

Minutes

of the Academic Senate Meeting
December 7, 2022, 2022

- PRESENT: Aragon, Barding, Chase, Fallah Fini, Gad, Gekara, Givens, Guerrero, Guthrie, Hanink, Kumar, Lloyd, Monemi, Moore, Myers, Nakhjiri, Nissenson, Pacleb, Quinn, Roy, Sharma, Shen, Small, Snyder, Urey, Valentine, Van, Von Glahn, Welke
- PROXIES: Senator Gekara for Senator Davidov Pardo, Senator Urey for Senator Forward, Senator Givens for Senator Vallejo, Senator Guerrero for Senator Yoo
- ABSENT: Amamra, Mascarenhas, Osborn
- GUESTS: A. Baski, J. Brown, B. Davila, J. Hargis, D. Horner, C. LaMunyon, L. Massa, J. Puthoff, B. Quillian, Cecilia Santiago-Gonzalez, F. Teves, J. Wagoner

Chair Von Glahn called the meeting to order and requested a moment of silence to honor Dr. Richard Willson from the Urban and Regional Planning Department who passed away suddenly on December 5, 2022.

1. Academic Senate Meeting Minutes – [October 19, 2022](#), and [November 9, 2022](#)

The October 19, 2022 Academic Senate Meeting minutes are located on the Academic Senate website at https://www.cpp.edu/senate/documents/packets/2022-23/12.07.22/academic_senate_minutes_10.19.22_posted.pdf.

The November 9, 2022 Academic Senate Meeting minutes are located on the Academic Senate website at https://www.cpp.edu/senate/documents/packets/2022-23/12.07.22/academic_senate_minutes_11.09.22_posted.pdf.

M/s/p to approve the October 19, 2022 Academic Senate Meeting minutes.

M/s/p to approve the October 19, 2022 Academic Senate Meeting minutes.

2. Information Items
 - a. Chair's Report

Chair Von Glahn wished everyone happy holidays and stated that he hopes everyone gets some rest prior to the start of the spring semester. He also thanked everyone for their participation in the Academic Senate.

- b. President's Report

President Coley stated that she is filled with sadness over the passing of Dr. Willson. The President commented that she had a special relationship with Dr. Willson because they had intersecting interests in terms of planning. She mentioned that he would often ask for her input on papers and book chapters, and she was very pleased to know him and will mourn his loss. A memorial service will be held on Sunday December 11, 2022, at 10 AM at Mount Sinai's Simi Valley location.

Music Professor Nadia Shpachenko, whose family is in Ukraine, will perform tonight, December 7,

2022, at 8:00 p.m. at the Cal Poly Pomona Recital Hall. This is a CD release concert for her project "Invasion: Music and Art for Ukraine." Ticket sales will benefit Cal Poly Pomona student scholarships and the proceeds from the CD will be donated to various charities to benefit Ukraine.

The President is preparing a letter to the campus community regarding recent news articles about two campus cases: one regarding a professor's improper use of grant money and the other regarding embezzlement from the Foundation. The letter will include specifics of the cases in addition links to related legal documents. President Coley mentioned that there is another lawsuit involving personnel issues that she cannot address now.

She stated that neither she herself nor the university have ever ignored issues of financial impropriety or impeded any investigation. There are two cases being discussed: one case from 2017 involved a professor's alleged improper use of funds from a \$100,000 grant. The President reported that at her request, the CSU's Audit and Advisory Services Unit investigated the case, and they found no illegality or embezzlement occurred. The other case involves a former employee of the Foundation who was found guilty of embezzling approximately \$1 million dating back to 2010. The CSU and law enforcement investigated this matter, and the individual was found guilty and is now serving a prison sentence for their crime.

There will be more information provided in the communication that will be sent out soon. The President wanted to make it clear that neither case involved student fees, tuition dollars or the taxpayer funds used to operate Cal Poly Pomona. In the case involving embezzlement by a former Foundation employee, the Foundation will recover the \$952,000 embezzled, minus a \$5,000 insurance deductible, through a combination of insurance and restitution from the convicted offender. No student-funded programs were affected, and our educational mission was in no way impaired. These funds were from the Foundation side of the business which includes housing, dining services, and the bookstore.

In the second case, a professor who was a recipient of an external private grant made questionable expenditures that, upon investigation by the CSU, turned out to be allowable, as they were not specifically excluded by the grant rules.

There is a third incident where a student had indicated alleged wrongdoing. The police investigated the allegations and decided that the student was in fact the alleged wrong doer. The President stated she was involved with the incident and asked the General Counsel to investigate. The case is at the District Attorney's office. The President commented that the student has since graduated, and she is not aware of what happened in the case. She added that she is going to revisit the allegations and give it a proper review. If it is found that there is some difference in what is being conveyed, she is sorry for that student. She stated that she will always give people the benefit of the doubt until they no longer earn that right.

The President concluded with wishing everyone some rest during the break and thanked everyone for their contributions to Cal Poly Pomona.

c. [Provost's Report](#)

The Provost's Report is located on the Academic Senate website at https://www.cpp.edu/senate/documents/packets/2022-23/12.07.22/final---provosts_report_to_academic_senate_2022-12-07.pdf.

Provost Brown reminded people to review the [Budget Conversation presentation](#) if they have not had to opportunity to do so. The Provost is beginning to talk with people within the Academic Affairs Division regarding the budget. On Thursday, December 8th, there will be an E-Board meeting with the CFA followed by a meeting with the Academic Senate Executive Committee (Retreat) on Friday, December 9th. Provost Brown commented that she will be meeting with the college deans over the next couple weeks to get a sense of the mid-year budget review. This is an opportunity for the Provost to understand the status of what is going on within the colleges. There will be a retreat with

the chairs, associate deans, and deans in January 2023. This will be an opportunity to talk about the budget further and explore the correlation of budget, enrollment, and retention, as well as the role of outreach and its impact on the identity of the university. The goal is to answer questions and provide information critical to how the university functions. This will also be an opportunity to gather feedback on constraints and opportunities which may arise. Provost Brown stated that she will continue to share information in the Academic Senate Meeting to create a culture of communication and transparency.

The [Assessment Revolutionary Recognition Program](#) celebrates the exceptional efforts of Cal Poly Pomona faculty to improve student learning and the learning environment by developing and implementing closing-the-loop strategies and changes (to teaching, curriculum, or instructional design) in response to assessment data at the program, college, or institutional level. Recipients are featured on the Office of Assessment and Program Review website and are recognized at the Annual Cal Poly Pomona Summer Assessment Institute. Recipients advance teaching and learning at Cal Poly Pomona by sharing their strategies as a part of the Assessment Revolutionary Recognition Program Presentation Series the following academic year. Nominations for the Assessment Revolutionary Recognition Program are due December 15, 2022. Applications are due January 31, 2023.

The Provost shared that the number of fall 2023 applications for freshman undergraduate students are up by 11% from fall 2022. Transfer applications are up by 12.6% since fall 2022 even though transfer applications are down at the system wide level. Graduate applications are trending upward as well by 13% when compared to last year. Enrollment targets will be set, and the campus will start admitting fall 2023 class in January. She mentioned that several of CPP's regional sister campuses plan to enroll very large undergraduate classes, and since they are located close to CPP this might impact our yield.

The Provost has been talking with campus leadership about what the university needs to do to ensure yield. With a record number of applications, yield is defined as the students that will be arriving in the fall semester, as opposed to those who accept their admittance and end up going somewhere else. She mentioned that a couple of things will be done differently, but most things will remain the same because the campus has been very successful. As heard in the Campus Budget Conversation, several of our regional sister campuses plan to enroll very large undergraduate classes, which will impact the yield at Cal Poly Pomona. For example, Cal State Fullerton plans on enrolling over 6,000 first time freshmen (FTF) and Long Beach plans to enroll over 5,800 FTF. In addition, all CSU campuses plan to admit as many transfer students as they can accommodate. Provost Brown has engaged Senior AVP Wagoner about how to incorporate outreach in the surrounding communities and thinking about engaging colleges monthly to talk about the enrollment cycle. The Provost is asking for two-way communication, not just information from all the Associate Vice Presidents (AVPs), but also to make sure to discuss the challenges, opportunities, and advantages of the decisions being made.

The Provost shared that the campus has closed applications for all first-time freshmen, except for the Collins College of Hospitality, which is like what has been done for the last two years. Transfer applications for impacted majors closed on November 30, 2022, but the deadline for non-impacted majors has been extended to December 15, 2022. Returning students for all academic programs can apply any time up to June 1, 2023.

The Center for the Advancement of Faculty Excellence (CAFE) has two (2) professional development opportunities:

- **“Doing the Work” 2.0 – Anti-Racist Teaching and Learning**
 - January 10 – 12 and 17 – 18, 2023
 - Keynote speaker January 18, 10:00 – 11:30 a.m.
 - Dr. Luke Wood, Author, and Dean's Distinguished Professor of Education at San Diego State University
- Call for Participation for the AY 2023-24 **“Course in Effective Teaching Practices”**

- Geared to faculty who are new/newer to CPP

The Office of Research, Innovation and Economic Development has sent out the announcement for the next round of RSCA Faculty Mini-Grants. Proposals are due February 5, 2023. There will be a workshop held on Thursday, December 8, 2022. Videos of the workshops are available at <https://www.cpp.edu/research/training/index.shtml>. Proposal submissions for the 2022 calendar year are on track to exceed the pre-pandemic numbers from 2019.

The Special Projects for Improving the Classroom Experience (SPICE) available funding is as follows:

- Innovative Approached to Instruction - \$710,000
- Modernize Classroom Equipment - \$450,000
- Call issued – November 28, 2022
- Submission deadline – February 6, 2023, by 11:59 p.m.
- Applicants notified of proposal award or decline status – April 25, 2023

Provost Brown wished everyone a happy and restful holiday break. She added that she is appreciative for all the work done by the faculty and staff.

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

NEW REFERRALS: (10)

AA-008-223 Graduation Requirement Writing Assessment Requirement
GE-002-223 New General Education Student Learning Outcomes
GE-003-223 COM 2238/EWS 2238 – Racialized Language, Power, and Identities (GE Area F)
GE-004-223 ENG 2185/EWS 2185 – Realities and Representations of La Frontera/ The Border (GE Area F)
GE-005-223 HST 2105/EWS 2015 – The Great American Historical Paradox: African and American (GE Area F)
GE-006-223 LS 2200/EWS 2200 – Sound, Rhythm, and Race (GE Area F)
GE-007-223 LS 2230/EWS 2230 – Infinite Blackness (GE Area F)
GE-008-223 SOC 3315/EWS 3315 – Asian American Sociology (GE Area F)
GE-009-223 PLS 3275/ EWS 3275 – Asian American Politics (GE Area F)
GE-010-223 HST 4406 – History of Women, Gender, and Sexuality in the United States (GE Interdisciplinary Synthesis C3 & D4)

SENATE REPORTS FORWARDED TO PRESIDENT: (0)

PRESIDENT RESPONSES TO SENATE REPORTS: (0)

e. [ASCSU Report](#)

Senator Urey stated that there was no report since there was no CSU Senate Meeting.

f. [Budget Report](#)

The Budget Report is located on the Academic Senate website at https://www.cpp.edu/senate/documents/packets/2022-23/12.07.22/budget-report-12_22.pdf.

The CPP Annual Budget presentation is located on the Academic Senate website at https://www.cpp.edu/senate/documents/packets/2022-23/12.07.22/senate-budget-committee_11.30.22_final.pdf.

Senator Lloyd reported that the committee met with President Coley and Vice President Trinidad on November 30, 2022 to get an overview of the university budget. Senator Lloyd stated that he is providing a summary of the meeting, but encouraged everyone to review the [presentation](#) from the

meeting.

President Coley gave the committee an overview of the education budget climate in California. Much of this was in the Campus Budget Conversation which is online. Enrollment is becoming a more crucial factor in the budget. State funding only makes up about 50% of the revenue for the campus, student tuition makes up the other half.

- The CSU faces decline in enrollment due to several factors.
 - Tight labor market and higher wages have many students and families reassessing the value of higher education.
 - Lower birth rates mean less high school graduates.
 - Community College enrollment is declining.
 - UCs are refocusing on in-state enrollment, which means some students who have chosen a CSU in the past may now choose a UC.

The good news is that Cal Poly Pomona is still a “destination” campus and applications are still trending upward. During the meeting, they talked about ways that the campus can leverage this in the recruitment strategy. One committee member suggested that alumni should be enlisted to talk about their experiences at the university. Senator Lloyd commented that it was a productive conversation.

VP Trinidad presented the following budget numbers:

- CSU Base Budget, 2022-23: \$407.9M
- CSU One-Time allocation (maintenance and infrastructure): \$1.08B
 - The legislature appropriated a large sum of money to begin working on the backlog of deferred maintenance for physical infrastructure of the CSU.
- CPP Revenues and Expenditures
 - Total revenue just under \$370 million
 - State appropriation: \$135.9 million
 - Tuition \$147.3 million
 - Designated (GI 2025, etc.) \$64.6 million
 - Student Fees: \$22 million
 - Expenditures: \$366.3 million
 - Personnel: \$190 million
 - Centrally Managed: \$110.5 million
 - State University Grant (SUG): \$40.2 million
 - Operations: \$24 million
 - Designated: \$1.4 million

The highest proportion of expenditures is personnel, salaries. Centrally Managed is what the university must pay for CalPERS retirement and other employee related costs. Senator Lloyd explained that this a weird funding model, it is centrally managed by the CSU and then the funds come to CPP, and the campus must spend it out of this portion.

In the meeting VP Trinidad commented that there is a recent legislative analyst’s office report that states that there is a high probability of a state recession in 2023. Senator Lloyd commented that while that prediction may or may not be true, the university does need to prepare for the worst-case scenario. The good news is that the university did not have to dip into its reserves this year and so there is reserve money if it is needed.

g. CFA Report

Chapter 319_CFA Vice President Jonathan Puthoff reported that CFA is hosting a hospitality tent on campus on Tuesday, December 13 and Wednesday, December 14 from 8:00 to 10:00 a.m. There will be coffee and pastries and CFA representatives available to answer any questions. The tent will be in front of the library.

h. [ASI Report](#)

No ASI report was presented.

i. [Staff Report](#)

The Staff Report is located on the Academic Senate website at <https://www.cpp.edu/senate/documents/packets/2022-23/12.07.22/12.07.22---staff-report.pdf>.

Senator Valentine reported. *The Black Thriving Initiative Launch Symposium Livestream* will be held Thursday, December 8, from 1:00 to 2:00 p.m. The in-person event is full, the first hour will be available online with inspirational speakers on racial healing and justice and a discussion about how individuals can act as allies and advocates.

The campus will be closed from Monday, December 16, 2022 through Monday, January 2, 2023 and will reopen on Tuesday, January 3, 2023.

Senator Sharma encouraged all to attend the *Black Thriving Initiative* on December 8. She added that this will help build a climate that supports diversity and inclusion on the campus.

M/s to move the time certain for the Academic Senate Reports until after the Safer Return Task Force presentation. The motion passed unanimously.

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/2022-23/12.07.22/safer-return.academic-senate.12.7.22.pdf>.

AVP Frances Teves reported that there has been a doubling of the number of COVID cases since Thanksgiving holiday. LA County has not seen the full impact of exposures based on the holiday; the impact should be seen in the next couple of weeks. Public health officials are hopeful that the winter surge can be moderated with testing, therapeutics, and vaccinations. However, in combination with the flu and RSV, there are several complications that public health officials are trying to manage. Dr. Aaron Rubin, who serves as a medical consultant to the Safer Return Task Force, provided an update a couple weeks ago and spoke about the “tridemic”, COVID, the flu and RSV, and what to expect in the coming weeks and months. LA County, as one of the most populous counties, currently has the highest case rate and there is a likelihood that LA County will move from the medium category to the high category of risk. A masking mandate could be issued if two hospital metrics reach CDC thresholds -- a daily average admission rate of more than 10 per 100,000 residents and a greater than 10% rate of staffed inpatient beds being occupied by COVID patients.

On the campus there was an increase in COVID cases prior to the Thanksgiving holiday. The university's Safer Return Incident Investigation Team triages self-reports by priority, based on risk. Intercollegiate athletics are the highest risk, and then in-person classes. There are a significant number of self-reports from individuals who are not on campus during their infectious period, which is 48 hours to onset of symptoms or a positive test result. This type of report would not trigger a close contact notification.

Individuals who have **tested positive** must isolate and cannot come to campus for a minimum of 5 days. The earliest they can return is on day 6 by submitting a Negative Test Self-Attestation. Negative Test Self-Attestation does not apply to students living on campus because they are considered a high-risk group and that group is managed very differently. Individuals with a **close contact exposure and have no symptoms**, can come to campus, but are asked to test within 3 to 5

days and wear a mask for 10 days. Individuals who are **experiencing symptoms**, should not come to campus until they have received a negative test 3 to 5 days after exposure. All positive tests should be reported via the [COVID-19 Self-Report Form](#).

Masks are strongly recommended indoors, and higher-grade masks must be made available to employees. Masks are required in health care and public transit situations.

AVP Teves provided the following guidance for faculty members:

- Instruct student to self-report using the form. If the positive case was on campus during their infectious period, close contacts will be notified.
- Keep up to date with campus safer return efforts. Updates regarding changes in masking requirements will be communicated to the campus via the [Safer Return website](#), [newsletter](#) and [weekly webinar](#).
- Maintain a supply of PPE, including higher grade masks, in the classroom.
- If there is a 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.
- Faculty can ask students for documentation for absence(s) per previous practice.

There was a question if the COVID-19 Supplemental Paid Sick Leave (SPSL) is still available to employees, especially since there is an increase in cases. AVP Teves responded that SPSL has been extended through December 30, 2022 and that the Safer Return Task Force will communicate leave options to employees.

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

a. [AP-003-212, Revised Charter for Science, Technology, and Society Major and Minor – SECOND READING](#)

The second reading of AP-003-212, Revised Charter for Science, Technology and Society Major and Minor, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ap003212sr.pdf>.

The [Charter for STS Major and Minor](#) is located on the Academic Senate website at https://academic.cpp.edu/senate/docs/AP003212fr_1.pdf.

Senator Snyder presented the report.

M/s to adopt AP-003-212, Revised Charter for Science, Technology, and Society Major and Minor.

RECOMMENDATION

The Academic Programs Committee recommends approval of AP-003-212, Revised Charter for Science, Technology, and Society Major and Minor, as amended (see attachment above).

DISCUSSION

Senator Snyder explained that this is the revised charter for the Science, Technology, and Society (STS) program. Science, Technology, and Society (STS) is an interdisciplinary program sponsored by the College of Letters, Arts, and Social Sciences, with primary responsibility resting with its Philosophy Department. University policy recommends that these programs establish a charter which must include a faculty advisory board, a sponsoring unit, and a program coordinator, among other requirements. The STS program created such a charter, which was adopted by the Senate in November 2017.

In a Spring 2019 review of the STS program, the external reviewers commended the program and suggested that its advisory board be restructured to include at least one representative from each participating college and to create an unconstrained affiliated faculty group. The reasoning behind the request change is that the external reviewers noted different levels of participation and the hope is that these changes will create the same level of participation among committee members. The affiliated faculty would be responsible for providing advice and student project oversight. The STS program coordinator, the advisory board, and Philosophy Department implemented and approved the corresponding changes in a preliminary charter revision.

The Academic Programs committee discussed the referral and agreed that a restructuring of the STS Board and creation of an affiliated faculty group would be beneficial to the administration of the program. During consultation it was suggested that the revised charter be amended to include some more information about the program coordinator and their qualifications, align the program review with university policy, and reorganize the language on the composition and role of the Board and Affiliated Faculty Group. The amended revised charter was consulted; no objections were raised.

The motion to adopt AP-003-212, Revised Charter for Science, Technology, and Society Major and Minor, passed unanimously.

b. [AA-001-223, Lab Time Modules for Mondays and Wednesdays – FIRST READING](#)

The first reading report for AA-001-223, Lab Time Modules for Mondays and Wednesdays, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa001223fr.pdf>.

Senator Givens presented the report.

M/s to receive and file AA-001-223, Lab Time Modules for Mondays and Wednesdays.

RECOMMENDATION

The Academic Affairs Committee recommends adoption of the following new time modules:

Monday 9:00am-11:50am

Monday 1-3:50pm

Monday 4-6:50pm

Tuesday 9:00am-11:50am

Wednesday 9:00am-11:50am

Wednesday 1-3:50pm

Wednesday 4-6:50pm

Thursday 9:00am-11:50am

Friday 9:00am-11:50am

Friday 1-3:50pm

Friday 4-6:50pm

Monday & Wednesday 1-2:15pm

Monday & Wednesday 2:30-3:45pm

Monday & Wednesday 4-5:15pm

Monday & Wednesday 5:30-6:45pm

Monday & Friday 1-2:15pm

Monday & Friday 2:30-3:45pm

Monday & Friday 4-5:15pm

Monday & Friday 5:30-6:45pm

Wednesday & Friday 1-2:15pm

Wednesday & Friday 2:30-3:45pm

Wednesday & Friday 4-5:15pm
Wednesday & Friday 5:30-6:45pm

DISCUSSION

This proposal requests the addition of a one-unit lab time modules on Mondays and Wednesdays, and possibly Fridays. Currently, lab time modules on Tuesdays and Thursdays are different from the modules on Monday, Wednesday, and Friday. The Monday, Wednesday, and Friday lab time slots mostly do NOT match well with the standard lecture time slots. Senator Givens explained that when the time modules were changed for semesters, the lab time modules for M/W/F clash with the 3-unit lecture time modules. In the case of some introductory courses, one M/W/F lab module conflicts with three lecture time modules. In these cases, the departments have been requesting schedule deviations to better accommodate faculty and students.

The committee did an extensive consultation with the Office of Academic Programs. The committee recommendation is not removing any existing time modules, it is only adding time modules. Departments would not have to use the new time modules, so there would be no change if departments are happy with their existing time modules. Senator Givens brought up the issue of space but commented that labs are usually in specialized rooms and departments manage their own lab space. Another issue brought up was staffing, but the addition of these time modules just allows one department to continue doing what they have been doing using schedule deviation forms.

Based on feedback from the College of Engineering, the committee amended the referral to add a 9:00am-11:50am module on M/W and T/Th. These were suggested to align M/W and T/Th schedules as well as to optimize use of space and resources in the mornings.

c. [AA-003-223, Updates to the Retroactive Withdrawal Policy – FIRST READING](#)

The first reading report for AA-003-223, Updates to the Retroactive Withdrawal Policy, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa003223fr.pdf>.

Senator Givens presented the report.

M/s to receive and file AA-003-223, Updates to the Retroactive Withdrawal Policy.

RECOMMENDATION

The Academic Affairs Committee recommends adopting the following proposed change to the Retroactive Withdrawal Policy (changes being added are in bold text).

The administrative grade of "WU" will be given for a course if a student discontinues attendance and participation without officially dropping the course or withdrawing from the university. It is the sole responsibility of the student to formally drop courses by filing the appropriate forms with the Registrar's Office in a timely manner. Retroactive Withdrawal will not be approved for students who did not withdraw from a course or courses because they did not report for the first meeting of a class and were not dropped.

Students may request to retroactively withdraw from courses for which they have received a failing grade (WU and/or F) if they have documented evidence of having serious and compelling reasons beyond their control. If the student receives any passing grades in the term they are requesting a retroactive withdrawal, the student must provide an explanation for the circumstances that caused them hardship in only some but not all courses in that term. Courses approved for retroactive withdrawal will be changed to an administrative grade of "WX".

Students who wish to apply for retroactive withdrawal should apply for retroactive withdrawal within one calendar year from the last day of the term they unofficially withdrew from or failed their classes and provide a clear explanation of why they did not withdraw from the university by filing appropriate forms with the Registrar's Office during the term(s) in question.

A student does not have to be enrolled in the university at the time the application for retroactive withdrawal is submitted.

Petition forms are available from the [Office of Student Success website](#) and must be submitted by the fifteenth day of classes in order to be considered by the Retroactive Withdrawal Committee for the current semester. **For more information on the Withdrawal Policy, see the Grade Point System section of CPP's Grading System (Section 3.0 of Policy No. 1601).**

DISCUSSION

The current Retroactive Withdrawal Policy at Cal Poly Pomona is an administrative barrier, limiting the possibility for students who have experienced extenuating circumstances the opportunity to withdraw from courses they only failed in. The previous rationale was that if a student was having an extenuating circumstance, it must be affecting all classes. In the past couple years there have been legitimate requests to withdraw from only one or two courses, i, e., suddenly having to be a caregiver that would only affect certain times. In the interest of Student Success, this change will allow students to petition for a retroactive withdrawal only to those courses in the specified term(s) the opportunity to be considered for a retroactive withdrawal.

d. [AA-004-223, Updates to the Withdrawal Policy – FIRST READING](#)

The first reading report for AA-004-223, Updates to the Withdrawal Policy, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa004223fr.pdf>.

Senator Givens presented the report.

M/s to receive and file AA-004-223, Updates to the Withdrawal Policy.

RECOMMENDATION

The Academic Affairs Committee recommends the following updates to the Withdrawal section of Policy No. 1601:

V. Withdrawal (Units attempted are not included in GPA)

The “W” symbol is used for a student withdrawal from a course, with the approval of appropriate campus representatives, after the tenth day (second week) through the twentieth day (fourth week) of instruction. It carries no connotation of the student performance and is not used in calculating grade point average. A “W” will not be recorded for a class unless the student has officially withdrawn from the class.

Withdrawal from classes after the 20th day of instruction (fifth week) until the end of the twelfth week of instruction is permissible only for serious and compelling reasons. To withdraw from classes after the fifth week of instruction, students must submit a Request for Class Withdrawal for Serious and Compelling Reasons Form with the necessary approval signatures to the designated office. Poor academic performance, lack of attendance, and desire to avoid a low grade alone are not considered serious and compelling reasons for withdrawal.

After the twelfth week of instruction and before 11:59pm on the Friday of the fifteenth week of instruction, withdrawals will only be permitted when the cause of withdrawal is due to circumstances

clearly beyond the student's control, such as accident or serious illness, and when the assignment of an Incomplete Grade Agreement is not practicable. Documentation validating the students' circumstances is required, particularly when requesting a W grade that does not count against the 18-unit withdrawal limit (WX). Withdrawals of this sort may involve total withdrawal from the campus or may involve only one course, except that course grade and credit or an Incomplete grade may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made.

Effective fall 2009, undergraduates are limited to 18 semester units of recorded course withdrawals, i.e., where students receive "W" grades for the classes. Course withdrawals prior to fall 2009 and withdrawals approved through the Retroactive Withdrawal process (Policy No. 1413) will not contribute to this limit. After the tenth day of instruction and before 11:59pm on the Friday of the fifteenth week of instruction, students whose reasons for withdrawing from classes are beyond their control may request that such class withdrawals not contribute toward the 18-semester unit limit. Approved requests for this exception will be indicated by the Dean's signature and the lead authority in the Office of Student Success (or designee) on the Request for Class Withdrawal for Serious and Compelling Reasons Form.

DISCUSSION

This policy is for course withdrawal during the term. The petition to withdrawal for serious and compelling reasons is designed to provide students with the opportunity to withdrawal from a class when the circumstances outside of their class impact their ability to successfully finish the course. In recent terms, reviewers have observed a pattern in which some students submit the withdrawal during finals week after taking their exam, believing that they will not pass the class. To ensure that the petition is not used for students to avoid earning a low grade, we are proposing two updates:

- Change the deadline to submit the petition to the last day of classes before finals.
- Explicitly state that the petition is not to be applied in circumstances when the student is attempting to avoid earning a low grade.

e. [AA-006-223, HyFlex Instructional Mode Update – FIRST READING](#)

The first reading of AA-006-223, HyFlex Instructional Mode Update, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa006223fr.pdf>.

Senator Givens presented the report.

M/s to receive and file AA-006-223, HyFlex Instructional Mode Update.

RECOMMENDATION

We recommend adoption of the following updates to the definition of HyFlex to go into effect in Fall of 2023:

All course contact hours prescribed by the course classification and units are delivered in person, synchronously, and asynchronously. Instruction is provided in the classroom, and for each class meeting, students may choose to attend in-person, synchronously online, or asynchronously online. Faculty may require students to attend up to 25% of class meetings in person, plus the final exam held during finals week. The dates of required in-person meetings must be included in the schedule of classes before students register for the class. Dates may only be changed with documented consent of all students enrolled in the class.

DISCUSSION:

Senator Givens explained that the HyFlex mode requires the faculty member to be in the classroom delivering instruction for all class meetings while allowing students the flexibility to attend in-class, synchronously online, or watch a recording of class asynchronously. The modification requested

allows faculty members to specify a certain number in-person meetings. To assure that students will be able to attend in-person on the assigned dates, all required in-person meetings would be included in the class schedule at the time the student registers for the class. The change was originally requested out of a need to have in-person exams instead of a combination of on-line and in-person exams. This also allows for students to be in attendance for guest speakers and group projects. The policy does put a cap on the number of required in-person classes at 25%.

f. [AA-007-223, Academic Calendar 2023-24– FIRST READING](#)

The first reading report for AA-007-223, Academic Calendar 2023-24, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/aa007223sr.pdf>.

Senator Givens presented the report.

M/s to receive and file AA-007-223, Academic Calendar 2023-24.

There was a motion and a second to waive the first reading of AA-007-223, Academic Calendar 2023-24, to ensure that the calendar is provided to the Chancellor's Office by the deadline of February 18, 2023. The first reading waiver is requested to allow for the President's approval before the Chancellor's Office deadline. This is standard operating procedure for the academic calendar.

The motion to waive the first reading of AA-007-223, Academic Calendar 2023-24, passed unanimously.

M/s to adopt AA-007-223, Academic Calendar 2023-24.

RECOMMENDATION

After careful review, the Academic Affairs Committee recommends the adoption of the [academic calendar for 2023-24](#).

The approved 2023-24 academic calendar is located on the Academic Senate website at https://academic.cpp.edu/senate/docs/AA007223sr_1.pdf.

DISCUSSION

The Academic Affairs Committee met with Dr. Phyllis Nelson and reviewed the draft calendar. Some typos and clarifications were made. Due to an issue with scheduling when final grades are due for fall terms, which is the Friday after finals week, which is the Friday before the holiday break which does not allow time for processing of the grades prior to the winter break. Dr. Nelson requested that a temporary adjustment be made for Fall 2022. It was noted that this will be a problem in subsequent academic years, so the report was changed to just reflect next academic year instead of the original request of the following three academic years.

The motion to adopt AA-007-223, Academic Calendar 2023-24, passed unanimously.

g. [EP-002-212, Re-Evaluate Process for Selecting Staff Senator – FIRST READING](#)

The first reading report for EP-002-212, Re-Evaluate Process for Selecting Staff Senator, is located on the Academic Senate website at <https://academic.cpp.edu/senate/docs/ep002212fr.pdf>.

Senator Monemi presented the report.

M/s to receive and file EP-002-212, Re-Evaluate Process for Selecting Staff Senator.

RECOMMENDATION

The Elections and Procedures Committee recommends to:

Adopt and implement the procedure described in Proposal 1, meaning “The staff representative shall be elected by staff electorate (those who are eligible to vote).”

The staff representative shall be 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 SSPIII, SSPIV, SSP AR, or SSSP. To this end, all eligible staff can nominate themselves or other staff for the available senate seat by sending an email to senate@cpp.edu. For the nomination to get accepted, five other staff should send emails to senate supporting that nomination, and in addition, this nomination must have the approval of the staff member’s HEERA manager in consultation with the staff immediate supervisor as applicable.

1. The Elections and Procedures Committee will hold an election among all staff eligible to vote to elect a staff representative”.
2. To incentivize the staff to run for and serve as the staff senator, Academic Senate office can provide those who serve as staff senator with a letter of recognition and acknowledgement for serving on the Senate. Such letter can be added to the staff’s PAF (Personnel Action Files) and be used in their periodic evaluation.
3. According to this proposal, **Article III, Section 6 of the Constitution** should be changed as below:

“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. Any individual representing unit 4 must be in a job classification other than SSPIII, SSPIV, SSP AR, or SSSP. The staff representative shall be elected by staff electorate. To this end, all eligible staff can nominate themselves or other staff for the available senate seat. For the nomination to get accepted, five other staff should also support that nomination, and in addition, this nomination must have the approval of the staff member’s HEERA manager in consultation with the staff’s immediate supervisor as applicable. The Elections and Procedures Committee will hold an election among all staff eligible to vote to elect a staff representative.”

DISCUSSION

The current Academic Senate constitution states that “...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 SSPIII, SSPIV, SSP AR, or SSSP. Each of these 8 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.”

The main difficulty associated with the current practice is that the process for getting this ad hoc committee together has proved to be unsuccessful most of the times as the bargaining unit stewards do not respond to calls for meetings in a timely manner. Due to this difficulty, in this referral Election and Procedures Committee has been asked to look at the possibility of treating a staff senator position similar to a faculty senator position where all eligible candidates (all permanent and full-time staff) are allowed to nominate themselves or others for the senate seat and then elect their representative to the Academic Senate.

Senator Monemi stated that a large percentage, if not all, of the policies discussed and passed in senate are related to the faculty and students. Thus, there is not much motivation for staff to be

present in such conversation and/or approval processes. This affects the incentives of staff to nominate themselves or other staff to serve as senator, given the extensive time commitment needed by this position. In addition, Serving as staff senator does not have much benefit for staff when it comes to their periodic evaluation and promotion. This is the opposite of the situation faced by faculty where serving in senate is considered an important service activity in their evaluation package.

Considering these insights, the EP committee discussed various solutions and came up with a couple of proposals after consultation with the Staff Council president and Staff Council eboard. In doing so, we made sure in all proposals the nomination for staff senate seat is open to all eligible staff in Cal Poly Pomona, as opposed to the staff in specific offices or divisions.

After considerable consultation, the Elections and Procedures Committee decided that the most viable solution is to follow a process similar to how faculty are elected to the Academic Senate. In addition, considering that this seat is for staff members, the committee thought that it was important to include approval from the HEERA manager. With this proposal, Article III, Section 6 of the Constitution needs to be changed as follows:

“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. Any individual representing unit 4 must be in a job classification other than SSP III, SSP IV, SSP AR, or SSP. The staff representative shall be elected by staff electorate. To this end, all eligible staff can nominate themselves or other staff for the available senate seat. For the nomination to get accepted, five other staff should also support that nomination, and in addition, this nomination must have the approval of the staff member’s HEERA manager in consultation with the staff’s immediate supervisor as applicable. The Elections and Procedures Committee will hold an election among all staff eligible to vote to elect a staff representative.”

Senator Urey asked if the HEERA manager signature counts towards the five (5) required signatures. Senator Monemi responded that it would be the number of signatures required is the same as faculty, but did not address the question whether the HEERA manager signature counts towards one of the five required signatures. Senator Valentine added that the current form requests five (5) peer signatures and your HEERA manager’s signature.

4. New Business

5. Old Business

6. Discussion

a. [Brand Building Presentation | Amon Rappaport, Strategic Communications – Time Certain 4:20 p.m.](#)

The Brand Building Presentation is located on the Academic Senate website at https://www.cpp.edu/senate/documents/packets/2022-23/12.07.22/brand-building_roadshow-part-1_senate_2022.12-20.pdf.

Amon Rappaport, Senior AVP and Chief Communications Officer, and Karen Lindell, Director of Marketing and Brand Strategy, presented.

The presenters explained that a **brand** is the perception people have of your business (the intangible) and **branding** is the process of actively shaping that perception (the tangible).

AVP Rappaport explained that higher education needs branding because high school graduation rates are on the decline which in marketing terms means that the customer base is dwindling. He added that many students are opting not to go to college and follow other paths. Cal Poly Pomona must constantly make the case of the value proposition of higher education.

Director Lindell added that our competition is branding. She followed her statement with examples from Cal Poly Humboldt, Arizona State University in California, and the California Community Colleges. State requirements have changed so that four-year degrees are now being offered at Community Colleges. There is also competition from the UCs who are positioning to admit a staggering number of students. There is increasing competition for students, talent (faculty and staff), and dollars.

Cal Poly Pomona has been working on a brand strategy. Cal Poly Pomona has several unique aspects. Only Cal Poly Pomona is:

- the number 1 polytechnic in the nation for diversity and social mobility,
- where agricultural heritage meets economic growth and urban vitality.
- where a culture of care supports varied paths to student success.
- where careers begin, mentorship thrives, and future leaders learn to lead.
- where Broncos are born.

The Cal Poly Pomona polytechnic experience is multidimensional, experiential, and cross-disciplinary. The branding of the experience is still being worked on, but it has three key parts:

- Learning how to learn.
- Learn by doing.
- Learn for diverse sources.

In the branding strategy, we try to define what CPP's reason for being, what we believe, and what we promise as a brand. The purpose or CPP's reason for being is "to help anyone who dreams of success to achieve it." CPP's core beliefs as a brand are:

- Higher education belongs to everyone.
- Challenge and failure enrich learning.
- Diversity strengthens community,
- There are many paths to greatness.

The team looked at the archetype for the university, meaning if the university was a person, who would we be? A mentor. A mentor is an experienced, trusted, and wise person who imparts advice, usually to a younger person.

The presenters went over several slides defining the new CPP brand elements. They finished with the role of the faculty and staff of the university:

1. Be the best possible brand ambassador
 - a. Use the brand tools
 - b. Use "Cal Poly Pomona", then "CPP", but never "Cal Poly"
2. Get engaged.

AVP Rappaport and Director Lindell thanked the Academic Senate for their time.

The December 7, 2023 Academic Senate Meeting adjourned at 4:50 p.m.