ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS-930-22

RESOLUTION ON TEMPORARY ADOPTION OF A 3-YEAR CATALOG DURING QUARTER-TO-SEMESTER CONVERSION

Impact on Existing Policy: This resolution temporarily suspends AS-916-21 (Resolution on Switching to a One-Year Cycle of Catalog Review) [i]

1 2 3 4 5 6 7	WHEREAS,	Since 2019, Cal Poly has been operating on a quarter-based one-year catalog cycle, in which proposals for catalog edits are submitted to the Registrar and Academic Senate curricular committees in June and edits become effective in the subsequent summer (e.g., proposals submitted in June 2021 will become effective in the Summer term of 2022, the beginning of the 2022-2023 Catalog); and
8 9 10 11 12	WHEREAS,	the current Catalog contains approximately 4,000 courses, 67 undergraduate degree programs, 44 graduate degree programs (11 in suspension), 89 minors, and various other constructs (e.g. certificates); and
13 14 15	WHEREAS,	Cal Poly will convert to a semester-based schedule as of Fall 2025 in response to a mandate from the Chancellor's Office; and
16 17 18 19	WHEREAS,	the Senate recognizes that a conversion of this nature has substantial and interdependent workload implications for almost all units and areas on campus; and
20 21 22 23	WHEREAS,	this transition will be impossible to achieve at a high level of quality without the full attention of relevant units, committees, groups, areas, etc.; and
24 25 26 27	WHEREAS,	the conversion of the existing Catalog to the semester system will require a significant investment of faculty and staff time, beginning in mid-Fall quarter of 2022 (see attached timeline); and
28 29 30 31	WHEREAS,	simultaneously continuing the regular process of one-year Catalog review would place excessive demands on curricular staff and committees at all levels or review; and

32	WHEREAS,	any course or program edits proposed for a 2023-24 Catalog would be
33		tied up in the curriculum management system until February/March
34		2023, and thus be unavailable for edits related to semester
35		conversion; and
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37	WHEREAS,	the development, review, and Academic Senate approval of the 2025-
38		2026 semester-based Catalog must be complete by the end of Winter
39		2024 in order to allow the Registrar, University Scheduling,
40		Evaluations, Advising, Financial Aid, Student Accounts, ITS, and other
41		units adequate time to complete work which can't begin until the
42		semester curriculum is fully approved (e.g. update and implement
43		relevant processes, communicate new requirements to current and
44		prospective students, and advise current students on pathways to
45		degree completion); and
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47	WHEREAS,	all currently effective quarter-based Catalogs will need to be mapped
48		to the new semester-based Catalog becoming effective in Fall 2025;
49		and
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51	WHEREAS,	the proposed policy (see attached) preserves faculty and
52		departmental flexibility by allowing out-of-cycle edits and proposals
53		similar to what currently occurs; therefore let it be
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55	RESOLVED:	that the Academic Senate approve the attached policy for temporarily
56		converting to a three-year Catalog cycle, reclassifying 2022-23 Catalog
57		currently undergoing final review be redesignated the 2022-2025
58		Catalog; and furthermore, let it be
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60	RESOLVED:	that the 2022-2025 Catalog go into effect for Fall 2022 through
61		Summer 2025; and furthermore, let it be
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63	RESOLVED:	that this resolution will expire in Fall 2025, returning Cal Poly to a
64		one-year cycle of Catalog review.

Proposed by: Academic Senate Curriculum Committee,
General Education Governing Board, United States Cultural
Pluralism Committee
Date: January 25, 2022

POLICY ON CONVERTING TO A THREE-YEAR CATALOG UNTIL THE IMPLEMENTATION OF THE SEMESTER-BASED CATALOG

In order to effectively complete development and full review of the Fall 2025-2026 semester-based Catalog by the end of Winter quarter, 2024, the following changes to the process or curricular review are to be made:

1. The 2022-2023 Catalog currently undergoing final review at the Senate level will be reclassified as the 2022-2025 Catalog.

2. Any critical program changes currently in preparation at the department and college level for the 2023-2024 Catalog may be fast-tracked by review committees for late inclusion in the 2022-2025 Catalog, with due dates determined by the Office of the Registrar and the Senate curriculum committees.
   a. College curriculum committees are responsible for identifying and reviewing which program edits are critical late additions to the upcoming 2022-2025 Catalog.
   b. Critical changes should be those that are:
      i. essential to student success, and/or
      ii. not allowed out-of-cycle, so if these changes are necessary they must be completed before the 2022-2025 Catalog goes into effect (for example, program name changes, edits to course catalog description, changes to grading method, mode changes, addition of prerequisites to courses, editing programs to add or remove requirements).

3. Out-of-cycle edits for the 2022-25 Catalog will be permitted for the following reasons and with deadlines determined by the Office of the Registrar in consultation with the Academic Senate Curriculum Committee, General Education Governance Board, and United States Cultural Pluralism Committee (as appropriate):
   a. adding virtual modalities to existing courses,
   b. relaxing prerequisites for existing courses,
   c. proposing new programs or sub-programs,
   d. proposing new courses (except for new GE courses) intended to serve as additional electives or blanket substitutions within existing programs,
   e. recertifying GE and USCP courses.

Semester Conversion Timeline: Curriculum

DRAFT

Winter 2022	Spring 2022	Summer 2022	Fall 2022	Winter 2023	Spring 2023	Summer 2023	Fall 2023	Winter 2024

Winter - Spring 2022: Develop and approve GE semester template (GEGB & Academic Senate)

Summer and Fall 2022: Redesign non-GE support and recertified GE curriculum (completed by deparments late October)

Fall 2022 (November) - Spring 2023: Approve redesigned non-GE support and recertified GE curriculum (Academic Senate curriculum committees)

Winter 2023 - Summer 2023: Redesign major, graduate, concentration and minor curriculum (departments)

Fall 2023 - Winter 2024: Complete curriculum redsign and start approving curriculum (departments and Academic Senate curriculum committees)

End of Winter 2024: All curriculum approved and ready for the 2025-2026 Catalog

Note: All curriculum for the 2025-2026 catalog must be approved by the end of winter 2024 so that it can be published in fall of 2024 for prospective students, advising, etc. Once the curriculum is approved it takes two quarters to build out and publish the catalog (spring and summer 2024).

Note: The Academic Senate ad hoc semester conversion committee will establish approval processes for curruculum conversion. GE courses that have already been approved via the recertification process are likely to have a more streamlined approval process than courses that have not been looked at for several years.

Note: This table currently assumes that recertification of upper division C and D courses will occur on the usual timeline for the academic year of 2022-2023. Courses will be prepared for semesters. This timeline may be adjusted as a result of further consultation/discussion.

Last updated January 13, 2021

MEMORANDUM

To: Thomas Gutierrez
Chair, Academic Senate

From: Jeffrey D. Armstrong
President

Date: February 15, 2022

Copies: Gregory Bohr
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Dean Wendt
Philip Williams

Subject: Response to AS-930-22 Resolution on Temporary Adoption of a 3-Year Catalog During Quarter-to-Semester Conversion

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By way of this memo, I acknowledge and approve the above-entitled Academic Senate resolution.

Thank you to the Academic Senate for its careful consideration of this resolution to adopt a three-year catalog during the conversion to semesters. I appreciate the collaborative efforts between curriculum experts in the Office of the Registrar and those who serve on curriculum committees to ensure that we will have the bandwidth to review redesigned curriculum for the conversion and still allow for some kinds of curricular activities to proceed.