CAL POLY

Academic Senate

805-756-1258
http://academicsenate.calpoly.edu/

Meeting of the Academic Senate
Tuesday, January 19, 2016
UU 220, 3:10 to 5:00 pm

I. **Minutes**: Approval of October 27, 2015, November 17, 2015, and December 1, 2015 minutes (pp. 2-7).

II. **Communication(s) and Announcement(s)**:

III. **Reports**:
- A. Academic Senate Chair:
- B. President's Office: **Campus update by President Armstrong.**
- C. Provost:
- D. Vice President for Student Affairs:
- E. Statewide Senate:
- F. CFA:
- G. ASI:

IV. **Consent Agenda:**

ITEMS TO BE CONSIDERED BY ACADEMIC SENATE				
Program Name or Course Number, Title	**ASCC recommendation/ Other**	**Academic Senate**	**Provost**	**Term Effective**
CHEM 454 Functional Polymeric Materials (4), 4 lectures	Reviewed 9/24/15; additional information requested from the department. Recommended for approval 11/19/15.	On consent agenda for 1/19/16 meeting.		

V. **Special Reports:**
- A. **The Logistics of Commencement by Keith Humphrey, Vice President for Student Affairs (pp. 8-10).**
- B. **[TIME CERTAIN 4:15 P.M.] Online evaluations by Ken Brown, Faculty Affairs Committee chair, Dustin Stegner, Instruction Committee chair, and Al Liddicoat, Associate Vice Provost, Academic Personnel (pp. 11-17).**
- C. **Report on Active Shooter by George Hughes, University Police Chief.**

VI. **Business Items**:
- A. **[TIME CERTAIN 4:00 P.M.] Resolution on Academic Senate Curriculum Committee Membership:** Brian Self, Curriculum Committee chair (p. 18).
- B. **Resolution to Add the Function of Task Forces:** Gary Laver, Academic Senate chair (p. 19).

VII. **Discussion Item(s)**:

VIII. **Adjournment**:

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

MINUTES OF THE
ACADEMIC SENATE MEETING
Tuesday, October 27, 2015
UU220, 3:10 to 5:00pm

I.   Minutes: M/S/P to approve the minutes from the October 6, 2015 Academic Senate meeting.

II. Communication(s) and Announcement(s):
  A. Discussion Topics Feedback from the September 18, 2015 Academic Senate Retreat is available at: http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/ Discussion%20Topics%20Feedback.pdf
  B. Gary Laver, Academic Senate Chair, spoke on the handout regarding management profile and salary details for individual MPPs.

III. Reports:
  A. **Academic Senate Chair:** none.
  B. **President's Office (Enz Finken):** The Enrollment Planning Committee that was put together to detail the enrollment plan for the next several years has already come forward with a proposal. The committee has been discussing steady state enrollment due to the fact that we are maxed out in our facilities.
  C. **Provost:** none.
  D. **Vice President Student Affairs (Humphrey):** The Dean of Students Office offers services to colleges to let them know how to handles individual of concern. This year's Family Weekend had 1622 registrants, a 16% increase from last year.
  E. **Statewide Senate (Foroohar/LoCascio):** Foroohar reported that the Statewide Senate is working on a draft resolution to ask for a more transparent policy regarding searches for campus presidents. Almost every single campus has made a resolution supporting more transparency in this policy. LoCascio reported on Statewide Academic Affairs Committee's discussion on master's students losing their financial aid if they take more than 12 units above their degree requirement.
  F. **CFA:** none.
  G. **ASI Representative (Monteverdi):** The Board of Directors received a letter from a student regarding the lack of grade inflation on campus and how it affects students. The Board will be moving toward a resolution to include class rank as part of your Poly Profile.

IV. Consent Agenda:
  The following items were approved by consent: JOUR 220 Introduction to Radio Broadcasting (2) and NR 534 Ecosystem Modeling (3).

V. Special Reports:
   A. Steven Filling, Chair, Academic Senate, California State University, gave a report on governance in the California State University system and held a question-answer session. The presentation can be found here: http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/images/SLO.Presentation.Oct15.pdf

VI. Business Item(s):
   A. **Resolution on Revising the Criteria for the Distinguished Scholarship Awards:** Don Choi, Distinguished Scholarship Committee chair, presented a resolution to revise the criteria for the Distinguished Scholarship Award in order to align them with current practices and help streamline the selection process. This resolution was discussed and will return as a second reading.
   B. **Resolution on Action to Promote Timely Completion of the Graduate Writing Requirement:** Dawn Janke, GWR Academic Senate Task Force chair, presented a resolution that requests for programs and departments to develop a concrete action plan so that students take the GWR during their junior year by the curriculum cycle for the 17-19 catalog. This resolution was discussed and will return as a second reading.
   C. **Resolution on California State University (CSU) 2015-16 Presidential Searches:** Manzar Foroohar, Statewide Senator, presented a resolution that calls for more open, transparent processes for current and future CSU presidential searches. M/S/P to move this resolution to a second reading. M/S/P to approve the Resolution on California State University (CSU) 2015-16 Presidential Searches.
   D. **Resolution on a Revised Cal Poly Statement on Diversity:** Rachel Fernflores, Professor of Philosophy, and Jennifer Pedrotti, Professor of Psychology and Child Development, presented a resolution that asks for Senate approval on the Inclusive Excellence Council's newly written Cal Poly Statement on Diversity and Inclusivity. This resolution was discussed and will return as a first reading.

VII. Adjournment: 5:00pm

Submitted by,

Alex Ye
Academic Senate Student Assistant

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

MINUTES OF THE
ACADEMIC SENATE MEETING
Tuesday, November 17, 2015
UU220, 3:10 to 5:00pm

I. Minutes: none.

II. Communication(s) and Announcement(s): none.

III. Reports:
   A. **Academic Senate Chair (Laver):** Keith Humphrey left a handout regarding the June graduation ceremony. The ceremony will be expanded to three ceremonies with professional name readers. Margaret Bodemer has been elected as the part time faculty representative.
   B. **President's Office:** none.
   C. **Provost:** none.
   D. **Vice President Student Affairs:** none.
   E. **Statewide Senate (Foroohar/LoCascio):** Foroohar reported that the resolution to suspend the background check policy has passed. It was also reported that the resolution on shared governance went through first reading and will return in January as a second reading. LoCascio reported on Statewide Academic Affairs Committee's discussion on the 12-unit cap before masters students lose their financial aid.
   F. **CFA:** none.
   G. **ASI Representative:** none.

IV. Consent Agenda:
   The following items were approved by consent: Accounting minor, AERO 568 Aerodynamic Research and Development I (2), AERO 569 Aerodynamic Research and Development II (2), and COMS 422 Rhetorics of Science, Technology, and Medicine (4).

V. Special Reports:
   A. The Cal Poly Approach to the Future of Information Services by Bill Britton, Visiting Interim Chief Information Officer: Britton gave a presentation regarding the new approaches that Information Services has been taking to improve their services to the school. The presentation can be found here: http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/presentations/2015-2016/111715_britton.pdf

VI. Business Item(s):
   A. **Resolution on Revising the Criteria for the Distinguished Scholarship Awards:** Don Choi, Distinguished Scholarship Committee chair, presented a resolution to revise the criteria for the Distinguished Scholarship Award in order to align them with current practices and help streamline the selection process. M/S/P to move this to a second reading. M/S/P to approve the Resolution on Revising the Criteria for the Distinguished Scholarship Award.

B. **Resolution on a Revised Cal Poly Statement on Diversity:** Rachel Fernflores, Professor of Philosophy, presented a resolution that asks for Senate approval on the Inclusive Excellence Council's newly written Cal Poly Statement on Diversity and Inclusivity. <u>M/S/P to move this to a second reading. M/S/P to approve the Resolution on a Revised Cal Poly Statement on Diversity.</u>

C. **Resolution on Action to Promote Timely Completion of the Graduate Writing Requirement:** Dawn Janke, GWR Academic Senate Task Force chair, presented a resolution endorsing several recommendations from the Task Force's report to promote students taking the GWR during their junior year. This resolution was discussed and will return as a second reading.

VII. Adjournment: 5:00pm

Submitted by,

Alex Ye
Academic Senate Student Assistant

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

MINUTES OF THE
ACADEMIC SENATE MEETING
Tuesday, December 1, 2015
UU220, 3:10 to 5:00pm

I.   Minutes: none.

II.   Communication(s) and Announcement(s): none.

III. Reports:
   A. **Academic Senate Chair (Laver):** Christine Theodoropolos has been appointed as the Deans' representative to the Academic Senate. Rachel Fernflores will be the Interim Chief of Staff while the search continues for a replacement for Betsy Kinsley. Cem Sunata returned to speak more on year-long block scheduling for first-year students.
   B. **President's Office (Enz Finken):** Jean DeCosta will be taking the lead as the Interim Director of the Office of Diversity and Inclusivity while a search is taking place to find replacement for Annie Holmes. There have been several meetings that took place to prepare a response for the campus regarding the SLO Solidarity list of demands.
   C. **Provost:** none.
   D. **Vice President Student Affairs (De Costa):** Dr. Kathleen McMahon will be the new Dean of Students starting February. Joy Pederson will be the Interim Dean of Students in the meantime.
   E. **Statewide Senate:** none.
   F. **CFA (Archer):** The bargaining negotiations are now in the fact-finding stage. After the fact-finding process is complete, there will be a ten day blackout period before their report is released. From there, if no agreements are met, the faculty will have the right to strike.
   G. **ASI (Schwaegerle):** ASI is holding a no-texting in-class competition to help reduce technology use during class.

IV.   Consent Agenda:
      The following items was approved by consent: COMS 386 Communication, Media, and Politics (4).

V.   Special Reports:
   A. **Report on Campus Policy on Gunfire and Weekend Parking Permits:** Marlene Cramer, Assistant Director University Police, gave a report on the changes to the parking permit policies to require permits for weekend parking.

VI.   Business Item(s):
   A. **Resolution on Action to Promote Timely Completion of the Graduate Writing Requirement:** Dawn Janke, GWR Academic Senate Task Force chair, presented a resolution endorsing several recommendations from the Task Force's report to promote students taking the GWR during their junior year. M/S/P to move this to a second reading. M/S/P to approve

<u>the Resolution on Action to Promote Timely Completion of the Graduate Writing</u>
<u>Requirement with the following corrections:</u>
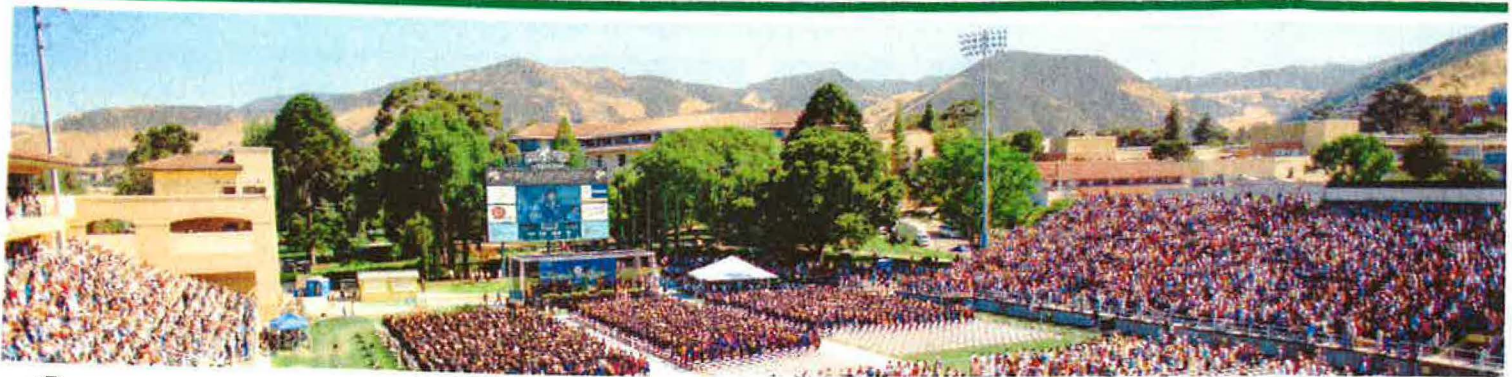
Line 36 RESOLVED: That the <u>spirit of</u> the third in the Task Force's list of three additional recommendations also be implemented: "...~~by the curriculum cycle for the 2017-2019 catalog~~ programs/departments develop a concrete action plan so that their students take the GWR during junior year..."; and be it further
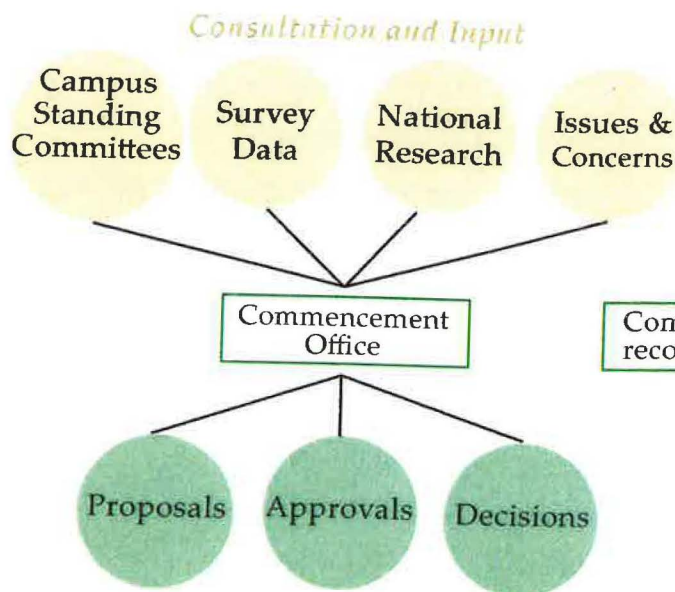
VII. Adjournment: 5:00pm

Submitted by,

Alex Ye
Academic Senate Student Assistant

CAL POLY
SAN LUIS OBISPO

COMMENCEMENT
Student Affairs

Commencement: Focused on the Student's Experience

HOW DECISIONS ARE MADE

Consultation and Input

- Campus Standing Committees
- Survey Data
- National Research
- Issues & Concerns

→ Commencement Office

- Proposals
- Approvals
- Decisions

Constituent Groups Providing Input:

Commencement Operations Committee
Commencement Policy Committee
President's Cabinet
College Deans
College Departments Heads/Chairs
Graduate/Parents/Faculty Survey Data
ASI Student Government

Commencement Office receives and funnels information, seeks recommendations/approval, and implements change.

Constituent Groups Approving Change:

President's Cabinet
College Deans

ADDITIONAL PARTNERS IN OUR SUCCESS

- UPD
- Facilities
- Athletics
- DRC
- Mustang Media
- Music Dept.
- UGS
- U. Store
- Alumni Assoc.
- ASI
- U. Catering
- U. Scheduling

- President's Office
- ASI Workshop
- Student groups/committees
- Parent Advisory Council
- City of SLO Elected Officials
- U. Housing
- Student Affairs Leadership
- All External Vendors
- University Standing Committees (detail on back)

COMMENCEMENT OPERATIONS COMMITTEE

A university-wide standing committee

Scope:

- Executes all commencement events (Fall & Spring)

- A collaborative working committee focused on all operations and logistics related to commencement.

- Functions and responsibilities include:

  - Comprehensive marketing and communication strategy

  - Electronic and hard copy ticketing

  - Campus-wide facility operations

  - Security, safety and campus-wide parking

  - Presidential events, stewardship of VIPs

  - Campus-wide signage, traffic, crowd control

  - ADA compliancy & shuttle service

  - Collaboration with internal/external vendors

  - Collaboration with City of SLO

  - Alumni induction and pinning ceremony

  - Platform party logistics, schedule, events

- Meets monthly during academic year (Sept - June)

- Consists of 26 members including:

  Two Faculty Grand Marshals
  ASI student representative
  Two Office of the President representatives
  Provost nominee for Academic Affairs
  University Marketing & Communications
  AVP of Alumni Relations & Alumni staff
  Facilities Manager
  Athletics
  University Bookstore
  Faculty from Music Department
  UPD Commander and Parking Manager
  Commencement Staff
  Director of Disability Resources

COMMENCEMENT POLICY COMMITTEE

A university-wide standing committee

Scope:

- Makes recommendations on university commencement-related policies

- Advises President and Vice President on commencement policy relating to:

  - Invited keynote speakers

  - Student commencement fees

  - Operational policy on posthumous degrees

  - Student's eligibility to graduate

  - Petition request process

  - Parking and traffic impacts

  - Guest accommodations (including ADA)

  - Official academic regalia

  - College pairings at Fall and Spring ceremonies

  - Cultural commencement ceremonies

  - Honorary degrees

  - Ticketing requirements

- Meets twice yearly

- Consists of 16 members including:

  Vice President for Student Affairs
  Two Faculty Grand Marshals
  President's Chief of Staff
  Two ASI student representatives
  Provost nominee for Academic Affairs
  Assistant Vice President for Alumni Relations
  Faculty from CAFES
  Faculty from CAED
  Faculty from OCOB
  Faculty from CENG
  Faculty from CLA
  Faculty from CSM
  Director for Commencement

IMPROVING THE STUDENT EXPERIENCE

Based on student input received over the past 3 years, the Commencement Office has collaborated with all partners to address and successfully resolve the following issues:

Overall duration of the ceremony
- *Total ceremony length trimmed to 90 min*

Ceremony timing due to sun/heat of the day
- *Moved morning ceremonies to 9am*

Number of Ceremonies to accommodate guests/grads
- *Changed to a 3-cermony model*

ADA Compliancy at all commencement events
- *Achieved full compliancy at all 45 events*

Signage and traffic flow throughout campus
- *Improved signage throughout campus*
- *Routed traffic exclusively on Highland*

Duration of graduate and faculty processional
- *Trimmed graduate processional to 13 minutes*

Accessibility for guests with a mobility impairment
- *Increased and re-routed shuttles*
- *Rented 75 wheelchairs*

Number of tickets distributed per graduates
- *Increased number of tickets per grad from 7 to 10 to meet students' need*

Commencement Fee
- *Implemented first fee increase in over a decade*
- *Increased fee from $50/grad to $90/grad*

Cal Poly Proud Pinning Ceremony
- *Integrated an induction to the Alumni Association in to the ceremony program*

CURRENT OPPORTUNITIES FOR IMPROVEMENT

2015 commencement survey data includes the following suggestions to improve the student experience:

College and Department events
- The overall satisfaction rating for the college/ department events dropped from 70% to 65%

Commencement communication
- 54% of grads indicated that communication regarding college/department events was poor

Commencement Fair
- 55% of grads indicated a negative experience with the commencement fair

Additional Efforts to Improve the Student Experience

- Established timeless brand – *Mustangs Forever*
- Customized commencement **mobile app**
- You Tube **Live streaming** and closed captioning
- Advanced **ticket scanning** technology
- Interactive **customized map** online
- New and improved commencement **website**
- Enhanced **social media** campaign
- Hand **fans and water** for all grads, guest, faculty
- Implemented **streamers** for the 'Big Finish'!
- Implemented **Cal Poly Proud pinning** ceremony
- Incorporated recognition of **alumni guests**
- Expansion of the **Commencement Fair**

Adopted: April 16 2013

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

AS-759-13

RESOLUTION ON STUDENT EVALUATIONS

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4 WHEREAS, The 2012-2014 CSU-CFA Collective Bargaining Agreement states that "[w]ritten or electronic student questionnaire evaluations shall be required for all faculty unit employees who teach" (15.15); and

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8 WHEREAS, The Collective Bargaining Agreement states that periodic evaluation review of tenured, tenure-line, and temporary faculty unit employees will include student evaluations (15.23, 15.28-29, 15.32, and 15.34); and

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15 WHEREAS, The CSU, CSU Academic Senate, and CFA Joint Committee "Report on Student Evaluations" (March 12 2008) recommended that "[c]ampuses should use a well-designed student evaluation instrument (with demonstrable validity and reliability) in providing diagnostic information and feedback, and those involved in evaluations should have an understanding of their formative as well as summative uses" (p. 9); and

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19 WHEREAS, The "Report on Student Evaluations" stated that "[t]he faculty on each individual campus have the right, through their governance process, to develop the campus-based program of student evaluations of teaching" (p. 7); and

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22 WHEREAS, The objectives of student evaluations are to contribute to the continuous improvement of instruction and students' learning; therefore, be it

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28 RESOLVED: That the Academic Senate requires that student evaluations include university-wide questions and the opportunity for students to provide written comments on teaching and course effectiveness; and that they may also include (1) college- and/or department-level questions and (2) faculty generated questions; and be it further

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32 RESOLVED: That the Academic Senate approve the Instruction Committee's report that establishes university-wide student evaluation questions, scale, and metric used for summarization of these questions; and be it further

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34 RESOLVED: That the Academic Senate designate the Instruction and Faculty Affairs Committees as the appropriate committees for making potential revisions to

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university-wide student evaluation questions in the future, and these revisions are subject to approval by the Academic Senate; and be it further

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RESOLVED: That the Academic Senate approve that colleges, departments, and/or programs may require the inclusion of additional student evaluation questions, based on their respective faculty-based governance procedures; and be it further

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RESOLVED: That the Academic Senate approve that faculty members may include student evaluation questions for their own classes; and be it further

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RESOLVED: That the Academic Senate approve that all student responses (numeric and/or written) to faculty generated questions may be excluded from inclusion in the faculty member's personnel action file (PAF) at the discretion of the faculty member; and that any summary measures that may be calculated are not required for inclusion in the faculty member's PAF; and be it further

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RESOLVED: That the Academic Senate approve that colleges, departments, and/or programs may require the inclusion of students' written comments, excluding written responses to faculty-generated questions, in a faculty member's personnel action file (PAF), based on their respective faculty-based governance procedures.

Proposed by: Academic Senate Instruction Committee
Date: February 12 2013
Revised: February 19 2013
Revised: March 17 2013
Revised: April 16 2013

Academic Senate Instruction Committee
Report on Student Evaluations at Cal Poly
February 12 2013

Background:

In Fall 2013, the Academic Senate Executive Committee, at the request of Provost Kathleen Enz Finken, charged the Instruction Committee to examine the structure of student evaluations at Cal Poly. In particular, the Committee was asked to consider the benefits of university-wide student evaluation questions.

Findings:

The Academic Instruction Committee gathered course evaluations from across the University and compiled their questions in order to identify common evaluation questions. The data were divided between 27 departments across the Colleges Architecture and Environment Design, Liberal Arts, and Science and Mathematics, and three colleges—Colleges of Engineering, Agriculture, Food and Environmental Sciences, and Business—that use common evaluation forms. UNIV evaluation forms were not included because they tend to be focused on specific faculty members teaching the course.

There exists a significant amount of difference between the length and scope of current student evaluations, ranging from 2 questions in one department to over 40 in others.

Since there exists no clear metric to account for comparing college-wide evaluation forms and departmental forms, the information included below distinguishes between the two. The following evaluation questions were the most commonly asked across the University:

1.	Student's class level	3 colleges, 25 depts.
2.	Requirement vs. elective course	3 colleges, 25 depts.
3.	Instructor's overall quality	3 colleges, 21 depts.
4.	Instructor's communication or presentation of material	2 colleges, 18 depts.
5.	Instructor's preparation and/or organization	2 colleges, 15 depts.
6.	Instructor's knowledge of subject matter	1 college, 12 depts.
7.	Student's interest in the course or subject matter	1 college, 12 depts.
8.	Instructor communicated course objectives	1 college, 9 depts.
9.	Overall quality of the course	1 college, 8 depts.
10.	Instructor's interest and/or enthusiasm for the course	1 college, 8 depts.

Recommendations:

After considering the data gathered from across the University and several universities nation-wide, the Instruction Committee recommends that the Academic Senate approve two university-wide evaluation questions:

1. Overall, this _instructor_ was educationally effective.

2. Overall, this _course_ was educationally effective.

Limiting the scope of the university-wide questions provides the greatest amount of flexibility for colleges, departments, and faculty to determine the content of student evaluation questions. Since these two questions are summative, the committee recommends that colleges, departments, and faculty should generate discipline specific formative evaluation questions.

The Committee recommends that a five-point Likert-type scale be used for university-wide questions and all numeric student evaluation questions. This scale would be divided as follows: 1. Strongly agree; 2. Agree; 3. Neither agree nor disagree; 4. Disagree; 5. Strongly disagree. Currently, student evaluation forms used across the University are largely based on such a rating scale (the ratings are typically labeled as A-E, 0-4, or 1-5). The Committee recommends that the University continue to use this same scale in order to provide continuity with previous evaluations and Retention, Promotion, and Tenure (RPT) cycles. This will be particularly important when evaluations are administered online rather than the current Scantron forms. The Committee also recommends that any summaries of Likert-scale numeric scores are reported as tabled distributions rather than their mean and standard deviation.

The committee supports the conclusion of the San José State University "Student Opinion of Teaching Effectiveness (SOTE) Guide 2011," which states that "statistically significant" differences exist between colleges and departments and, "[i]n light of this, it is important that RTP committees evaluating candidates from different departments and colleges (University level RTP) compare instructors to colleagues within their own departments and colleges" (p. 10). The importance of contextualizing student evaluation data has also been supported by the CSU, CSU Academic Senate, and CFA Joint Committee "Report on Student Evaluations" (March 12 2008) and Cal Poly Research and Professional Development Committee (AS-690-09). Such contextualization should also apply to the comparison of the different types of courses (for instance, large lecture courses as opposed to small seminars) to avoid conflating evaluation data from different course settings. Furthermore, data from university-wide questions should not be taken as actionable information as to why a student rated an instructor or course more or less effective. Colleges and departments should ask more specific questions to achieve those kinds of results. This is especially important given that research of student evaluations cautions that using non-contextualized student evaluations for faculty review "remains open for serious debate" (Craig, Merrill, Kline 2012).

State of California

Memorandum

CAL POLY

SAN LUIS OBISPO

To: Steven Rein
Chair, Academic Senate

Date: May 23, 2013

From: Jeffrey D. Armstrong
President

Copies: K. Enz Finken
B. Kinsley
D. Stegner

Subject: Response to Academic Senate Resolution AS-759-13
Resolution on Student Evaluations

This memo formally acknowledges receipt and approval of the above-entitled Academic Senate resolution.

Please express my appreciation to the Academic Senate Instruction Committee members for their efforts in this matter.

Dec 28, 2015

Online Student Evaluation Update

Kenneth Brown, Faculty Affairs Committee Chair
Dustin Stegner, Instruction Committee Chair
Al Liddicoat, Vice Provost of Academic Personnel

I. Scantron's Class Climate online survey tool was selected and procured Fall 2014

II. First Pilot was Winter Quarter 2015
   a. Faculty volunteered to participate from Econ, Phil, Math, EE and AgBus departments
   b. Basic install of Class Climate allowed manual configuration
   c. **30 courses surveyed (<1% of campus courses)**
   d. Created online surveys and reports for participant departments
   e. **Identified concerns and enhancements needed for full deployment**
       i.   Identified issue sending volume of email to invite students to take survey
       ii. Survey summaries verbose and default summary scale is 1-5 instead of 0-4
       iii. Little control over format of report generation

III. Second Pilot Spring Quarter 2015
   a. Increased pilot to include all courses in Econ, Math, EE, and selected faculty from AgBus
   b. Used data extraction from electronic databases to create surveys
   c. **300 courses surveyed (~7.5% of campus courses)**
   d. Resolved email dispatch problem by initiating surveys in batches
   e. **Identified additional concerns and enhancements needed for full deployment**
       i.   Need auto-provisioning to increase scale of online student evaluations
       ii. Need better report generation and flexibility with online access to reduce printed materials.
       iii. Need Portal and/or PolyLearn integration for student evaluation requests

IV. Third Pilot Fall Quarter 2015
   a. Increased pilot to include entire OCOB College, and Econ, Math, EE and AgBus Depts.
   b. **Over 600 courses included (~15% of campus courses)**
   c. First time using auto-provisioning based on rules established for units participating
   d. Used individual emails for each class survey
   e. Batched emails and sent over several hours
   f. **Average response rate for all classes surveyed was 69%**

V. Addition work planned for winter and spring quarter pilots
   a. Increase classes surveyed to 1000 **(~25% of campus courses)**
   b. Enhancing auto-provisioning
   c. Implementing portal or PolyLearn links to take student evaluations
   d. Develop intelligent reporting for student evaluation results
   e. Goal is to implement full functionality by end of spring quarter

VI. Further actions for programs and departments to implement - Fall 2016
   a. Integrate Senate approved university-wide questions into existing evaluation instruments (from attached Instruction Committee report):
      i. Overall, this instructor was educationally effective.
      ii. Overall, this course was educationally effective.
   b. Adapt these modified instruments to conform with the Scantron system.
   c. Implement campus wide online evaluations by Fall 2016.

Adopted:

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

AS-__-15

RESOLUTION ON ACADEMIC SENATE CURRICULUM COMMITTEE MEMBERSHIP

1 2 3 4 5	WHEREAS,	The campus reorganization in 2011 made the library part of Information Services and there was no distinction made on whether the Curriculum Committee representative would be from the Library or from another area of Information Technology Services (ITS); and
6 7 8 9	WHEREAS,	The Curriculum Committee sees value in having both an ITS representative and a Library representative on the committee due to the evolving nature of curricular delivery; therefore be it
10 11 12	RESOLVED:	That the Academic Senate bylaws section I.2.a (Academic Senate Curriculum Committee membership) be amended as shown below:
13 14 15 16 17 18 19 20 21		College representatives shall be either the current chair or a current member of their college curriculum committee. The Professional Consultative Services representative shall be an academic advisor for one of the colleges. Ex officio members shall be the Associate Vice Provost for Academic Programs and Planning or designee, the Director of Graduate Education or designee, the Vice Provost for Information Services/Chief Information Officer or designee, the Dean of Library Services or designee, a representative from the Office of the Registrar, and an ASI representative.

Proposed by: Academic Senate Curriculum Committee
Date: December 4, 2015

Adopted: _____

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

AS-___-15

RESOLUTION TO ADD THE FUNCTION OF TASK FORCES

1   RESOLVED: That the *Bylaws of the Academic Senate* be amended as follows:
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3   VIII.   <u>COMMITTEES</u>
4   A.   GENERAL
5   The functional integrity of the Academic Senate shall be maintained by the
6   committee process. The committee structure shall include standing committees
7   staffed by appointment or ex officio status, elected committees staffed by
8   election, and ad hoc committees <u>or task forces</u> staffed either by appointment or
9   election as directed by the Academic Senate Executive Committee. <u>The</u>
10   <u>Executive Committee may create ad hoc committees or task forces as it deems</u>
11   <u>necessary for specific purposes, which, in the judgment of the Academic Senate</u>
12   <u>Chair, cannot be handled adequately by the standing committees. Only the</u>
13   <u>Executive Committee is authorized to create ad hoc committees or task forces,</u>
14   <u>and these shall report to the Academic Senate by way of the Executive</u>
15   <u>Committee.</u>

                                  Proposed by: Academic Senate Executive Committee
                                  Date: March 11, 2015
                                  Revised: May 27, 2015