1202 – Statistics with Applications Stretch II](#)

The report for GE-007-178, STA 1202 – Statistics with Applications Stretch II, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge007178sr.pdf>.

Senator Ibrahim presented the report.

M/s to receive and file GE-007-178, STA 1202 – Statistics with Applications Stretch II.

M/s to waive the first reading of GE-007-178, STA 1202 – Statistics with Applications Stretch II, because the course is not controversial and this course needs to be available so students can register during orientation this summer.

The motion to waive the first reading of GE-007-178, STA 1202 – Statistics with Applications Stretch II, passed unanimously.

M/s to adopt GE-007-178, STA 1202 – Statistics with Applications Stretch II.

Recommendation:

The GE Committee recommends approval of GE-007-178, STA 1202 – Statistics with Applications Stretch II as the second of a one-year sequence and that completion of the year-long sequence satisfies the requirements for GE Area B4.

Discussion:

This is the continuation of stretch course for STA 1200. STA 1201 and STA 1202 together are equivalent to STA 1200, and GE credit for Area B4 is awarded upon completion of STA 1202. This path is designed to serve students with majors that require no college-level mathematics beyond introductory freshman-level statistics. STA 1201 (2 units) and STA 1201A (1 unit) together are not necessarily a GE course, but because the year-long sequence of 1201 and 1202 together satisfy the requirements of GE Area B4.

The motion to adopt GE-007-178, STA 1202 – Statistics with Applications Stretch II, passed unanimously.

c. [GE-008-178, LA 2771 – Environmental Design Theory - FIRST READING](#)

The report for GE-008-178, LA 2771 – Environmental Design Theory, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge008178sr.pdf>.

Senator Ibrahim presented the report.

M/s to receive and file GE-008-178, LA 2771 – Environmental Design Theory.

M/s to waive the first reading of GE-008-178, LA 2771 – Environmental Design Theory because the course is non-controversial and it is the last of the semester conversion courses for the GE Committee.

The motion to waive the first reading of GE-008-178, LA 2771 – Environmental Design Theory passed unanimously.

Recommendation:

The GE Committee recommends approval of GE-008-178, LA 2771: Environmental Design Theory for GE Area C2.

Discussion:

This is a new GE course and it was originally submitted with an upper division number, but with the revision of the Cal Poly GE document to comply with EO 1100 and its approval by the Senate, lower division GE Areas should have lower division courses. This course was in the process of being submitted to the Executive Committee when the Senate approved the document. The course was, therefore, recalled for renumbering. The GE Committee reviewed the course and found that it meets the requirements for GE Area C2.

M/s to adopt GE-008-178, LA 2771 – Environmental Design Theory.

The motion to adopt GE-008-178, LA 2771 – Environmental Design Theory passed unanimously.

d. [AP-020-178, BA in Liberal Studies, Pre-Credential Option – FIRST READING](#)

The report for AP-020-178, BA in Liberal Studies, Pre-Credential Option, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap020178fr.pdf>.

Senator Small presented the report.

M/s to receive and file AP-020-178, BA in Liberal Studies, Pre-Credential Option.

Recommendation:

The Academic Programs Committee recommends approval of the semester program BA in Liberal Studies – Pre-Credential Option.

Discussion:

This program had been in the Academic Senate previously, but was pulled due to some changes in the naming and the emphases offered in the program. There was a concern raised about the science courses for the science emphasis. Senator Small stated that the committee will work with the parties to get this concern addressed prior to the second reading.

The concern is that the science emphasis is for future teachers and the science requirement is usually satisfied by three (3) out of four (4) courses from biology, earth sciences, chemistry or physics. This proposal includes biology, chemistry, and geology in the required science courses, but physics is not included. Senator Sadaghiani stated that this is concerning because typically physics preparation for elementary and middle school teachers is weak, but more importantly, by not putting physics as a required course it gives the message that physics is not a fundamental science. Physics 2120 and 2120 lab are considered part of the General Education requirement for this program and there is concern that students who are afraid of the sciences will take another GE course to satisfy the B1 requirement.

Christina Chavez-Reyes, Chair of Liberal Studies Department, responded that because of EO 1071 this issue does have to be addressed via advising because students cannot be required to take additional GE courses unless they are added to the program. She added that this is a pre-approved subject matter waiver program which includes physics content and the college is in the process of applying to get the waiver reapproved which means that students in the pre-credential option will have to take the physics course in order to get the waiver. Even though this is done through advising, if students do not take the physics portion they will have to take the California Subject Exam for Teachers (CSET) portion in order to get into a credential program.

Senator Sadaghiani inquired about the justification for not listing physics among the four (4) required courses. Dr. Chavez-Reyes responded that they just used physics as the GE course to satisfy the B1 requirement. It was asked if physics could be included in the “pull-down” menu for the required science courses. The suggestion was to put physics in the menu and have the student choose 3 out of the 4 and the fourth course could be the GE course. There was some discussion on whether this approach could be done for area B4.

Provost Alva commented on the title of the program “BA in Liberal Studies – Pre-Credential Option” and stated that education is a very complex pathway for students, and asked if it made sense to change the title to from “pre-credential” to “multiple subject credential”. Dr. Chavez-Reyes responded that originally they had wanted to change the name of the option but were instructed that this would require another number from the Chancellor’s Office, which means that this option would be considered a new program. The Provost added that her belief is that the naming of options is a campus decision, the creation of options is a campus decision, therefore the degree itself does not change, and it would just be the option that changed names. She asked that now or in the near future the Liberal Studies Department consider a clearer name for this option.

Senator Lloyd commented that for the history emphasis there is a course that is not offered every year, HST 3373 – History and Hollywood. He suggested that the Liberal Studies Department contact the History Department for a suggestion on a course that is offered every year.

Chair Shen stated that this is a first reading and all this discussion will be taken into advisement by the committee for the second reading. Any additional comments should be forwarded to the committee.

The second reading for AP-020-178, BA in Liberal Studies, Pre-Credential Option, is scheduled for May 30, 2018.

e. [AP-001-178, Amicable Split: From Department of Psychology & Sociology to Department of Psychology AND Department of Sociology – SECOND READING](#)

The second reading report for AP-001-178, Amicable Split: From Department of Psychology & Sociology to Department of Psychology AND Department of Sociology, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap001178sr.pdf>.

Senator Small presented the report.

M/s to adopt AP-001-178, Amicable Split: From Department of Psychology & Sociology to Department of Psychology AND Department of Sociology.

Recommendation:

The AP committee recommends approval the split of Department of Psychology & Sociology to Department of Psychology AND Department of Sociology.

Discussion:

Senator Small stated that since the first reading the committee has only received positive feedback and no further concerns have been raised. The committee is confident that this proposal has been thoroughly vetted.

The motion to adopt AP-001-178, Amicable Split: From Department of Psychology & Sociology to Department of Psychology AND Department of Sociology passed unanimously.

f. [AP-021-178, Change the Sponsoring Unit to CLASS for the Science, Technology, and Society Major and Minor – SECOND READING](#)

The second reading report for AP-021-178, Change the Sponsoring Unit to CLASS for the Science, Technology, and Society Major and Minor, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap021178sr.pdf>.

Senator Small presented the report.

M/s to adopt AP-021-178, Change the Sponsoring Unit to CLASS for the Science, Technology, and Society Major and Minor.

Recommendation:

The AP committee recommends approval change the sponsoring unit to CLASS for the Science, Technology, and Society Major and Minor.

Discussion:

The committee has received no comments or concerns since the first reading. As stated in the first reading of the report, the STS program has classes from many colleges, the Philosophy Department has been the administrator of the program. The greatest number of courses in this program are taught in the College of Letters, Arts, and Social Sciences, so move would help with the budgetary and oversight aspects of the program and help promote the growth of the program. The College of Science has the second highest number of courses in the STS program and there have been no concerns raised by the College of Science.

The motion to adopt AP-021-178, Change the Sponsoring Unit to CLASS for the Science, Technology, and Society Major and Minor, passes unanimously.

g. [AP-022-178, Update of Undergraduate Program Structure – SECOND READING](#)

The second reading report for AP-022-178, Update of Undergraduate Program Structure, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap022178sr.pdf>.

Senator Small presented the report.

M/s to adopt AP-022-178, Update of Undergraduate Program Structure.

Recommendation:

The AP committee thus recommends that the rules for degree structure put in place via AP-001-145 be revised to reflect EO 1100. The recommended policy is below; only Section 4 is modified.

(1) That all 4-year undergraduate degrees shall be comprised of no more than 120 units (except for programs granted an exemption by the Chancellor's Office in accordance with Title 5; e.g., Bachelor of Fine Arts, Bachelor of Architecture) and that the total degree units will be made up of GE units, major units and unrestricted electives. Major units may include "double counted" units (see section 4), these units will be counted only once in the 120-unit total. All degree programs will be approved via the Cal Poly Pomona Academic Senate, the President or their delegate, and the chancellor's office. All options, emphases, certificates, and minors will be approved via the Cal Poly Pomona Academic Senate and the President or their delegate.

(2) That the distinction between core and support courses be removed and that the term "Major courses" be used to refer to the courses formerly called "core" and "support" courses under the quarter system.*

(3) That the major GPA for undergraduates be based on the entirety of major courses. (This does not include unrestricted electives or General Education courses that are not double-counted.)

(4) That General Education is intended to provide breadth but may include courses that are foundational to a major, therefore students will be allowed to double-count courses (without any limit on the number of units doubly counted) for both general education and their major per Executive Order 1100, section 2.2.6. of August 23rd, 2017.

(5) That undergraduate programs will be structured according to the following guidelines:

a. All degree programs will have a required common set of courses (minimum of 12 units) hereafter called 'core courses.'**

b. Options: a formal, focused collection of courses separate from the core courses, comprising 9 or more units, with at least 9 units unique to each option's requirements.

i. The one exception to 5b is that a program with may offer a "general option" that is not limited to any specialization and is intended to allow students to sample courses from multiple options. This option does not have to differ from the other options by the 9-unit minimum.

ii. Options can be formally declared at time of Admission or change of

major, are tracked in PeopleSoft, and appear on transcripts and diplomas. Students may declare more than one option within a major, subject to the same unit limitations as for double majors (see president's response to [AS-2422-123/AP Policy that Allows for Minors and Double Majors](#)). It is up to individual programs to determine whether students in the major shall be allowed to declare more than one option.

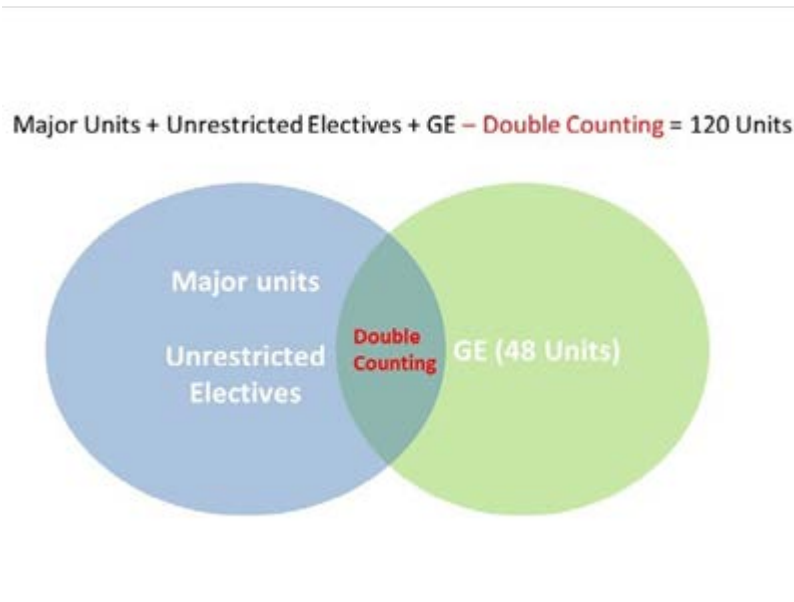
c. Emphases: a collection of courses advisory in nature; Emphases are not formally declared, are not tracked in PeopleSoft, and do not appear on transcripts or diplomas.

(6) That undergraduate minors be defined as a formal collection of courses in a discipline or field other than a student's major (or option, in the case of the College of Business Administration). A minor shall have a minimum of 18 units and a maximum of 30 units, of which at least 9 units must be upper division. Minors may be declared at any time in a student's career, are tracked in PeopleSoft, and appear on transcripts. Students may declare a minor in the same department as their major or option if the college or department determines that the two sets of courses are clearly distinct.

(7) That the following two terms be adopted:

* Major courses – the now combined set of courses that were previously called core courses and support courses under the quarter structure. See recommendation #2 above.

** Core courses – The set of common courses required for all students in a major (12 unit minimum). See recommendation #5a above.



Discussion:

Senator Small explained that this referral is in response to EO 1100 (revision issued on August 23, 2017) which states that students may not be subject to any limitations on double counting of GE and major courses. Previously when the structure of academic programs was being revised for semesters, per instructions from the Office of Academic Programs, there was a requirement that students may double count no more than nine (9) units of classes from their major prefix, but there was no limit on other courses. For instance, if a science major was taking calculus, calculus could be counted as the quantitative reasoning requirement because it is not from the same prefix as their major. On the other hand, an introductory course or synthesis course in their major would count against the nine (9) unit limit.

There was concern that eliminating the double-counting limit does not protect the integrity of general education at Cal Poly Pomona, in particular the breadth of education across all disciplines and it was stated that it is the role of the Academic Senate to protect the quality of education at Cal Poly Pomona. The Chancellor and Governor are acting to save money, but to protect to integrity of the general education at Cal Poly Pomona one senator recommended that the Academic Senate vote against this proposal.

The motion to adopt AP-022-178, Update of Undergraduate Program Structure did not pass. The vote was as follows:

Ayes – 8

Nays – 11

Abstentions – 10

Dr. Preiser-Houy, Interim Vice President of Academic Programs, reminded that body that the campus will not be in compliance with EO 1100.

Dr. Eskandari, Interim Vice President of Academic Planning, appreciated the concerns of the Academic Senate, however, the campus will not be out of compliance with an Executive Order, and stated if the Senate passes the motion they can participate in the shared governance and help implement the EO in a way that is palatable to the campus. He emphasized that being out of compliance is not an option.

Senator Speak added that the Academic Senate must do their due diligence when asked to change policy to be in compliance with an Executive Order, some Executive Orders are recommendations while others are absolutely necessary. The other thing is that state law, and long standing tradition, requires that the Chancellor's Office participate with the faculty in the development of the curriculum. Since Cal Poly Pomona's Academic Senate does not have voting members from administration, it leaves our Senate in the position to make statements about what we may think is an inappropriate action by the Chancellor. Senator Speak went on to say that it is not a bad thing for the Senate to have made a statement on this Executive Order which may not have complied with tradition and state law.

h. [AP-023-178, Bachelor of Music Program for Semesters - SECOND READING](#)

The second reading report for AP-023-178, Bachelor of Music Program for Semesters, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap023178sr.pdf>.

Senator Small presented the report.

M/s to adopt AP-023-178, Bachelor of Music Program for Semesters.

Recommendation:

The AP committee recommends approval of the new Semester Program Bachelor of Music.

Discussion:

During the first reading there were some concerns about this program; in particular, how students would be advised if they started out in the Bachelor of Arts option and now the closest corresponding option is under the Bachelor of Music program. The committee had detailed consultation and an in person meeting with the Peter Yates, Chair of the Music Department. In that meeting they went over a list of courses that correspond between quarter and semester requirements, advising worksheets, and roadmaps for transitional students. Dr. Yates indicated that the department had spent some of the semester conversion funds on assigned time to

provide in depth advising. The committee is confident that the department has done a very thorough job of ensuring that students will be able to make this transition and successfully graduate on time.

There was a question/statement about music being art and why is a Bachelor of Arts an inappropriate name for this program. Peter Yates, Chair of the Music Department, responded that the distinction between the Bachelor of Arts and the Bachelor of Music has to do with the proportion of performance production coursework. The new program clarifies what students are already doing and certifies the extra work in the performance production area.

The motion to adopt AP-023-178, Bachelor of Music Program for Semesters, passed unanimously.

i. [AA-002-178, Review of Policy on Formation, Dissolution, Merger or Movement of an Academic Department - SECOND READING](#)

The second reading report for AA-002-178, Review of Policy on Formation, Dissolution, Merger or Movement of an Academic Department, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa002178sr.pdf>.

Senator Wachs presented the report.

M/s to adopt AA-002-178, Review of Policy on Formation, Dissolution, Merger or Movement of an Academic Department.

Recommendation:

The Academic Affairs Committee recommends the adoption of the following policy:

California State Polytechnic University, Pomona
Academic Programs Committee

Policy on ~~the Formation, Merger or Movement of an~~ [Division of an Academic Department](#) ~~Academic Program~~
~~Separation~~

Final Draft, April 2018

I. Introduction:

~~Proposals for the formation, merger or movement of an academic department shall follow the existing procedures outlined in this policy. A different campus policy is used to create new or change existing academic programs. The CSU The academic senate set clear policies on the formation, merger, dissolution, and movement of academic programs and departments. However, a clear process for separating a joined department into two or more separate departments, does not exist. The CSU Academic Senate emphasized in its resolution the faculty's role in formulating such policies and procedures and urged that "any such policies embody the principles of joint decision-making and shared governance in the procedures they describe," in the case aforementioned cases. Therefore, the Academic Affairs committee of the Academic Senate felt confident in developing similar procedures for this situation.~~

~~The Academic Affairs Committee at Cal Poly Pomona reviewed policies on similar measures, such as discontinuance of academic programs adopted by CSU campuses. Existing policies, including the procedures followed at Cal Poly Pomona, share a basic concern for an orderly process based on collegiality and consultation. Hence, this policy uses existing precedence.~~

Scope:

~~This policy provides principles, decision variables, and a set of processes and procedures to be used in considering proposals to form or divide the separation of an academic department into two or more~~

departments. Such proposals must contain a rationale for the proposed department(s), adhere to the principles and decision criteria highlighted below and follow the procedures laid out in this document.

Principles:

- A. In all cases primary consideration shall be given to how best to serve the mission of the University.
- B. Discussion surrounding the formation, merger or movement ~~separation~~ of an academic department shall be guided by the following:
 1. A proposal to separate an academic department will ordinarily be the result of a regular Program Review, accreditation review, or an *ad hoc* consultative review of the academic department ~~program~~.
 2. Any change of this kind must be considered within the framework of principles and processes as set forth by this document.
 3. The process shall provide the opportunity for participation of the academic community, including faculty, students, staff, and administration. It shall require careful examination of all pertinent factors, including but not limited to human, curricular, and budgetary considerations, alternative organizational structures, service to the community, external agency regulations, and the campus culture. The examination shall identify changes ancillary to the proposed change.
 4. The consideration of alternative proposals shall include an analysis of the potential benefits and the potential costs of each alternative including hidden costs.
 5. The perspectives and preferences of program ~~department~~ faculty about where they might be located in any proposed academic structure shall be an important consideration in any proposal for the formation, merger or movement ~~division of an academic~~ department(s) ~~separation~~.
 - ~~6. A proposal to separate an academic department shall be reviewed by the Academic Senate. The determination to separate a department into two or more departments will be based upon a review of the following:

 - ~~C. Impact on the ability of departments to achieve the University's mission as articulated in the University mission statement, vision and core values;~~
 - ~~7. D. Impact to quality of departments/majors~~
 - 8. ~~E. Impact to efficiency of each department~~~~

V. Decision Variables:

In considering a decision to create, merge or move ~~separate an~~ separate an academic department ~~into two or more departments~~, no one variable shall necessarily be deemed more crucial than any other. The recommendation ~~to separate a department into two or more departments~~ shall not be based solely on quantitative measures, but on a holistic assessment of the departments in terms of the following three all of the ~~decision variables~~, within a process that is broadly consultative and collegial.

A. Importance to the Institution

1. The extent to which ~~the e-what~~ the department(s) will be central to Cal Poly Pomona's mission ~~as described in the mission statement~~, vision, and core values.
2. The extent to which ~~at extent~~ the departments' courses and academic programs are central to the curriculum of a department, ~~a~~ college, or the University.

3. ~~The e-what~~ extent to which the department(s) provide a special service to the local community or to the State of California.
4. The extent to which ~~what extent~~ the department(s) demonstrate potential for external funding and support.

B. Maintenance of the Quality of the Programs to be Housed in each Department

1. ~~The e-what~~ extent to which ~~the quality of the~~ any one of the departments or their academic programs may be impacted by ~~formation, merger or movement of the~~ separation of an academic department ~~separation~~. Potential impact to department quality may be assessed by program review, external review, accreditation review, or an ad hoc review. The variables for evaluating department quality may include:
 - a. Ability of the faculty to offer and maintain a current and rigorous curriculum.
 - ~~b. An effective assessment program that measures the extent to which students are achieving the desired learning outcomes and in which assessment data are used for program improvement.~~ Sufficient faculty resources to create a viable department (staff committees, participate in RTP...)
 - c. Availability of resources adequate to maintain sufficient breadth, depth and coherence of program(s) within departments;
 - d. Evidence of support for student success which may include:
 - i. Departmental advising program;
 - ii. Student commitment, motivation, and satisfaction;
 - iii. Co-curricular learning experiences that are relevant to the program goals such as internships, research experiences, study abroad;
 - iv. Other accomplishments by current and former students that reflect on program quality.
 - e. ~~Demonstrated ability to attract and retain~~ Sufficient well-qualified faculty to maintain existing programs;
 - ~~f. The quality of the program's faculty as demonstrated by teaching and participation in appropriate scholarly, creative and/or professional activity.~~
- ~~2. To what extent the program's excellence and standing in its discipline enhances the reputation of the university.~~

C. Efficiency and Demand ~~for the Program~~

1. To what extent would the departments be cost-effective relative to disciplinary norms and compared to similar departments at comparable institutions. The measurements presented may include student-faculty ratio; total cost per FTEF; and total cost per FTES. Other discipline-specific variables may also be used.
2. To what extent the present and projected demand ~~for the program is~~ sufficient ~~better served by a departmental division.~~ Demand for the program may be measured by one or more of the following:
 - a. The number of applications for admission received that meet minimum CSU eligibility requirements;
 - b. The number of students admitted;
 - c. The FTES generated in lower division, upper division, and/or graduate level courses that fulfill degree requirements of the program;
 - d. The number of students ~~who completed the~~ served by majors in the department(s) program;
 - e. The anticipated need of the California workforce for graduates ~~in these major~~ of the program.
 - f. The ability of each department to function as separately

VI. Process

Proposals to establish or change ~~divide~~ an academic department may originate from individual faculty, administrators or existing academic units within the university community. Proposals must be carefully reviewed by This process involves the faculty in the departments impacted by this change, ~~the the~~ existing college leadership structure college, the Provost (or designee), the Academic Affairs Committee

~~of the the Academic Senate, and the Academic Senate. The recommendation of the Academic Senate shall be submitted to the President for final decision the Provo. st and the President.~~ While every effort should be made to complete this process within one calendar year from the initial recommendation, as outlined by the Curriculum Schedule, failure to do so will not impact the ultimate outcome.

- A. Recommendation to separate a department into two or more departments may be initiated by the department faculty, or by the college dean or Provost.
1. When the recommendation is made by the Provost or the college dean responsible for the department, the Provost shall forward a recommendation to the Office of Academic Programs, which will prepare a referral to the Academic Senate. The Office of Academic Programs shall be responsible for distributing consultation forms to the department and college dean, the associate deans of the other colleges, and to other interested parties. If the department chooses to contest the recommendation, it shall be given a period of one academic quarter, excluding summer, following receipt of the consultation form from the Office of Academic Programs to submit a response.
 2. When the program or department faculty recommend ~~discontinuance of their~~division of a department program, the recommendation shall be submitted via the department to the College Curriculum Committee and to the dean for endorsement. The associate dean shall be responsible for consultation. The dean shall forward the proposal with a recommendation, to the Provost who shall forward the proposal, again with a recommendation, to the Office of Academic Programs. The Office of Academic Programs shall prepare a referral to the Academic Senate for consideration.
 3. Each recommendation must be accompanied by documentation that indicates specific reasons for separation based on the decision variables above.
 4. Each recommendation must include information regarding the potential effect on the budget, including future employment status of faculty and staff in the department(s).
 5. The Academic Programs Committee, as delegated by the Academic Senate, shall review the relevant documents and consult, as appropriate, with relevant individuals or bodies on campus before making its recommendation to the Academic Senate. The Academic Senate shall review the proposal and indicate approval or denial of the recommendation.
 6. The President shall review the proposal and indicate approval or denial of the recommendation.

B. The Plan of Separation

~~7. If the recommendation is approved, the Office of Academic Programs shall forward it to the Chancellor.~~

~~B. If a department is to be separated into two or more departments, the department proposing to split shall develop a plan to split the department within one academic year, excluding summer, after the Chancellor has commented on the separation. It shall include roadmaps that allow students to continue on a reasonable path to a degree.~~

1. The plan shall include the following dates:
 - a. The date after which the departments will function as separate departments;
2. It will be the responsibility of academic department(s) to advise students currently enrolled in the department, as well as students who have recently applied for admission to ~~the~~ programs housed by the department(s).
3. The Office of Academic Programs shall be responsible for notifying campus stakeholders coordinating the separation with the Admissions Office, the Registrar's Office, and Institutional Research & Academic Resources, and other interested parties on campus of the President's final decision of all proposals to restructure academic departments.-

Discussion:

The Provost provided comments regarding cleaning up some language on departments versus programs. All the comments were incorporated into the current version of the document. The other request was to rename the policy to “Policy on the Division of an Academic Department”. The policy will be renamed but the referral naming convention will stay the same for continuity between referral, report, and academic senate report. Senator Wachs clarified that the original policy has formation, merger or movement of an academic department and it became clear that there was no policy, or section of a policy on the division of an academic department. Therefore, this policy will be appended to the end of the overall process. The division of a department is actually a simpler process than forming, merging, or moving a department and it requires less paperwork.

Provost Alva thanked Senator Wachs for her patience in working through this policy. She stated that it is very important to distinguish between anything having to do with academic programs which requires Chancellor’s Office approval and academic departments. The Provost recommended that this additional policy not be merged into the existing policy but instead be free-standing because it pertains to departments and not programs. The Provost also stated that you can merge or move departments so she recommended the title of this new, free-standing policy be “Policy on the Creation, Merger, or Movement of an Academic Department”.

Chair Shen asked if there was a motion to change the title of the policy to “Policy on the Formation, Merger, of Movement of an Academic Department”.

There was a discussion regarding the impact of not approving this policy at this time and the conclusion was that it would not impact anything that is currently in work and could be dealt with in the future.

It was inquired if there were any implications of not adopting this policy now since there is discussion regarding what the title of the policy should be. The response was that this does not impact what is currently in work.

M/s to table AA-002-178, Review of Policy on Formation, Dissolution, Merger or Movement of an Academic Department.

The motion to table AA-002-178, Review of Policy on Formation, Dissolution, Merger or Movement of an Academic Department, passed with one (1) nay vote cast.

The second reading of AA-002-178, Review of Policy on Formation, Dissolution, Merger or Movement of an Academic Department, will be on a future Academic Senate Agenda.

j. [AA-005-178, Alignment of Cal Poly Pomona Grade Forgiveness Policy with Executive Order 1037 - SECOND READING](#)

The second reading report for AA-005-178, Alignment of Cal Poly Pomona Grade Forgiveness Policy with Executive Order 1037, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa005178sr.pdf>.

Senator Wachs presented the report.

M/s to adopt AA-005-178, Alignment of Cal Poly Pomona Grade Forgiveness Policy with Executive Order 1037.

Recommendation:

Existing policies be modified to come into compliance with EO 1037. In addition, the policy on a maximum of 42 units being repeated, also needs to be updated for semester conversion.

Policies should read:

Grade Forgiveness

Students may seek Grade Forgiveness through course repetition. When a grade is forgiven due to course repetition, the grade and units for the excluded course work will not be used in the calculation of the grade point average and the units will not be used to satisfy the requirements toward graduation. The excluded course work will remain on the student's permanent record, but will be annotated as excluded from the grade point average through grade forgiveness. *This policy is not automatically invoked when a student repeats a course. It is the student's responsibility to seek grade forgiveness by submitting this form to the Registrar's Office.*

- Grade Forgiveness through course repetition is limited to 16 semester units and requires the completion of the [Grade Forgiveness through Course Repetition Form \(PDF\)](#).
- Grade Forgiveness can be applied only to courses taken for undergraduate credit and before awarding of a bachelor's degree.
- Students may seek grade forgiveness through course repetition for a maximum of 16 semester units. These 16 units contribute to the 30-unit limit for course repetition.
- Units of courses where grade forgiveness has already been applied prior to Fall 2009 will contribute to the 16-unit limit.
- Grade forgiveness is NOT permitted for courses for which the original grade was the result of a finding of academic dishonesty. For advisement purposes, the letter J will be affixed after the grade awarded to the student in the class in question, e.g. D+J for a grade of D+. The suffix J will not appear on official transcripts.
- A Cal Poly Pomona course may not be used to forgive the grade of a course taken at another institution. Courses taken at other institutions cannot be used to forgive the grade of a course taken at Cal Poly Pomona.
- A Challenged Course cannot be used as a repetition of a regularly enrolled course.
- Students and advisors will be able to view on BroncoDirect the number of units repeated and forgiven.
- Effective Fall 2009, the grade forgiveness policy will be applicable to IC grades.

Discussion:

Executive Order allows undergraduate students to repeat up to 16 semester units (24 quarter units) for grade forgiveness. Currently, our policy at Cal Poly Pomona allows only 16 quarter units of grade forgiveness. The committee has received no comments since the first reading.

There was a clarification that EO 1037 allows campuses to set a more restrictive policy for grade forgiveness, so Cal Poly Pomona is currently in compliance with the Executive Order.

The motion adopt AA-005-178, Alignment of Cal Poly Pomona Grade Forgiveness Policy with Executive Order 1037, passed with one (1) nay vote cast.

- k. [AA-007-178, Modification to the Priority Registration Approval Process - SECOND READING](#)

The second reading report for AA-007-178, Modification to the Priority Registration Approval Process, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa007178sr.pdf>.

Senator Wachs presented the report.

M/s to adopt AA-005-178, A-007-178, Modification to the Priority Registration Approval Process.

Recommendation:

The Academic Senate Academic Affairs Committee recommends the adoption of the following policy for Priority Registration (changes highlighted in yellow):

1. Order of Registration: The Academic Senate recommends the following order of registration:

- a. Students in the Priority Registration Categories as defined in Section 2.2 below.
- b. Order of registration for rest of the students as defined in AS-2596-167-AA.

2. Priority Registration Policy

For the purposes of this report, “Priority Registration” is defined as the two-day time period that precedes “Initial Registration” each term as identified in AS-2596-167-AA.

2.1. Access to Priority Registration is not automatic for any student. Priority Registration is valid only for one academic term at a time, not for the entire academic year.

2.2. All priority registration requests must also meet all three of the following criteria:

- 2.2.1 Each student meets their respective category description in the table below, AND
- 2.2.2 needs priority registration to participate in the activity for the academic term specified, AND
- 2.2.3 will not be receiving priority registration as a reward or as a substitute for pay.

Application for priority registration may be requested by the Director/Chair/Responsible Person (such as the Director of Athletics, President of ASI, and etc.) for serious and compelling reasons via the Request for Priority Registration form, which must be accompanied by specific documentation/justification for each student requesting priority registration. All students within a group must be individually listed. The Director/Chair/Responsible Person shall justify criteria 2.2.1-2.2.3. Providing a sample class or activity schedule is not sufficient, it shall be accompanied by relevant justification.

Meeting with individual faculty, or holding office hours, is not considered a high priority justification, as both are potentially flexible.

Justifications must include a clear explanation of why explicit time slots are necessary for the activity, such as use of lab space or equipment not available at alternate times. This must be reflected the schedules submitted.

Priority registration group will be categorized as follows:

Category	Description	Example	Max Limit
A	Students for whom the University needs to provide priority registration to fulfil the graduation timeline or pathway	<ul style="list-style-type: none"> • 2-year and 4-year pledge • Honors college 	<ul style="list-style-type: none"> • Six quarters (four semesters) for 2-year pledge and honors college • 12 quarters (eight semesters) for 4-year pledge
B	Students for whom the University needs to provide priority registration to comply with federal or state regulation	<ul style="list-style-type: none"> • Disability resource center • EOP • Veterans • Foster Youth 	<ul style="list-style-type: none"> • As long as the regulation requires, subject to status validation

C	Student Athletes	<ul style="list-style-type: none"> • Intercollegiate Athletics 	<ul style="list-style-type: none"> • As long as the active athlete status is maintained
D	Students serving on Senate committees	<ul style="list-style-type: none"> • ASI cabinet and senate members 	<ul style="list-style-type: none"> • During active service or six quarters (four semesters), whichever smaller
E	Students who are a part of significant university service	<ul style="list-style-type: none"> • Housing Services Resident Advisors • Orientation Leaders 	<ul style="list-style-type: none"> • During active service or six quarters (four semesters), whichever smaller
F	Students who represent the university team in a noteworthy extracurricular activity	<ul style="list-style-type: none"> • Rose Float Team Lead • Music Ensembles • Engineering Teams (SAE, ASCE, Baja) • ACM Programming Team • Collegiate Cyber Defense Team (CCDC) 	<ul style="list-style-type: none"> • During active service or six quarters (four semesters), whichever smaller
G	Students who are required by external scholarship granting agencies or donors to meet degree milestones	<ul style="list-style-type: none"> • McNair Scholarship • Scholarship for Service • SEES • Similar scholarships 	<ul style="list-style-type: none"> • Duration required by the scholarship grantee or six quarters (four semesters), whichever smaller

The examples above are given for demonstration purpose only. It doesn't guarantee priority registration for any category.

Request for Priority Registration forms for Categories A-D in the table above will normally be approved and do not require regular review by the Academic Affairs Committee each academic term. A review/audit may be requested by the Academic Affairs Committee at any time.

Request for Priority Registration forms for Categories E-G will be reviewed and either approved or denied by the Academic Affairs Committee based on criteria 2.2.1-2.2.3 as well as the completeness of the application. The Academic Affairs Committee will consider these requests for priority registration in a single meeting each academic term. Personal appearances may be requested by the Academic Affairs Committee for parties making requests from Categories E-G.

- 2.3 Requests for priority registration must be received in the Academic Senate office by 5:00 pm on the due date listed in 2.5 below for each term. Late applications will not be accepted. Only complete formal written requests as detailed in Section 2.2 will be considered.
- 2.4 The Director/Chair/Responsible Person will be notified of the committee's decision no less than 8 working days prior to the beginning of the priority registration period. It is the responsibility of the Director/Chair/Responsible Person to notify the students of the decision. Staff from the Academic Senate Office will provide the Registrar's Office with approved lists each academic term.
- 2.5 Deadlines for applications for priority registration must be made by the date specified below (This date is approximately four (4) weeks prior to the beginning of priority registration each quarter)
- 1st working day in October for Winter Quarter
 - 1st working day in April for Summer Quarter
 - 1st working day in May for Fall Quarter
 - 5th working day in January for Spring Quarter

For the semester calendar the following dates will apply:

- 1st working day in October for Spring Semester
- 1st working day in March for Summer Semester
- 1st working day in April for Fall Semester

3. During the priority registration period students are limited to a maximum of 15 semester units. All students will be eligible to register for additional units during the subsequent registration periods.
4. The intention that no more than 10% of the student body of CPP be available for priority registration under this policy. If there is a significant rise in this percentage, the Registrar's office may consult with the Academic Affairs Committee about the situation.

Discussion:

This referral was originally brought forth because the stated intention of the policy was that only 10% of the student population would receive priority registration but with the number of students being guaranteed priority registration in the 2 and 4 year pledge program, Disability Resource Center and Intercollegiate Athletics, that 10% goal was often exceeded. Senator Wachs reminded everyone that priority registration, even if a student qualifies, is not guaranteed. The committee removed the 10% target and clarified/strengthened the language on the requirements of priority registration.

One comment received between the first and second reading was a suggestion to break down the priority registration for class level, i.e., priority registration – seniors, priority registration – juniors, etc. Although possible, the committee thought that this was another layer that was not necessary because generally freshman and seniors are not competing for the same classes. Senator Wachs stated that the committee is certainly willing to look into that suggestion if a referral is submitted but did not want to slow down the adoption of the current changes to the policy.

One minor change that was made since the first reading was to change the maximum semester units from 14 units to 15 units since 15 is a full load in semesters. Although students are able to take more than 15 units a semester, the limit for priority registration is 15 units. If a student who received priority registration wishes to register for more than 15 units, that student would just have to add their additional courses during the regular registration period.

The motion to adopt AA-005-178, A-007-178, Modification to the Priority Registration Approval Process, passed unanimously.

I. [EP-001-134, Representation for Part-Time Temporary Faculty on Academic Senate - SECOND READING](#)

The second reading report for EP-001-134, Representation for Part-Time Temporary Faculty on Academic Senate, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ep001134sr.pdf>.

Senator Puthoff presented the report.

M/s to adopt EP-001-134, Representation for Part-Time Temporary Faculty on Academic Senate.

Recommendation:

We are recommending the attached changes to the [AS-CPP constitution](#). These changes are confined to Article III "Membership and Organization." Additionally, we recommend some changes that help to clarify the different categories of senators and any restrictions placed on these categories.

These constitutional changes embody the greater part of the essential framework necessary to incorporate part-time faculty into the AS-CPP, so we are comfortable proposing them even if other details have yet to be determined. Furthermore, we believe that this framework is extensible in the sense that further minor modifications to various constitutional components will not substantially affect the other areas.

Many of the recommendations that we suggest above (e.g., compensation) are not covered in the changes to the language of the constitution. So, in addition, we also recommend the following

- The part-time faculty representative should hold regular office hours in the AS-CPP office to meet with constituents.
- The part-time–faculty representatives shall be compensated for their service by stipend, calibrated to the hours spent in senate meetings, committee meetings, and office hours.

We also recommend that the AS-CPP assess the impact of these constitutional changes on the bylaws in the event that they are adopted. For instance

- Shall part-time–faculty representatives be eligible to serve on any committee, or should that committee be predetermined (cf. staff and student representatives)? For instance, FA deals with RTP-related issues, where input and votes from non-tenure–track faculty might not be appropriate.
- Shall a part-time–faculty representatives be assigned automatically to the budget committee?
- Shall part-time–faculty representatives be assigned office hours via modification of the bylaws?

Changes to the bylaws of course, have a lower threshold for adoption than changes to the constitution; an AS-CPP vote only is required, so we believe that required changes (if any) can be tabled until a later date.

APPENDIX 17

CONSTITUTION

OF THE ACADEMIC SENATE OF CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Article III

Membership and Organization

Sec 1

The Academic Senate shall consist of thirty ~~five~~ seven (~~35~~37) elected representatives from the following ~~three~~ categories:

A. all tenure-track faculty (~~tenured and probationary appointed on an annual basis—three Academic quarters~~) and, all full-time lecturers appointed on an annual basis (“full-time faculty”);

B. part-time faculty with academic-year or 3-year appointments (“part-time faculty”);

~~BC.~~ librarians not included in “A,” or “B,” above (“library faculty”)

D. coaches, counselors, and student-services professionals ~~classified as SSPIII, SSPIV, SSP AR, and SSSP, not included in “A,” “B,” or “C” above (“related-areas professionals”)~~ ~~all librarians and academic specialists not included in “A” above; as well as~~

C. All Student Services Professionals classified as SSPIII, SSPIV, SSP AR, SSSP, Counselors, and Coaches.

Sec 2

When determining eligibility for election to the Academic Senate, no person shall be allowed to be a member of more than one constituency.

A. The full-time faculty of each academic school and college are enfranchised and are a constituency; department chairs are enfranchised.

B. The part-time faculty are enfranchised and are a constituency; in determining eligibility for the Academic Senate, part-time faculty shall be considered part of a constituency different from the school(s) or college(s) in which they hold appointments.

C. The library faculty are enfranchised and are a constituency.

D. The related-areas professionals are enfranchised and are a constituency.

Sec 23 Thirty-five full-time faculty, library-faculty, and related-areas sSenators shall be elected on the basis of proportional representation established every three years within the various constituent ~~schools and related areas~~ scies, each constituency being guaranteed a minimum of one senator.

~~Sec 3 Two part-time faculty senators shall be elected by the part-time faculty constituency.~~

~~Each Academic school and college shall be considered a constituency. Department Chairs are enfranchised. No person shall be allowed to be a member of more than one constituency.~~

Sec 4 In addition to ~~these~~ thirty-five-seven regular senators, each statewide Academic senator shall be an ex-officio voting member of the Senate.

Sec 5 No Academic Senate constituency in the University shall have more than one statewide academic senator until each Academic Senate constituency in the University has at least one statewide academic senator.

Sec 6 In addition to the thirty-seven regular senators, voting membership shall be granted to a representative of the staff for a term of three years. The staff representative must be a full-time permanent employee. The staff representative shall be selected by an *ad hoc* committee made up of individuals from bargaining units 1, 2, 4, 5, 6, 7, 8, and 9. The individual representing unit 4 must be in a job classification other than the categories described in Section 1DSSPIII, SSPIV, SSP AR, or SSSP. Each of these ~~8-eight~~ groups will be invited to have one representative on the committee but participation may be declined. The committee will adopt its own selection procedure. A member of the Elections and Procedures Committee will be assigned to the *ad hoc* committee in a non-voting status to provide assistance and administrative support. The Elections and Procedures Committee is responsible for contacting the bargaining units and forming the *ad hoc* committee.

Sec 7 In addition to the thirty-seven regular senators, Exex-officio voting membership shall be granted to the ASI student body President or to an alternate designated by him/her and confirmed by majority vote of the ASI Senate.

Sec 8 The following additional electoral eligibility stipulations and procedures apply.

A. No department in a college/school constituency shall have more than one senator until each department within that college/school has at least one senator. During each nomination period candidates may be nominated from any department within the college/school that does not already have a senator. However, if after the close of the initial nomination period there is an insufficient number or numbers of candidates from the eligible department(s), then the seat(s) shall be declared open and candidates from any department within the college/school may be nominated.

B. The two senators elected to part-time faculty Academic Senate seats shall not originate from the same college or school. The college or school of origin of a prospective senator shall be declared at the time of the declaration of their candidacy and must agree with the college in which they hold a majority appointment. Part-time faculty originating from the same college shall not hold the same senate seat for two consecutive terms.

~~BC.~~ If a senator resigns from the Academic Senate before the end of his or her term, an election shall be conducted as in Article III, Section 8, A and B. The senator thus elected shall serve until the end of that term.

~~CD.~~ ~~Single-Single~~-seat constituencies may only be represented by a member of that constituency.

Sec 9 From among those duly elected members of the Academic Senate, a Chair and Vice Chair shall be elected by the Senate membership.

- A. Election of the Chair and Vice Chair shall take place during the first regularly scheduled Academic Senate meeting in May.
- B. The nomination period of candidates for the offices of Chair and Vice Chair shall commence at the first regularly scheduled April meeting of the Academic Senate. Nominations, in writing, will be accepted in the Academic Senate office until 5:00 p.m. on the second Wednesday following the first regularly scheduled Academic Senate meeting in April. Nominations made after the 5:00 p.m. deadline shall not be accepted. Candidates shall provide biographical information and a statement of philosophy of shared governance for distribution. This information shall be made available to the electorate.
- C. At the election, candidates for the offices of Chair and Vice Chair shall have the opportunity to present a short statement not to exceed three minutes.

Sec 10 The chair of the Academic Senate is empowered to appoint a recording secretary, parliamentarian, and other such administrative functionaries as in his/her judgment would expedite the work of the Senate.

Sec 11 The Executive Committee of the Academic Senate shall consist of the Chair, the Vice Chair, one ~~full-time-faculty~~ Senator representing each college or school constituency, one Statewide Senator, ~~one library-faculty Senator,~~ and one Senator from ~~other Unit 3 areas specified in Article III, Section I, B-C and CD~~ the library faculty or related-areas constituencies ~~related-areas constituency~~. The Senate may vote to include the immediate past chair as a voting member of the Executive Committee, provided that the immediate past chair is a member of the Senate. Members of the Executive Committee must be Unit 3 members and should be tenured.

- A. Election of the Executive Committee shall occur after the seating of new Academic Senators at the last regularly scheduled Academic Senate meeting of the Spring Quarter.
- B. The nomination of candidates for the Executive Committee shall commence at 9:00 am on the day of the first regularly scheduled Academic Senate meeting in the month of May. Nominations, in writing, will be accepted in the Academic Senate Office until 12:00 p.m. on the day of the last regularly scheduled Academic Senate meeting of the Spring Quarter. At the last regularly scheduled Academic Senate meeting of the Spring Quarter, floor nominations shall be accepted, but only after the seating of new Academic Senators.
- C. At the election, candidates for the Executive Committee shall have the opportunity to present a short statement.

Sec 12 All other standing and ad hoc Committees shall be appointed by the Executive Committee. All Committees must have at least two senators as members. Each Committee shall be chaired by a ~~full-time-faculty, library-faculty, or related-areas~~ senator who is appointed by the Executive Committee. No senator may serve on more than one standing Committee. Faculty membership on Committees will be appointed by the Executive Committee. Duties and procedures of standing Committees will be stated in the Academic Senate Bylaws.

Sec 13 Election of members of the Academic Senate shall take place prior to May 1 but not before February 15. Newly-elected senators will be seated at the last regularly scheduled Academic Senate meeting of the Spring Quarter.

- Sec 14 Full-time-faculty, -library-faculty, Senators and related-areas senators will serve three-year terms, one third of these senators being elected annually. The number of vacancies shall be determined on the basis of proportional representation. Part-time-faculty senators will serve two year terms, one half of these being elected annually.
- Sec 15 A member of the Academic Senate may be recalled provided that a petition signed by 20% of a senator's constituency, as defined by Article III, Section 1, is presented to the Executive Committee. Upon receiving the signed petition, the Executive Committee shall notify the Election and Procedures Committee, which shall conduct a special election within thirty days of said notification. If a majority of the votes cast by the constituency favors the recall the recall is approved. The Elections and Procedures Committee will conduct an election in the usual manner for a new Senator to serve the remainder of the term of the recalled Senator. If a recall election occurs in Spring quarter, the election of the new senator shall be completed before the end of the tenth week of the Spring quarter. The recalled Senator shall not be listed among the candidates for the election to fill the vacated seat.

Discussion:

Senator Puthoff stated that he has received comments asking for some clarification of the constitutional changes and has also received comments in support of the changes. He reminded the body that the only thing being voted on in this meeting are the changes seen in the constitution. The issues of implementation, such as the enfranchisement lists and the stipends proposed, will remain indeterminate. Those discussions will be based on whether the proposed language is adopted in this meeting and later, if necessary, adopted by those enfranchised by the Senate.

The committee added the basic framework for incorporating the part-time lecturer seats into the constitution. They also made changes to Article III, Section 1, to clarify some of the language.

Senator Speak reminded the body that the motion today is just to put this issue to a vote of the enfranchised faculty.

Senator Lloyd thanked the Elections and Procedures Committee for their hard work on this issue and stated that it is past due that there should be some provision for part-time faculty representatives to serve on the Academic Senate.

There was a request that the voting on this report be done by secret ballot.

The voting results were as follows:

Ayes – 23

Nays – 8

Abstentions – 2

The motion to adopt EP-001-134, Representation for Part-Time Temporary Faculty on Academic Senate passed. The proposed constitutional changes will now go to enfranchised faculty for a vote.

- m. [FA-001-178, Amendment to Policy 1310: Policy on Management Personnel Plan \(MPP\) Appointments - SECOND READING](#)

The second reading report for FA-001-178, Amendment to Policy 1310: Policy on Management Personnel Plan (MPP) Appointments, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/fa001178sr.pdf>.

Senator Von Glahn presented the report.

M/s to adopt FA-001-178, Amendment to Policy 1310: Policy on Management Personnel Plan

(MPP) Appointments.

Recommendation:

The Faculty Affairs Committee recommends adopting the following updated to 1310:

COMPOSITION OF SEARCH COMMITTEES FOR POSITIONS REPORTING TO ASSOCIATE VICE PRESIDENTS WITHIN ACADEMIC AFFAIRS

The search committee to fill positions reporting to Associate Vice Presidents within Academic Affairs (such as the Registrar) shall consist of the following:

- a) Two persons including a permanent staff member selected by the supervising AVP.
- b) Three full-time tenured or tenure track faculty members selected by the Executive Committee of the Academic Senate
- c) One student, if deemed appropriate by the appointing officer, selected as provided in 12.1(g).

~~A search, which is at least campus-wide in scope and for a minimum of two weeks in length, shall be initiated.~~ The position announcement shall be widely publicized and shall include a description of the duties of the position as well as required/preferred qualifications.

Appointments to the positions of Director or other administrative positions reporting to an AVP shall be made by the AVP, with the approval from the Provost.

Discussion:

The Faculty Affairs Committee has suggested changes to the current policy (1310) to hire an MPP that reports to an AVP (such as the Registrar). The recommended hiring committee (see below) was based on the existing language from 1310 regarding hiring a position in which the person being hired reports to a Dean. The only change from the first reading was to remove the language related to a minimum of two weeks for the length of a search. With this change the length of the search will be governed by the standard HR practice of 30 days for job ads.

The motion to adopt FA-001-178, Amendment to Policy 1310: Policy on Management Personnel Plan (MPP) Appointments passed unanimously.

n. [GE-004-178, American Cultural Perspectives – SECOND READING](#)

The second reading report for GE-004-178, American Cultural Perspectives, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge004178sr.pdf>.

Senator Ibrahim presented the report.

M/s to adopt GE-004-178, American Cultural Perspectives.

Recommendation:

The GE Committee recommends approval of GE-004-178 American Cultural Perspectives for semester courses. This list of American Cultural Perspectives courses for the semester system:

Area	Number	Qtr Area	Qtr Number	Semester Course Title	Units
AH	3331	ART	310	Art of the United States	(3)

ANT	1020	ANT	102	Introduction to Cultural Anthropology	(3)
ENG	2320	ENG	212	American Literature Since 1865	(3)
ENG	2330	ENG	213	Multicultural Literature in the U.S.	(3)
ENG	4730	ENG	429	Colonial and Postcolonial Literature	(3)
EWS	1400	EWS	140	Introduction to Ethnic Studies	(3)
EWS	1450	EWS	145	Introduction to Gender Studies	(3)
EWS	2900	EWS	290	Multicultural Leadership	(3)
EWS	3600	EWS	360	Cultures of Childhood	(3)
EWS	3750	EWS	375	Gender, Ethnicity, and Film	(3)
EWS	3900	EWS	390	U.S. Women of Color	(3)
EWS	4100	EWS	410	Art, Community, and Social Change	(3)
EWS	4110	EWS	411	Diversity, Education and Applied Arts	(3)
EWS	4200	EWS	420	Critical Theories in Gender and Ethnic Studies	(3)
EWS	4310	EWS	431	Ethnicity, Gender and Religion/Spirituality	(3)
EWS	4450	EWS	445	Multiethnic Heritage of California	(3)
EWS	4500	EWS	450	Multiracial and Hybrid Identities	(3)
HST	2202	HST	202	United States History, 1877-Present	(3)
HST	3345	HST	345/346	The United States, 1877-1945	(3)
HST	3347	HST	346/347	United States since 1945	(3)
IGE	2200	IGE	220, 221	Encountering Difference: Culture and Power	(3)
IGE	2300	IGE	222, 221	Ways of Doing: Culture, Society, and the Sciences	(3)
KIN	4420	KIN	450	Social and Historical Perspectives in Kinesiology	(3)
MHR	3020	MHR	318	Organizational Behavior	(3)
NTR	2280	FN	228	Food and Culture	(3)
PSY	3325	PSY	325	Multicultural Psychology	(3)
URP	3320	URP	332	Demography and Statistics for Planning	(3)
URP	3320L	URP	332L	Demography and Statistics for Planning Laboratory	(1)
URP	4110	URP	411	Evolution of American Cities and the Planning Movement	(3)
PLS	4231			Race and Ethnic Politics in the United States	(3)

Discussion:

The GE Committee reviewed the courses that were designed to fulfil the American Cultural Perspectives (ACP) graduation requirement. When these courses were previously reviewed by the GE Committee, they were reviewed only to their respective GE requirements. This time around the courses were reviewed against the American Cultural Perspectives requirements.

The motion to adopt GE-004-178, American Cultural Perspectives, passed unanimously.

o. [GE-005-178, Landscape Architecture GE Course Renumbering - SECOND READING](#)

The second reading report for GE-005-178, Landscape Architecture GE Course Renumbering, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge005178sr.pdf>.

Senator Ibrahim presented the report.

M/s to adopt GE-005-178, Landscape Architecture GE Course Renumbering.

Recommendation:

The GE Committee recommends approval of GE-005-178 Landscape Architecture GE Course Renumbering and thus these courses shall be numbered LA 2261 and LA 2271, respectively.

Discussion:

Senator Ibrahim stated that this is the last semester conversion referral for the GE Committee. This referral was put forward by the department of Landscape Architecture because there were two courses that were approved as upper division courses in the C1 General Education Area. With the revision of the Cal Poly GE document to comply with EO 1100, lower division GE Areas should only have lower division courses. Therefore, these two courses have been renumbered to be lower division. No comments have been received since the first reading.

The motion to adopt GE-005-178, Landscape Architecture GE Course Renumbering, passed unanimously.

Chair Shen closed the meeting by recognizing that this is the last full Academic Senate Meeting of the 2017-18 academic year and she hopes to see everyone at the Emeritus Reception on May 30, 2018.

The meeting adjourned at 4:35 p.m.