



CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California 93407  
ACADEMIC SENATE  
805.756.1258

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE  
Tuesday, April 19, 2005  
UU220, 3:10 to 5:00pm

- I. Minutes:  
Approval of Academic Senate Executive Committee meeting minutes of March 29, 2005 (pp. 2-4).
- II. Conununication(s) and Announcement(s):
- III. Reports:
  - A. Academic Senate Chair:
  - B. President's Office:
  - C. Provost's Office:
  - D. Statewide Senators:
  - E. CFA Campus President:
  - F. ASI Representatives:
  - G. Other:
- IV. Consent Agenda:
- V. Business Item(s):
  - A. Academic Senate/universitywide committee appointments for 2005-2006/7: (pp. 5-12).
  - B. Appointment of Academic Senate committee chairs: (p. 13).
  - C. Academic Senate vacancies for 2005-2007: (p. 14).
  - D. Appointment of college caucus chairs for 2005-2006: (please bring the name of your new caucus chair to the meeting).
  - E. Appointment of Chris Kitts (BioSci) as internal reviewer for MS program in Computer Science.
  - F. Resolution on Proposal for Cal Poly National Pool Industry Research Center: Kachlakev, Civil Engineering (pp. 15-21).
  - G. Resolution on Intellectual Property Policy: Opava, Dean of Research & Graduate Programs (pp. 22-41).
  - H. Curriculum proposal for new Ethnic Studies major: Elrod, chair of the Curriculum Committee (materials to be distributed electronically prior to meeting).
  - I. Resolution to Change Administrative Status for General Engineering Program: Walsh, Associate Dean for CENG (pp. 42-44).
  - J. Resolution on Academic Calendar: GreenwaldIHood, CSM senators (p. 45).
- VI. Discussion Item(s):
  - A. Student commitment to general education courses: Vilkitis, NRM.
  - B. Faculty Recruitment Workgroup: Kaminaka, chair of the Budget & Long Range Planning Committee (pp. 46-47).
- VII. Adjournment:

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

MINUTES OF  
The Academic Senate Executive Committee  
Tuesday, March 29, 2005  
VU220, 3:00-5:00 p.m.

Preparatory: The meeting was opened at 3:13 p.m.

I. Minutes: The minutes for the Executive Committee meeting of February 15, 2005 were approved.

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

III. Reports:

- A. Academic Senate Chair: (Hannings) The search for a Provost is moving along as planned and candidates will begin on-campus visitations next month. Currently four candidates are expected to visit our campus and attend open forums. Copies of *Resolution on Proposed Retirement Plan Modifications* adopted by the Academic Senate on March 8, 2005 have been distributed as instructed on the last resolve clause.
- B. President's Office: None.
- C. Provost Office: None.
- D. Statewide Senators: None.
- E. CFA Campus President: (Foroohar) Professor George Diehr, CalPERS Board Member will speak on the topic of proposed retirement changes on Wednesday, April 6, 2005 from 11:30-1:30 in VU220. On December 2003 the CSU and CFA provided a tentative agreement regarding campus policy on procedures that are within the scope of bargaining by CFA. It was recommended that the Academic Senate confine its policy discussion to issues within the framework set forth in such tentative agreement.
- F. ASI Representative: None.
- G. Other: None.

IV. Consent Agenda: None.

V. Business Items:

- A. Academic Senate/universitywide committee appointments for 2005-200617: The following appointments were made and approved:

College of Agriculture	
Budget & Long-Range Planning Committee	Jonathon Beckett, ASCI
US Cultural Pluralism Subcommittee	Lisa Nicholson, FSN
College of Architecture and Environmental Design	
Grants Review Committee	Sandy Stannard, Arch
Student Grievance Board	Brent Nuttall, Arch
College of Business	
Distinguished Teaching Award	Michael Geringer, Mgmt
Fairness Board	Manocheh Djassemi, IT
Library Committee	Philip Fanchon, Econ
College of Education	
Budget & Long-Range Planning Committee	Shirley Magnusson, Education
Library Committee	Mike Ruef, Grad Studies

College of Engineering Faculty Affairs Committee Fairness Board College of Liberal Arts US Cultural Pluralism Subcommittee Distinguished Teaching Award Student Grievance Board College of Science and Mathematics Fairness Board Instruction Committee Library Committee Professional Consultative Services Budget & Long-Range Planning Committee Grants Review Committee Instruction Committee Sustainability Committee	Faysal Kolkailah, Aero Taufik, Elec Engr  Kathryn Rummell, English William Martinez, Mod Lang Jessica Abrams, Comm Studies  Karen Mcgaughey, Stats Andrew Schaffner, Stats Jay Devore, Stats  Mary Somerville, Library Navjit Brar, Library Stacey Breitenbach, Adv. Ctr. Barbara Schader, Library
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University-Wide Committees

Academic Advising Council Accommodation Review Board Advisory Committee on Workplace Violence Athletics Governing Board Cal Poly Plan Steering Committee  Campus Dining Advisory Committee Campus Planning Committee Campus Safety & Risk Management Conflict of Interest Independent Review Deans' Admissions Advisory Committee  Health Services Oversight Committee International Education & Programs Council Instructional Program Resources Allocation Student Health Advisory Committee Students with Disabilities Advisory Committee Substance Use and Abuse Advisory Committee University Diversity Enhancement Council University Union Advisory Board	Kathryn Rummell, English Mike Ruef, Graduate Studies Barbara Gilbert, Health & Counseling Kevin Clark, English Gary Clay, Landscape Architecture Faysal Kolkailah, Aero Engineering James Harris, Electrical Engineering Michael Hall, Animal Science Bill Kellogg, AgEd & Communication Dan Krieger, History Dean Arakaki, Electrical Engineering Jonathon Beckett, Animal Science Camille O'Bryant, Kinesiology Barbara Mori, Social Sciences Mei-Ling Liu, Computer Science Camille O'Bryant, Kinesiology Mike Ruef, Graduate Studies Jeannine Richison, English Matt Carlton, Statistics Jeannine Richison, English
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- B. Academic Senate vacancies for 2005-2007: The following appointments were made and approved:

College of Engineering	Tali Freed, IME David Marshall, Aero
College of Science and Mathematics	John Goers, Chem & Biochem Christ Kitts, Bio Sciences

- C. Appointment of internal program reviewers: 18 appointments were made to various departmental program reviews. Please contact the Academic Senate office for more details.

VI. Discussion Item (s):

- A. Use of Dexter lawn by ASI: (Hannings) Cal Poly receives many requests from companies wanting to promote their products by hosting events on campus. ASI decides which companies

are giving access to campus with the approval from the Fire Marshall and Facilities Services. The issue to be discussed is whether or not there is a problem with these big companies. Some concerns expressed by the Executive Committee members included the following:

- Since this is a big marketing opportunity for companies, they should pay a fee.
- Events that take place during regular class time are disruptive.
- How does ASI decide on who is allowed on campus and what is received in return for such permission.
- The contribution from these companies should be great.

It was decided that Dave Hannings will discuss this issue further with Rick Johnson, ASI Executive Director, and report back to the Executive Committee.

- B. Procedure for censuring unprofessional conduct during Senate meetings: There was much discussion regarding the censuring of inappropriate behavior at meetings. The main dilemma of the discussion was the manner of the behavior vs. the context. Ultimately, it was decided that the body will police itself and trust the Chair to maintain appropriate behavior. Some of the suggestions provided to the Chair include:
- Ask that the comment be restated in a civil manner.
  - That all members be aware of parliamentary procedures and expectations.
- C. Student commitment to general education courses: (Hannings) James Vilkitis is concern with a trend of students not being committed to be prepared for classes with the situation being worse in GE courses. He is requesting that faculty members ask around and gather information regarding this problem from across the campus. The biggest concerns with this issue appear to be the possibility of grade inflation and attendance. The Academic Senate Instruction Committee was asked to look further into this matter.

VII. Adjournment: meeting was adjourned at 5:00 p.m.

Submitted by,

  
Gladys Gregory  
Academic Senate

**PROFESSIONAL CONSULTATIVE SERVICES****Department****Curriculum Committee**

Wendy Spradlin (Incumbent)

Adv-CLA

**Student Grievance Board****UNIVERSITY-WIDE COMMITTEES  
Vacancies for 2005-2006/07****Department****ASI Student Senate**

(1 Representative/1 Vacancies)

**Cal Poly Plan Steering Committee**

(3 Representatives/1 Vacancies)

Manoche Djassemi

Juliette Duke

IT

Housing &amp; Res Life

**Campus Fee Advisory Committee**

(1 Representative/1 Vacancy)

Juliette Duke

Housing &amp; Res Life

**Campus Planning Committee**

(2 Representatives/1 Vacancy)

**Faculty Development Grants Review Committee**

(1 Representative/1 Vacancy)

**Student with Disabilities Advisory Committee**

(4 Representatives/1 Vacancy)

Grants Review Committee

Instruction Committee

Library Committee

Research and Professional Development Committee

Student Grievance Board

Sustainability Committee

**COLLEGE OF ENGINEERING**

**Department**

Budget and Long Range Planning Committee

Cultural Pluralism Requirement Subcommittee

Curriculum Committee

Christopher Pascual

MechEngr

Grants Review Committee

David Braun (Incumbent chair)

ElecEngr

Research and Professional Development Committee

Student Grievance Board

**COLLEGE OF LIBERAL ARTS**

**Department**

Fairness Board

Grants Review Committee

Dan Krieger

History

**COLLEGE OF SCIENCE AND MATHEMATICS**

**Department**

Curriculum Committee

Sue Elrod (Incumbent chair)

BioSci

Faculty Affairs Committee

Student Grievance Board

# Academic Senate Committee Vacancies for 2005-2007

## COLLEGE OF AGRICULTURE

### Department

Curriculum Committee

Faculty Affairs Committee

Faculty Dispute Review Committee

Library Committee

Research and Professional Development Committee

## COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN

### Department

Faculty Affairs Committee

Faculty Dispute Review Committee

Instruction Committee

## COLLEGE OF BUSINESS

### Department

Cultural Pluralism Requirement Subcommittee

Faculty Affairs Committee

Faculty Dispute Review Committee

Research and Professional Development Committee  
Manocher Djassemi

IT

## COLLEGE OF EDUCATION

### Department

Cultural Pluralism Requirement Subcommittee

Faculty Affairs Committee

Faculty Dispute Review Committee

Fairness Board

04.07.05

CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California

ACADEMIC SENATE COMMITTEES  
2005-2006

BUDGET AND LONG RANGE PLANNING COMMITTEE

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>emailC@calpoly.edu)</u>	<u>Exp Tenn</u>
Beckett, Jonathon	AniSci	CAGR	67011	jbeckett	2007
Conn, David	AcadProg	Admin	62246	dconn	ExOff
Dalton, Linda	AcadAffrs	Admin	62186	ldalton	ExOff
Duerk, Donna	Arch	CAED	65083	dduerk	2006
Dugan, Timothy	Theatre&dnc	CLA	66561	tjdugan	2006
Ikeda, Kimi	AcadAffrs	Admin	62186	kikeda	of counsel
Magnusson, Shirley	TeacherEd	COE	66420	smagnuss	2007
Ramirez, Rick	Budget Off. & Adm&Fin	Admin	62091	rramirez	ExOff
Rogers, JohnC.	Marketing	OCOB	61760	jcrogers	2006
Somerville, Mary	Library	PCS	61398	msomervi	2007
Walker, John	Stats	CSM	67128	jwalker	2006
VACANCY		ASI	61281		ExOff
VACANCY		CENG			2007

CONFERENCE CENTER AND FACULTY CLUB COMMITTEE (Ad Hoc)

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>emailC@calpoly.edu)</u>
Ambach, Robert	Foundation	Foundation	61353	rambach
Bethel, Walt	Philosophy	CLA	62015	abethel
Grimes, Joe	CompSci	CENG	62088	jgrimes
Harris, Jim	ElecEngr	CENG	65708	jharris
O'Keefe, Tim	NRM	CAGR	62021	tokeefe
Riener, Ken	Finance	OCOB	61763	kriener

CURRICULUM COMMITTEE

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>emailC@calpoly.edu)</u>	<u>Exp Tenn</u>
Benedict, Will	Arch	CAED	61316	wbenedic	2006
Brown, Johanna	CollDevlp	Library	61485	jbrown	ExOff
Cartter, Marlene	AcadRecords		62542	mcartter	ExOff
Conn, David	AcadAff	Admin	65474	dconn	ExOff
Donegan, Lorraine	GraphComm	CLA	67302	Idonegan	2006
Herter, Roberta	GradStudies	COE	61568	rherer	2006
Jensen, Kay	AcadProg		62247	kjensen	of counsel
Opava, Susan	R&GP Dn or des	Admin	61508	sopava	ExOff
Sena, James	IT	OCOB	62680	jsena	2006
Thoma, Jennifer	AcadRecords		65914	jthoma	of counsel
Wells, Dee Ann	AcadRecords		62396	dwells	of counsel
VACANCY		ASI	61281		ExOff
VACANCY		CAGR			2007
VACANCY		CENG			2007
VACANCY		CSM			2007
VACANCY		PCS			2007



DISTINGUISHED TEACHING AWARDS COMMITTEE

<u>Name</u>	<u>Department</u>	<u>CollegeUnit</u>	<u>Office</u>	<u>emailC@calpoly.edu)</u>	<u>Exp Term</u>
Geringer, Michael	Mgmt	OCOB	61755	mgeringe	2007
Martinez, William	ModLgs&lit	CLA	62889	wmartine	2007
Pena, Robert	Arch	CAED	65207	rpena	2006
Ruehr, Tom	E&SS	CAGR	62552	truehr	2006
Vanasupa, Linda	MatsEngr	CENG	61537	Ivanasup	2006
VACANCY		ASI	61281		ExOff
VACANCY		ASI	61281		ExOff

FACULTY AFFAIRS COMMITTEE

<u>Name</u>	<u>Department</u>	<u>CollegeUnit</u>	<u>Office</u>	<u>emailC@calpoly.edu)</u>	<u>Exp Term</u>
Foroohar, Manzar	History	CLA	62068	mforooha	2006
Jelinek, Cindy	AdvCtr	PCS	62615	cjelinek	2006
Kolkailah, Faysal	AeroEng	CENG	62393	fkolkail	2007
Suess, Michael	AcadPers'l	Admin	62844	msuess	ExOff
VACANCY		ASI	61281		ExOff
VACANCY		CAED			2007
VACANCY		CAGR			2007
VACANCY		COE			2006
VACANCY		CSM			2007
VACANCY		OCOB			2006

FACULTY DISPUTE REVIEW COMMITTEE

<u>Name</u>	<u>Department</u>	<u>CollegeUnit</u>	<u>Office</u>	<u>emailC@calpoly.edu)</u>	<u>Exp Term</u>
Brown, Johanna	Library	PCS	61485	jbrown	2006
Niku, Saeed	MechEngr	CENG	61376	sniku	2006
Rinzler, Paul	Music	CLA	65792	prinzler	2006
Sutliff, Mike	Kinesiology	CSM	62103	msutliff	2006
VACANCY		CAED			2007
VACANCY		CAGR			2007
VACANCY		COE			2007
VACANCY		OCOB			2007

FAIRNESS BOARD

<u>Name</u>	<u>Department</u>	<u>CollegeUnit</u>	<u>Office</u>	<u>emailC@calpoly.edu)</u>	<u>Exp Term</u>
Aleshire, Shelley	DRC	PCS	61395	saleshir	2006
Baltimore, Craig	Arch	CAED	66384	ebaltimo	2006
Daugherty, Steven	AniSci	CAGR	62442	sdaugher	2006
Djassemi, Manocher	IT	OCOB	62821	djassemi	2007
McGaughey, Karen	Stats	CSM	66578	kmcgaugh	2007
Millan, Jose	StudServ	StudAffs	62301	jmillan	ExOff
Taufik,	ElecEngr	CENG	62318	taufik	2007
VACANCY		ASI	61281		ExOff
VACANCY		ASI	61281		ExOff
VACANCY		CLA			2007
VACANCY		COE			2006

GRANTS REVIEW COMMITTEE (elected committee; ex officio members are nonvoting)

<u>Name</u>	<u>Department</u>	<u>CollegelUnit</u>	<u>Office</u>	<u>emailC@calpoly.edu)</u>	<u>Exp Term</u>
Brar, Navjit	Library	PCS	62631	nbrar	2007
Chance, Beth	Stats	CSM	62961	bchance	2006
Fish, Michael	InstrDean	Admin	62982	mfish	ExOff
Griggs, Ken	Mgmt	OCOB	62731	kgriggs	2006
Keezer, Jill	SponProg	Foundation	62959	jkeezer	ExOff
Koutsos, Elizabeth	AniSci	CAGR	65462	ekoutsos	2006
Opava, Susan	R&GPDean	Admin	61508	sopava	ExOff
Stannard, Sandy	Arch	CAED	62076	stannard	2007
VACANCY		ASI	61281		ExOff
VACANCY		CENG			2007
VACANCY		CLA			2007
VACANCY		COE			2006

INSTRUCTION COMMITTEE

<u>Name</u>	<u>Department</u>	<u>CollegelUnit</u>	<u>Office</u>	<u>emailC@calpoly.edu)</u>	<u>Exp Term</u>
Arseneau, Debra	Inst.Pln&Analy		62461	darsenea	of counsel
Breitenbach, Stacey	Adv.Ctr.	PCS	61461	sbreiten	2007
Burgunder, Lee	Accounting	OCOB	61210	lburgund	2006
Cartter, Marlene	AcadRecords		62542	mcartter	of counsel
Friedman, Marcia	AcadRecords		61269	mfriedma	of counsel
Harrington, Mary Kay	WrtngSkills	CLA	62066	mharring.	2006
Harris, John	NRM	CAGR	62426	jhharris	2006
Sandy, Linda	ITS	Admin	66568	lsandy	ExOff
Schaffuer, Andrew	Stats	CSM	61545	aschaffu	2007
Somerville, Mary	Library	Admin	61398	msomervi	ExOff
Waldorf, Dan	IndEngr	CENG	62908	dwaldorf	2006
Whiteford, Mary	AcadProgs	Admin	65475	mwhitefo	ExOff
VACANCY		ASI	61281		ExOff
VACANCY		CAED			2007
VACANCY		COE			2007

LIBRARY COMMITTEE

<u>Name</u>	<u>Department</u>	<u>CollegelUnit</u>	<u>Office</u>	<u>emaiU@calpoly.edu)</u>	<u>Exp Term</u>
Davis, Hiram	Library Dean	Admin	62345	hldavis	ExOff
Devore, Jay	Stats	CSM	62026	jdevore	2007
Fanchon, Philip	Econ	OCOB	61766	pfanchon	2007
Friend, KD	LibStudies	CLA	61715	kdfriend	2006
Fryer, Ann	DRC	PCS	61395	afryer	2006
(repr. by H. Davis)	VP AcadAffs or des	Admin			ExOff
Ruef, Mike	GradStudies	COE	6082	mruef	2007
Shaban, Ali	ElecEngr	CENG	62918	ashaban	2006
Yip, Christopher	Arch	CAED	66207	cyip	2006
VACANCY		ASI	61281		ExOff
VACANCY		ASI	61281		ExOff
VACANCY		ASI	61281		ExOff
VACANCY		ASI	61281		ExOff
VACANCY		CAGR			2007

RESEARCH AND PROFESSIONAL DEVELOPMENT COMMITTEE (ex officio members are nonvoting)

<u>Name</u>	<u>Department</u>	<u>College/Unit</u>	<u>Office</u>	<u>emailC@calpoly.edu</u>	<u>Exp Term</u>
Arceneaux, Craig	PoliSci	CLA	62842	carcenea	2006
Choi, Don	Arch	CAED	61479	dchoi	2006
Harlan, Sallie	Library	PCS	62403	sharlan	2006
Keezer, Jill	Spons. Prog.	Foundation	62959	jkeezer	ExOff
Opava, Susan	R&GProgs	R&GP	61508	sopava	ExOff
Sharpe, John	Physics	CSM	62069	jsharpe	2006
Stover, Vicki	Adm&Fin	Admin	62171	vstover	Of Counsel
Suess, Michael	Inst. Dean	Admin	62844	msuess	ExOff
VACANCY		ASI	61281		ExOff
VACANCY		CAGR			2007
VACANCY		CENG			2007
VACANCY		COE			2007
VACANCY		OCOB			2007

STUDENT GRIEVANCE BOARD

<u>Name</u>	<u>Department</u>	<u>CollegelUnit</u>	<u>Office</u>	<u>email(@calpoly.edu)</u>	<u>Exp Tenn</u>
Abrams, Jessica	SpeechComm	CLA	62553	jrabrams	2006
Kellogg, Bill	AE&Comm	CAGR	62973	bkellogg	2006
Nuttall, Brent	ArchEng	CAED	67631	bnuttall	2007
Weatherford, Alan	Finance	OCOB	62944	aweather	2006
VACANCY		ASI	61281		ExOff
VACANCY		ASI	61281		ExOff
VACANCY		CENG			2007
VACANCY		CSM			2007
VACANCY		COE			2007
VACANCY		PCS			2006

SUSTAINABILITY COMMITTEE

<u>Name</u>	<u>Department</u>	<u>CollegelUnit</u>	<u>Office</u>	<u>email(@calpoly.edu)</u>	<u>Exp Tenn</u>
Conn, David	AcadProg	Admin	62246	dconn	ExOff
Dalton, Linda	InstPlan	Admin	62186	ldalton	ExOff
Elliot, Dennis	FacPlan	E&UManager	62321	delliot	ExOff
Greenwald, Harvey	Math	CSM	61657	hgreenwa	2006
Harris, Jim	ElecEngr	CENG	65708	jharris	2006
Jones, Tom	CAED	Acad Dean	65916	rtjones	ExOff
Kitamura, Robert	FacPlan	Admin	67102	rkitamur	ExOff
Lancaster, Kate	Accounting	OCOB	62922	klancast	2006
Marx, Steven	English	CLA	62411	smarx	2006
Schader, Barbara	Library	PCS	62690	bschader	2007
Vilkitis, James	NRM	CAGR	61262	jvilkiti	2007
Wack, Paul	C&RPlan	CAED	66331	pwack	2007
VACANCY		ASI	61281		ExOff
VACANCY		ASI	61281		ExOff
VACANCY		COE			2007

U.S. CULTURAL PLURALISM SUBCOMMITTEE

<u>Name</u>	<u>Department</u>	<u>CollegeUnit</u>	<u>Office</u>	<u>email(@calpoly.edu)</u>	<u>Exp Term</u>
Amlstrong, Mary A.	English	WomenStudies	62529	maarmstr	ExOff
Jaques, Jodi	UCTE	CSM	61574	jdjaques	2006
Ku, Robert	EthicSts	Ethnic Studies	67388	jku	ExOff
Lucas, Michael	Arch	CAED	61790	mlucas	2006
Nicholson, Lisa	FSN	CAGR	67383	Imnichol	2007
Rummell, Kathryn	English	CLA	62142	krumrnell	2007
Sydnor, William	AcadSkill	PCS	61256	wsydnor	2006
Whiteford, Mary	AcadProgs	CurrCom rep	65475	mwhitefo	ExOff
VACANCY		ASI	61281		ExOff
VACANCY		CENG			2007
VACANCY		COE			2006
VACANCY		OCOB			2007

<b>Committee</b>	<b>Chair 2004-2005</b>	<b>Serving Term</b>	<b>Chair Since</b>	<b>Chair 2005-2006</b>	<b>Department</b>
Budget and Long-Range Planning Committee	Steve Kaminaka	2005	1999		<i>Steve is looking for a replacement</i>
Curriculum Committee	Sue Elrod	2006	2005	Sue Elrod	Biological Sciences
Distinguished Teaching Award	Michael Geringer	2007	2004	Michael Geringer	Management
Faculty Affairs Committee	Manzar Foroohar	2006	2003	Manzar Foroohar	History
Faculty Dispute Review Committee	Paul Rinzler	2006	2005	Paul Rinzler	Music
Fairness Board	Ron Brown	2005	2005		<i>Retired</i>
Grants Review Committee	David Braun	2007	2002	David Braun	Electrical Engineer
Instruction Committee	Andrew Schaffner	2007	2005	Andrew Schaffner	Statistics
Library Committee	Barbara Mori	2006	2005	Barbara Mori	Social Sciences - <i>Not the CLA representative</i>
Research & Professional Development Committee	Bruno Giberti	2006	2005	Bruno Giberti	Architecture - <i>Not the CAED representative</i>
Student Grievance Board	Faysal Kolkailah	2005	2005		<i>Serving on Faculty Affairs 2005-2006</i>
Sustainability Committee	Harvey Greenwald	2006	2005	Harvey Greenwald	Mathematics
US Cultural Pluralism	Michael Lucas	2006	2001	Michael Lucas	Architecture

***ACADEMIC SENATE VACANCIES  
FOR 2005-2006***

<b><u>COLLEGE</u></b>	<b><u>NUMBER OF VACANCIES</u></b>
Agriculture	1 vacancy
Education	2 vacancies (pending bylaws change)
Liberal Arts	1 vacancy

March 21, 2005

Adopted:

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

AS-\_\_-05

RESOLUTION ON  
*PROPOSAL FOR CAL POLYNATIONAL POOL  
INDUSTRY RESEARCH CENTER*

- 1 RESOLVED: That the Academic Senate of Cal Poly recommend to President Baker that the  
2 attached *Proposal/or Cal Poly National Pool Industry Research Center* be  
3 approved.

Proposed by: Damian Kachlakev, Civil and Environmental  
Engineering Department  
Date: March 24, 2005

State of California  
**Memorandum**

**CAL POLY**

To: David Hannings, Chair  
Academic Senate

Date: March 24, 2005

From: Robert C. Detweiler  
Interim Provost and Vice President  
for Academic Affairs

Copies: Peter Y. Lee  
Susan Opava  
Damian Kachlakev

Subject: Request for Academic Senate Review of the  
Proposal for the Establishment of the Cal Poly  
National Pool Industry Research Center

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Attached is a copy of a proposal to establish the Cal Poly National Pool Industry Research Center. In accordance with campus Administrative Bulletin 87-3 (Guidelines for the Establishment of Centers and Institutes), this proposal received conceptual approval by the Academic Deans' Council at its meeting on January 24, 2005. I would now appreciate the Academic Senate review this proposal, if possible, prior to the close of Spring Quarter 2005. I recognize this is a late request to have this reviewed by the end of Spring Quarter, but would like to discuss it with you. Please feel free to contact Dr. Damian Kachlakev of the Civil and Environmental Engineering Department, and author of the proposal, should you have any questions or would like him to make a presentation to the Academic Senate. No State funding has been requested, or needed, since the proposed Center has already received \$1 million worth of donations to create the center and for five years of funding.

Thank you, and if you have any questions, please do not hesitate to contact my office.

Enclosure



## PROPOSAL

### . CAL POLY NATIONAL POOL INDUSTRY RESEARCH CENTER

*Dr. Damian A Kachlakev  
Civil and Environmental Engineering  
California Polytechnic State University*

#### *POOL INDUSTRY NEEDS FOR RESEARCH AND INNOVATION*

The establishment of the Cal Poly National Pool Industry Research Center is one of the most important projects in the history of the modern swimming pool industry. It is important to understand that this industry is an infant as compared to many of the other trades such as roofing and house framing which have been around for 1000's of years. The swimming pool industry came into real existence in the 1940's and 50's.

From its beginning, the swimming pool industry has been segmented with manufacturers, distributors and suppliers, pool builder companies and pool service companies. Currently, there are at least seven different pool & spa associations in the United States, four of which have substantial membership: National Spa and Pool Institute (NSPI), National Plasterers Council (NPC), Independent Pool & Spa Service Association (IPSSA), and United Pool Association (UPA).

#### *COLLABORATION BETWEEN NPC AND CAL POLY*

The current research being conducted by Dr. Damian Kachlakev and Dr. Nirupam Pal on etching deterioration in swimming pools has been a topic debated for over eighteen years. During its strategic planning process in 2003, the National Plasters Council (NPC) adopted a plan to make industry research one of its primary focuses. The NPC has realized the importance to find solutions to pool surface related issues by scientific, methodological and professional approach and long-term dedication to industry-specific research. As a result the NPC formed a research committee to generate, manage and guide the industry research. The committee includes members from the plastering industry, material manufacturers, chemical companies and pool service industry.

After an extensive search of research entities, including universities and research centers nationwide, California Polytechnic State University in San Luis Obispo, California was selected for its outstanding program, faculty and research programs. NPC's research committee has worked with the Cal Poly professors to define a research protocol that supports sound, factual, realistic and application-based solutions for the pool industry. The research efforts are led by two Cal Poly professors and a petrographer. Dr. Damian Kachlakev from the Civil and Environmental Engineering is the NPC Research Program Director. Dr. Nirupam Pal from the same department is Research Manager and Co-Principal Investigator for the NPC Research Program.

### *GOALS OF THE NATIONAL POOL INDUSTRY RESEARCH CENTER (NPIRC)*

When establishing the goals and assessing the impact of the Center on the national pool industry, it is important to note that similar test facility does not currently exist in United States. The long-term goals of the research center include:

- Complete service, analysis, research and development, related to the swimming pool industry, spas, and other recreational water facilities;
- Provide qualitative knowledge to assist manufacturers, builders, service agents and customers of the recreational water industry;
- Assessment and evaluations of submerged cementitious products in recreational water facilities (swimming pools);
- Research and development of new materials for the pool industry;
- Assessment and research of various chemicals with varying balances affecting the carbonate system of the aqueous solution;
- Development of new and improvement of existing pool cleaning systems;
- Commercialization of new developed products and techniques;
- Any other problems as they arise and which research, understanding and solution becomes priority to the pool industry.

### *IMPORTANCE OF THE NPIRC FOR THE INDUSTRY AND CAL POLY*

Two factors must be considered when evaluating the importance of the NPIRC. First, is that currently there is no other institute, research center or commercial firm specializing in this research. Second, it's important to understand the potential longevity of the NPIRC at Cal Poly.

Currently, the swimming pool industry is a twelve billion dollar a year business in the USA. It is estimated that only 7% of all US homes have swimming pools, 61 million have the economic capacity and available backyard space with in ground pool and 3 million have Above Ground Pools that could be converted to In Ground Pools. With these facts, the swimming pool trade will continue to be a major trade through the next century.

In summary, the Cal Poly NPIRC is the first ever research center of its kind. Under the leadership of the National Plasterers Council, funding through financial contributions, donated labor and materials have made this dream a reality. Additionally, the NPIRC has included the other major association's representation, in addition to NPC, on the Center Advisory Board. The NPSI, UPS, and IPSSA all have representation in the NPC Research Foundation and Research Committee, and have been involved in the construction of the center. This represents over 18,000 member companies throughout the United States.

### *FUNDING STRATEGIES FOR THE NPIRC*

The collaboration between NPC and Cal Poly started during the summer of the 2003. Cal Poly is the only research institution where the NPC conducts and intends to conduct

studies. Summary of the funded current activities and pending grants is provided in Tables 1 and 2.

Table 1: Funded Projects

YEAR	PROJECT TITLE	AMOUNT
2003	Construction of Test Pools, Modesto, CA	50,000
2003-2004	Etching Deterioration of Swimming Pools- Phase 1	\$141,000
2004	Construction of NPCCPRC- Cal Poly Campus	\$850,000
2004-2005	Etching Deterioration of Swimming Pools- Phase 2	\$181,071

Table 2: Pending Grants and Contracts

YEAR	PROJECT TITLE	AMOUNT
2005-2009	Industry Driven Research	Guaranteed \$150,000 to \$200,000 per year provided by the NPC
2004-2006	Performance of White Cement Mixes in Swimming Pools- Portland Cement Association (PCA)	\$150,000

As outlined in the above tables, the pool industry already spent \$1,222,000 just over the last two years since collaborating with Cal Poly's researchers. Of that amount \$322,000 is in project funding through the Cal Poly Foundation and \$900,000 went for development of new infrastructure (construction of the NPIRC). The construction of the NPIRC was completed during the summer of 2004 and is now a fully operational facility. The commitment to support the Center just from the NPC Inc. for the next five years is estimated between \$750,000 to \$1,000,000 total.

The NPIRC will be self-supporting from the very beginning. The major portion of funding for the research center will be provided by the NPC through their Foundation. The research amount will be determined each year by joint Cal Poly-NPC Research Committee. The NPC commits to providing at least \$150,000 per academic year to the NPIRC.

In order to show its long-term commitment to Cal Poly's NPIRC, in September 2004 NPC started a Research Endowment Fund. The Fund was started with \$90,000 with the intention to grow to \$3,000,000. Thus, the interest will generate enough money to provide annual funding to the center close to \$300,000.

Table 3 shows the administrative budget of the Center. Based on the current research grants of about \$150,000 per year in direct funds, the 35 % indirect cost and minimum of

25 % of the indirect cost returned to the Center, the administrative budget is estimated at least \$13,000 per year. This is conservative estimate, which may increase to \$30,000 or even \$40,000 per year as the amount of the research grants increases.

Table 3: NPIRC Projected Administrative Budget

REVENUE	AMOUNT				
	Year 1	Year 2	Year 3	Year 4	Year 5
External Funding (based on \$150,000 per year)	\$13,125	\$13,125	\$13,125	\$13,125	\$13,125
Profit from Workshops	\$1,000	\$2,500	\$3,000	\$5,000	\$7,000
Center "Start-up Funds"	\$15,000	\$15,000	\$15,000		
Research Endowment Fund				\$18,000	\$18,000
<b>TOTAL REVENUE</b>	<b>\$29,125</b>	<b>\$30,625</b>	<b>\$31,125</b>	<b>\$36,125</b>	<b>\$38,125</b>
EXPENSES	AMOUNT				
Travel Conferences and Workshops	\$6,000	\$7,000	\$8,000	\$8,000	\$9,000
Workshops Organization	\$4,000	\$4,000	\$4,500	\$5,500	\$5,500
Center Director Release Time	\$6,700	\$6,700	\$6,700	\$8,000	\$8,500
Staff/Student Office Personnel	\$4,800	\$4,800	\$5,000	\$5,000	\$5,500
Long Distance / Communications	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Office Supplies/Small Equipment	\$4,000	\$4,000	\$3,000	\$4,000	\$4,000
Publications, newsletter, etc.	\$1,500	\$1,750	\$1,750	\$2,000	\$2,000
<b>TOTAL EXPENSES</b>	<b>\$28,000</b>	<b>\$29,250</b>	<b>\$29,950</b>	<b>\$33,500</b>	<b>\$35,500</b>
<b>TOTAL BALANCE</b>	<b>\$1,125</b>	<b>\$1,375</b>	<b>\$1,175</b>	<b>\$2,625</b>	<b>\$2,625</b>

*BYLAWS*

*MISSION*

To study various problems of the national pool industry in all its components and develop industry-oriented solutions of the problems. To explore, develop and implement new materials, cleaning systems, and advanced techniques for construction, maintenance and rehabilitation of swimming pools.

*STRUCTURE OF THE NPIRC*

The administrative hierarchy that governs the NPIRC is briefly outlined below. It is intended that the internal governance of the Research Center will generally be free of administrative hierarchy. However, some administrative structure must be maintained, therefore the following should be implemented.

1. The membership of the Center shall elect a Director, based on the recommendation of the Advisory Board.
2. The Director shall appoint an Associate Director.
3. Advisory Board shall be established and will consist of no more than ten (10) individuals from the Industry, Government and Academia with appropriate expertise and credentials.
4. Consultants and Collaborators will be sought to provide guidance in various aspects associated with the Center goals.

### *ACTIVITIES*

The following main activities shall be carried out by the Center:

1. Management, coordination and performance of research on topics (protocols) determined on a yearly basis by the membership, the Advisory Board and the NPC Research Committee. Research topics will vary from one year to another and will be primarily dictated by the pool industry needs.
2. The Center shall seek funding opportunities and research grants from State, Federal and national and international organizations and the pool industry as a whole.
3. The Center shall serve as an entity for consulting and advising the pool industry, the materials manufacturers, the community and all other interested parties on subjects related to the research conducted by the Center.
4. The Center shall file patents for developments and innovations.
5. Consistent with the provisions of the University's Intellectual Property Policy, the Center shall retain, on behalf of its members, all rights to its findings, developments and innovations, including, but not limited to, products for commercialization purposes. Through the University/Cal Poly Foundation, efforts will be made to grant rights and licenses to interested parties and organizations on an individual basis.
6. Members shall be encouraged to take advantage of the state-of-the-art research utilizing it into various classes taught by the members at Cal Poly or elsewhere.
7. The Center shall collaborate with appropriate Department(s) to establish a multidisciplinary Master of Science degree program in cementitious materials.

Adopted:

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

AS-\_-05

RESOLUTION ON  
*INTELLECTUAL PROPERTY POLICY*

- 1 RESOLVED: That the Academic Senate of Cal Poly recommend to President Baker that the
- 2 attached *Intellectual Property Policy* presented by the Intellectual Property
- 3 Review Committee be adopted.

Proposed by: Intellectual Property Review Committee  
Date: April 6, 2005

Principal Differences between Current and Proposed Intellectual Property Policies.

1. In current policy University claims ownership of all IP developed by faculty, staff and students using University resources. Proposed policy gives ownership to faculty and student creators/inventors, but University claims an equity interest in properties developed using University resources. University continues to claim ownership of staff IP.
2. Current policy did not distinguish between IP that can be copyright protected and IP that can be patented. Proposed policy treats these two classes of IP separately and also separately addresses software - which may be copyrighted, patented, or both.
3. Current policy did not separately address rights of students and faculty. Proposed policy does that and gives more rights to students than the current policy.
4. Current policy allowed faculty to earn up to \$100,000 per year per intellectual property before sharing revenues with the University. Proposed policy reduces that amount to \$50,000 per year per intellectual property.

California Polytechnic State University  
San Luis Obispo

**INTELLECTUAL PROPERTY POLICY**

**D-R-A-F-T**

Wednesday April 6, 2005

I. GENERAL

- A. Purpose. The University is committed to providing an intellectual environment in which all members of the academic community - whether they are faculty engaged in life-long professional development, students pursuing educational objectives, or staff dedicated to their own career goals - learn to the fullest extent possible. The University also recognizes and values creativity and innovation as part of this learning process. Similarly, the University recognizes the importance of, and wishes to encourage, the transfer of new knowledge, generated in the University, to the private sector for the public good. At the same time, as a publicly funded institution, the University must be a good steward of the public resources provided to it, and must safeguard against the use of public funds for private gain.
- B. Scope. This policy addresses the rights to, interest in, and protection and transfer of intellectual property created by University faculty, staff, and students. Issues not directly considered in this policy, including disagreements concerning its application or interpretation, will be addressed and resolved consistent with applicable law or agreements, CSU policy, collective bargaining agreements, and the principles and provisions of this policy. Policies affecting the use of the University's names or symbols are covered elsewhere.
- C. Governing Principles. The following principles underlie this policy and should guide its application and interpretation:
1. Academic Freedom and Preeminence of Scholarly Activities. The missions of teaching and scholarship have preeminence over that of the transfer and commercialization of research results. The University's commitment to its educational mission is primary, and this policy does not diminish the right and obligation of faculty members to disseminate the results of research and creative activity for scholarly purposes.
  2. Equity and Fair Play. This policy sets forth general principles and procedures, and it has not been designed to address every conceivable circumstance. Under principles of fair play, the inventor(s)/creator(s) and the University mutually operate so that no one will unfairly exploit inadvertent errors or omissions in the written policy. If the need for corrections or exceptions to this policy is identified, appropriate recommendations shall be made to the President.



3. Mutual Trust and Goodwill. Throughout all phases of the creation and implementation of this policy, it is assumed that all members of the University community will be guided by a sense of mutual trust and goodwill. In the event of future controversies regarding the rights to intellectual property, the commercialization of particular property, or in the interpretation of this policy, all parties should recognize that mutual trust and goodwill were fundamental tenets in the forging of this policy.
  4. Faculty Governance and Review. University faculty, through the Intellectual Property Review Committee (see IIIA.2), shall play a primary role in the establishment and periodic revision of this policy, and in the review and recommendation of resolutions to disputes arising under it. This committee shall have a majority of members who are faculty without administrative appointments, and shall be chaired by a faculty member.
  5. Transparency. The principle of transparency promotes both the disclosure and avoidance of actual and apparent conflicts of interest associated with external commercial activities.
  6. Reasonableness in Licensing. When the University owns intellectual property under this policy, the inventor or creator shall normally play an active role in the entire licensing process, including consultation and/or approval of licensing decisions, particularly where the inventor/creator has no financial interest in the licensee. **Otherwise,** such participation shall be consistent with conflict of interest regulations or University policy.
- D. Policy Application. This policy takes effect immediately and supercedes all prior intellectual property policies.
- E. Key Terms. For purposes of this policy, the following key terms are defined as follows:
1. "Intellectual property" means inventions, discoveries, innovations, and copyrightable works.
  2. "Inventions", "discoveries", or "innovations" include tangible or intangible inventions, whether or not reduced to practice and tangible research products whether or not patentable or copyrightable. Such research products include, for example: computer programs, integrated circuit designs, industrial designs, databases, technical drawings, biological materials, and other technical creations.
  3. "Copyrightable works" mean original works of authorship fixed in tangible media of expression.
    - a. "Works of authorship" include literary, musical, dramatic, audiovisual, architectural, pictorial, graphic and sculptural works and sound recordings.

Computer programs are works of authorship to the extent they are protected by the federal copyright laws.

- b. "Tangible media of expression" include physical, digital and other formats now known or later developed from which copyrightable works may be stored, reproduced, perceived or otherwise communicated, either directly or with the aid of a machine or device.
4. "Software" means computer instructions (algorithms and code), data and accompanying documentation.
    - a. "Algorithm" means a logical arithmetical or computational procedure that if correctly applied ensures the solution of a problem.
    - b. "Source code" means an original computer program written by a programmer in human-understandable form. It is converted into the equivalent object code (written in machine language) by the compiler or assembler in order to run on a computer.
    - c. "Object code" means the form of a program that is executable by a machine, or usable by an assembler that translates it directly to machine-understandable language. This form of software is not readable or modifiable by human beings other than through extraordinary means.
  5. "Net proceeds" means the net amount received in each fiscal year from the transfer or licensing of intellectual property after deduction of all accrued costs reasonably attributable to such intellectual property, including without limitation any reasonable expense of patent prosecution, protection and litigation, and commercialization. Such direct costs typically include: legal filing fees; patent application, issuance and maintenance charges; transfer or licensing costs; and product development costs. All expenditures, special advances and repayment terms shall be identified and detailed in writing at the time they are made. The time of regular University and Foundation personnel will not be included in the determination of costs attributable to intellectual property protection and commercialization.
  7. "Disclosure statement" means a written general description of a creation by the creator used to help assess the nature, extent and likely intellectual property interests in and development potential of the creation.
  8. "Faculty" means members of Collective Bargaining Unit 3, as well as visiting professors, volunteer professors, and other individuals who may temporarily carry

out research and creative activities at Cal Poly in a capacity other than that of staff or student.

9. "Staff" means all non-faculty employees of the University or Foundation.
10. "Student" means any individual enrolled in the University, or working in a student capacity under the auspices of the University/Foundation even if not enrolled at the time.
11. "Sponsor" means any external individual or entity, whether public or private, that enters into a formal agreement with the University/Foundation, whereby the Sponsor provides support for a project to be carried out by University faculty, staff and/or students.
12. "Extraordinary resources" means, in the case of faculty, University and Foundation resources that would normally not be available to them or easily available to them outside the University, as well as resources that would not normally be available to most faculty at the University. In the case of students, "extraordinary resources" means resources not available to the majority of Cal Poly students in the course of their program of study. The Intellectual Property Review Committee (Section II.A.2) will be responsible for assessing the University's contribution to a specific intellectual property in cases of disagreement between the inventor/creator and the University concerning this contribution.

## II. OWNERSHIP AND OTHER INTEREST

The following sections cover Copyright and Patent interests at A. and B. Note that Software considerations are specially detailed at section C.

### A. Copyright.

1. Framework. This section deals with the ownership of copyrightable intellectual property created by faculty, staff and students (in separate sections). Faculty creations are governed by section II. A. 2; staff creations are governed by section II. A. 3; and student creations are governed by section II. A. 4.
2. Faculty Creations.
  - a. Faculty own the copyright resulting from scholarly and creative publications they develop. The University's equity interest is determined by the circumstances listed below.
  - b. If the University provides extraordinary resources toward the creation of copyrightable property, the faculty will own the copyright but the University will be entitled to an equity interest in the profits derived from the

commercialization of the intellectual property, according to the provisions in section II.D.

- c. If the University initiates a creative project, solicits faculty participation in the project, and provides funding for the project, possibly including compensation/release time for the faculty member, the University will own the intellectual property rights developed through the project. Under these circumstances, there will be a written document, signed by the faculty member, acknowledging the University's ownership of the copyright to all new intellectual property. At the discretion of the University and by prior written agreement between the parties, faculty involved in creating intellectual property under these circumstances may share in the profits that result from the project. Such agreement(s) shall supersede this policy to the extent that any provisions conflict.
  - d. If the University and an outside sponsor enter into an agreement to carry out research or other creative activity involving faculty, the faculty who participate in the project shall comply with the conditions of the agreement regarding ownership, protection and licensing of intellectual property developed under the agreement, and may be required to agree in writing that they will so comply. Copyright ownership terms of such agreements, even when they deviate from the ownership provisions of this policy, will be negotiated with the sponsor by the Dean of Research and Graduate Programs, in consultation with the faculty involved and the appropriate Dean(s).
3. Staff Creations.
- a. The University owns the copyright to works created by University staff in the course and scope of their employment.

- c. The University or Foundation may employ or engage individuals under specific contractual terms that allocate copyright ownership rights between the parties in a different manner than specified above. Such agreement(s) shall supersede this policy to the extent that any provisions conflict.
- d. There may be occasions when University staff also serve as faculty for the University. Under these circumstances, written agreements should be entered into in advance of undertaking any research or creative activity to clarify .

whether the individual is acting in their staff or faculty capacity in carrying out the activity. Unresolved questions on ownership may be directed to the Intellectual Property Rights Committee and a recommendation regarding ownership rights will be made to the President. Such agreement(s) shall supersede this policy to the extent that any provisions conflict.

4. Student Creations.

- a. Students will normally own the copyright to the scholarly and creative publications they develop, including works fulfilling course requirements (term papers and projects), Senior Projects, and Masters Theses/Projects. Students retain copyright ownership as long as they are not paid for the work that results in the creation and do not receive extraordinary University resources in support of the work. Nonetheless, by enrolling at the University, the student grants the University an exclusive, royalty-free license to mark on, modify, publicize and retain the work as may be required by the faculty, department, or the University. The University is not entitled to an equity share in any ownership profits, except in the circumstances covered below.
- b. When the student is employed by the University and the creation falls within the scope of that employment, either the University or the faculty member (when the student is hired specifically to work on a faculty project) owns the copyright according to the same standards that apply to staff creations, under sections II.A.3 above, or faculty creations under Section II.A.2.
- c. If the student receives extraordinary University resources that further the creation or development of the creative work, then the student owns the copyright, but the University retains an equity interest in the creation, using the same standards that govern faculty creations under section II.A.2.b.
- d. If the student works on a sponsored project or a special intellectual property agreement and the creation falls within the scope of that work, then the student is bound by the written agreements governing the allocation of copyright ownership.
- e. When the student is employed by an outside entity (not the University or Foundation) and the creation falls within the scope of that employment, then the student normally will be bound by a contract with the outside entity, including any provisions for copyright ownership, and the University will have no rights to the intellectual property developed.

B. Patents.

1. Framework. This section deals with the ownership of patentable intellectual property created by faculty, staff and students (in separate sections). Faculty

inventions are governed by section n.B. 2.; staff inventions are governed by section II.B. 3; and student inventions are governed by section n.B. 4.

2. Faculty Inventions.

- a. Faculty own the intellectual property resulting from their scholarly activity. The University's equity interest is determined by the circumstances listed below.
- b. If the University provides extraordinary resources for the creation of intellectual property, then the faculty will own the intellectual property rights, but the University will be entitled to an equity interest in the profits derived from the commercialization of the intellectual property, according to the provisions in section II.D.
- c. If the University initiates a creative project, solicits faculty participation in the project, and provides funding for the project, possibly including compensation/release time for the faculty member, the University will own all intellectual property rights developed through the project. Under these circumstances, there will be a written document, signed by the faculty member, acknowledging the University's ownership of all new intellectual property. At the discretion of the University and by prior written agreement between the parties, faculty involved in creating intellectual property under these circumstances may share in the profits that result from the project. Such agreement(s) shall supersede this policy to the extent that any provisions conflict.
- d. if the University and an outside sponsor enter into an agreement to carry out research or other creative activities involving faculty, the faculty who participate in the project shall comply with the conditions of the agreement pertaining to the ownership, protection and licensing of intellectual property developed, and may be required to agree in writing that they will so comply. The intellectual property terms of such agreements, even when they deviate from the ownership provisions of this policy, will be negotiated with the sponsor by the Dean of Research and Graduate Programs, in consultation with the faculty involved and the appropriate Dean(s). Such agreement(s) shall supersede this policy to the extent that any provisions conflict.

3. Staff Inventions.

- a. The University shall own all intellectual property rights in works created by University staff in the course and scope of their employment.
- b. The University has no equity interest in any proceeds derived from intellectual property that is created by staff without the use of University resources and that is developed outside the course and scope of employment. Staff persons

are advised to notify the Dean of Research about their external activities if they have concerns that the University might claim ownership interests in any intellectual property that results from those activities.

- c. The University or Foundation may employ or engage individuals under specific contractual terms that allocate intellectual property rights between the parties in a different manner than specified above.
  - d. There may be occasions when University staff also serve as faculty for the University. Under these circumstances, written agreements should be entered into in advance of undertaking any research or creative activity to clarify whether the individual is acting in their staff capacity in carrying out the activity. Unresolved questions on ownership may be directed to the Intellectual Property Rights Committee and a recommendation regarding ownership rights will be made to the President. Such agreement(s) shall supersede this policy to the extent that any provisions conflict.
4. Student Inventions. Students enrolled at the University may create valuable intellectual property while fulfilling course requirements, in conjunction with University employment, and/or through the use of University resources. The ownership interests in such intellectual property depend on the particular circumstances surrounding the creation. In particular, students must be careful to differentiate their own creative contributions from those of their faculty instructors and mentors. The following parameters apply:
- a. The student is not paid for the work that results in the creation and does not receive significant University resources in support of the work. In these circumstances, the student owns the intellectual property interests in the creation. This is true even if the intellectual property is created to fulfill course requirements or other academic requirements. Nonetheless, by enrolling at the University, the student grants the University a nonexclusive, royalty-free license to mark on, modify, publicize and retain the work as may be required by the faculty, department or the University. The University is not entitled to an equity share in any ownership profits, except in the circumstances covered below.
  - b. The student is employed by the University and the creation falls within the scope of employment. In these circumstances, either the University or the supervising faculty owns the intellectual property, according to the same standards that apply to staff creations under sections II.B.3, or faculty creations under Section 11.8.2.
  - c. The student receives extraordinary University resources that further the creation or development of the intellectual property. In these circumstances, the student owns the intellectual property, but the University retains an equity

interest, using the same standards that govern faculty creations under section II.B.2.b.

- d. If the student works on a sponsored project or under a special intellectual property agreement and the creation falls within the scope of that work, then the student is bound by the written agreements governing the allocation of intellectual property rights.
- e. The student is employed by an outside entity (not the University or Foundation) and the creation falls within the scope of that employment. Under these circumstances, the student normally will be bound by a contract with the outside entity, including provisions that protect and allocate intellectual property rights, and the University will have no rights to the intellectual property developed. University resources may not be used unless a prior special intellectual property agreement is in place (see d. above).

C. Software.

1. The proprietary protection available for software is unique in that both copyright and patent are available. Copyright protection may cover the expression of the software ideas in a tangible form, while patent protection may cover algorithmic inventions. Due to this approach, software should first be considered under the patent provisions of this policy at II. R, and is therefore subject to disclosure of any underlying algorithms that appear to have commercial value. After consideration of patent protection for valuable software algorithms, copyright, at ILA, should be considered as additional or alternative protection.
2. In accordance with section I.C.1, and absent a specific agreement to the contrary, the University favors the copyright and publication of source code as well as its underlying object code. This is in contrast with the common commercial practice that utilizes trade secrecy for source code in order to prevent the dissemination and discussion of any innovative ideas it reveals. As with the underlying algorithms that, if patented, must be published so that they may be studied and discussed by other researchers, the University believes that source code should be published in a form that is amenable to research and will promote scientific progress. The object code is similarly subject to copyright.

D. University Equity Interests. When the University provides extraordinary resources to the creation of intellectual properties, it enjoys an equity interest in the net proceeds derived from those properties. The University's equity interest is determined by the extent of use of University resources. The amount of the University's equity interest in a particular intellectual property will be agreed upon before pursuing protection/commercialization. In no case will the University's share be greater than 50%. The amount that an individual creator/inventor must render to the University, in recognition of its equity interests, is determined as follows:



1. When the amount of net proceeds received from an intellectual property subject to University equity interest is equal to or less than \$50,000 in a fiscal year, then the University is not entitled to any portion of the net income derived from that intellectual property.
2. When the amount of net proceeds received from an intellectual property subject to University equity interest is greater than \$50,000 in a fiscal year, the net proceeds in excess of \$50,000 will be allocated between the University and the creator(s)/inventor(s) based on the previously determined equity interest agreement.

### III. ADMINISTRATIVE PROCEDURES

#### A. The University.

1. University Administration. The University President is responsible policy matters relating to intellectual property and affecting the University's relations with inventors and creators, public agencies, private research sponsors, industry, and the public. The Office of the Provost, through the Dean of Research and Graduate Programs, and in coordination with the Cal Poly Foundation, shall implement and administer this policy, including negotiation of intellectual property terms in agreements with sponsors, evaluation of patentability or other forms of intellectual property protection, filing for patents, negotiation of use rights, and the pursuit of infringement actions.
2. Intellectual Property Review Committee. The University President shall appoint an Intellectual Property Review Committee. The Committee shall be composed of eleven members, 8 of whom shall be members of the faculty, without administrative appointments, and nominated by the Academic Senate. These 8 appointees shall represent each college, as well as Professional Consultative Services. The other three members shall include the Chair of the Academic Senate Research Committee, the Dean of Research and Graduate Programs, and a student representative appointed annually by the ASI President. A faculty member shall chair the Committee. Faculty appointees shall serve three-year staggered terms. The Committee shall review and monitor University activities on matters relating to the administration of this policy. The Committee shall be consulted in advance concerning any material changes to the policy and shall participate fully in the future development of the policy. The Committee shall make recommendations for the allocation of the University's net proceeds from intellectual property.

When necessary, the Committee shall review invention disclosures and other information to evaluate the University's contribution to the development of particular intellectual properties. In many cases the inventor/creator will reach an agreement with the University concerning ownership rights and equity interest without the need for review by the Committee. In making its assessment, the Committee will rely on information provided by both the inventor/creator and the

University. Committee deliberations will be in closed session to protect proprietary information. Similarly, committee records will be kept confidential and committee members will be bound to maintain confidentiality. The purpose of the review will be to help the parties reach agreement within the framework of this policy.

In the event of any disagreement among interested parties concerning interpretation or application of this policy, the Committee will serve as the appellate body advisory to the University President. In cases where the Committee is unable to resolve such disagreements to the satisfaction of the interested parties, then it shall submit a written recommendation for resolution of the dispute to the University President for a final authoritative decision.

At the beginning of each academic year, the Foundation will provide to the Dean of Research and Graduate Programs a summary statement of income and expenses from intellectual property in which the University has an interest, if any, and an accounting of income and disbursements of the Commercialization Fund and the Research Fund (see IV-B). The Dean will submit this information to the Intellectual Property Review Committee, in a written report of all the activities in which that Office has been involved in the preceding year.

3. University Assistance. The protection and commercialization of intellectual property requires close attention to relevant legal issues. For example, for a patentable invention, one must carefully and properly document all activities involved in developing the invention from conception to reduction to practice. In addition, there are reasons to preserve secrecy for certain time periods so that the invention can be adequately protected. These considerations often run counter to the typical academic approach of quickly sharing knowledge in the form of presentations at professional meetings and publications in scholarly journals.

Even when the University does not own intellectual property under this policy, or enjoy an equity interest in it, the Office of Research and Graduate Programs can provide guidance to faculty and students about the basic process and issues regarding protection of intellectual property. Further, under certain circumstances in which the University holds an equity interest, legal, financial and business assistance may be provided to faculty who wish to protect or commercialize their intellectual property. The University's decision to provide such assistance would be made on a case-by-case basis.

At the very least, inventors/creators should file a disclosure statement (see Section III.C.1) with the Office of Research and Graduate Programs. The disclosure serves as an important element in the protection process since it is dated and includes a description of the invention, including when it was conceived and reduced to practice. The Office of Research and Graduate Programs, as a disinterested party, maintains this disclosure as documentation to support potential patent claims. When the University/Foundation provides legal,

financial, business and/or other extraordinary services to support intellectual property interests, they are entitled to recoup expenditures from gross proceeds derived from those intellectual property interests that are successfully commercialized.

4. Inactivity. If a determination has been made that the University owns or has an equity interest under this policy in a particular intellectual property, a decision to pursue protection and commercialization of that property will normally be made within six months of a request by the **inventor/creator** for such a decision. Failure of the University to respond within six months does not mean that the University relinquishes its rights. Such a waiver of rights requires a positive action by University authorities.

If the University decides to pursue **protection and commercialization it must then act diligently in this regard.** If the University fails to act diligently, the inventor/creator may request **reconsideration** of the decision to pursue. Alternatively, if the University determines **is not to pursue protection/development** of the intellectual property, it will **renegotiate its ownership and/or equity rights with the creator/inventor.**

#### B. The Foundation

The California Polytechnic State **University Foundation is a non-profit**, public benefit corporation **servicing a qualified auxiliary organization** in support of the University. The Foundation functions in several roles relating to the perfection, protection, transfer and **development of intellectual property** held by the faculty, students, staff, or the University. Among these are:

1. Perfection of Rights. The perfection of legal and equity interest in intellectual **property generally involves** exacting documentation and compliance with **statutory and regulatory procedures.** The Foundation typically acts as the contracting **agency** for externally sponsored research and development projects on behalf of the University and the principal investigator. Sponsored agreements may have specific **invention or creation disclosure requirements, and patent/copyright and licensing provisions** requiring compliance through the Foundation.
2. Protection. At the request of the Dean of Research and Graduate Programs, or in satisfaction of sponsored agreement requirements, the Foundation shall initiate action to further evaluate the need for and practicality of securing appropriate statutory protection over any intellectual property subject to this policy. Results of any such evaluations shall be reported to the Dean of Research and Graduate Programs and the inventor or creator.
3. Transfer and Development. At the request of the University the Foundation may serve as the transfer and development agent for those with legal and/or equity rights to intellectual property under this policy. Actions to evaluate protection

typically also involve the assessment of commercial viability, and may require the Foundation to negotiate among the interested parties appropriate assignment and collateral agreements to settle those interests and obligations, and to assure property protection and development opportunities. In its role as agent, the Foundation will involve both the inventor/creator and the University (through the Dean of Research and Graduate Programs) in all negotiations with potential buyers or licensors.

4. Fiscal Agent. The Foundation also serves as the **designated fiscal agent** of the University in the administration of transactions involving University interests in such intellectual property.

In providing the above services the Foundation shall be entitled to recover its direct costs.

#### C. The Creator/Inventor.

1. Required Disclosures. This policy addresses circumstances in which the University owns intellectual property created by faculty, staff and students, or enjoys an equity interest in it. When these circumstances exist, the faculty, staff or students who create the intellectual property shall file a disclosure statement with the Dean of Research and Graduate Programs. At the appropriate time, the Dean of Research and Graduate Programs may refer the disclosure to the Intellectual Property Rights Committee, which will assess rights of all interested parties consistent with other sections of this policy.
2. Use Rights When the University owns intellectual property under this policy, the inventor/creator must cooperate with the University and Foundation, at the University's expense, in the protection and development of disclosed intellectual property including executing appropriate written instruments to perfect legal and equity rights. It is anticipated that the inventor/creator, if he/she so chooses, will be an active participant in decisions regarding the further development, commercialization and/or licensing of the intellectual property.

#### D. Assignments of Interest.

1. Any transfers of ownership between those with any interest in specific intellectual property shall be documented through appropriate legal instruments, such as assignment agreements, in a form consistent with applicable law and regulations.

### IV. INCOME ALLOCATIONS

- A. General Objectives. In the transfer of intellectual property and allocation of net proceeds derived from intellectual property, the general objectives are to direct funds toward the inventor(s)/creator(s), assure the transfer and development of those discoveries for the

public benefit, and provide for the funding of future creative effort by University faculty, students and staff.

B. Intellectual Property Funds. When the University owns intellectual property or enjoys an equity interest in it, the University's share of net proceeds derived from that intellectual property generally shall be allocated among a Commercialization Fund, a Research Fund, the inventor/creator's academic department/academic unit, and college. Nonetheless, allocation of the University's share is ultimately at the discretion of the President. The Commercialization Fund is intended to support the protection and commercialization of specific intellectual properties developed in the future by University faculty, staff and students. The Research Fund is intended to support research and development of intellectual property.

#### V. IMPLEMENTATION

The Dean of Research and Graduate Programs, Foundation and University officials, shall develop, document, implement and maintain on a current basis, appropriate procedures and practices pursuant to this policy statement including the process for evaluating and determining the allocation of net proceeds derived from intellectual property, subject to Section IV of this policy. The Intellectual Property Review Committee shall be consulted on any significant proposed practices involving the application or interpretation of this policy.

#### VI. PERIODIC POLICY REVIEW

The Intellectual Property Review Committee shall review this policy as needed, and make recommendations for changes as deemed appropriate.

## Memorandum

To: Dan Howard-Greene  
Executive Assistant to the President

Date: April 7, 2005

File No.: C,policy:IPR Comm.estab

From: Susan Opava  
Dean of Research and Graduate Programs

Copies: R. Detweiler  
M. Fiala  
C. Turner

Subject: Intellectual Property Review Committee

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The University's Intellectual Property Policy, approved in January 1999, calls for the establishment of an Intellectual Property Review Committee:

*Article IIIA.2. Intellectual Property Review Committee. The University President shall appoint an Intellectual Property Review Committee. The Committee shall be composed of eleven members, eight of whom shall be members of the faculty, without administrative appointments, and nominated by the Academic Senate. These eight appointees shall represent each college, Professional Consultative Services, and the University Center for Teacher Education. The other three members shall include the Chair of the Academic Senate Research Committee, the Dean of Research and Graduate Programs, and a student representative appointed annually by the ASI President. A faculty member shall chair the Committee. Faculty appointees shall serve three-year staggered terms. The Committee shall review and monitor University activities on matters relating to the administration of this policy. The Committee shall be consulted in advance concerning any material changes to the policy and shall participate fully in the future development of the policy. The Committee shall also administer a review process for the allocation of the University's net proceeds from intellectual property.*

*When necessary, the Committee shall review invention disclosures and other information to evaluate the University's contribution to the development of particular intellectual properties. In many cases the inventor/creator will reach an agreement with the University concerning ownership rights without the need for review by the Committee. In making its assessment, the Committee will rely on information provided by both the inventor/creator and the University. Committee deliberations will be in closed session to protect proprietary information. Similarly, committee records will be kept confidential and committee members will be bound to maintain confidentiality. The purpose of the review shall be to help the parties reach agreement within the framework of this policy.*

*In the event of any disagreement among interested parties concerning interpretation or application of this policy, the Committee will serve as the appellate body advisory to the University President. In cases where the Committee is unable to resolve such disagreements to the satisfaction of the interested parties, then it shall submit a written recommendation for resolution of the dispute to the University President for a final administrative decision.*

*At the beginning of each academic year, the Foundation will provide to the Dean of Research and Graduate Programs a summary statement of income and expenses from intellectual property in which the University has an interest, if any, and an accounting of income and disbursements of the Commercialization Fund and the Research Fund (see IV-B). The Dean will submit this information to the Intellectual Property Review Committee, in a written report of all the activities in which that Office has been involved in the preceding year.*

An Intellectual Property Review Committee was established in September, 2001, in conformance with the policy, with the exception that the committee was appointed by the Provost rather than the President (see attached memo of 9/26/01). Members were elected for staggered terms as indicated in the policy and memo and a chair was selected. The current Committee membership is attached.

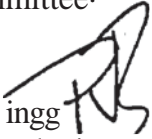
It seems appropriate for the Intellectual Property Review Committee to be recognized as a standing university committee. To that end I have attached a description of the composition and functions of the committee, following examples provided to me by Mary Fiala. Please let me know if you need any other materials or have any questions. Thank you.

# CAL POLY

State of California  
Memorandum

To: Members, Intellectual Property Review  
Committee

Date: September 26, 2001

From: Paul J. Ingg   
Provost and Vice resident for  
Academic Affairs

Copies: Warren J. Baker

Subject: Appointment to the Intellectual Property  
Review Committee

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Based upon the recommendations of the Academic Senate and the procedures called for in the Intellectual Property Policy, I am pleased to appoint you as initial members of the Intellectual Property Review Committee.

The University's Intellectual Property Policy was approved in January 1999, and a copy is included herewith for your ease of reference. Please refer to Page 5 which articulates the duties and responsibilities of the Committee.

I have asked Dr. Susan Opava, Dean of Research and Graduate Programs, to call the first meeting of the Committee. At that meeting, a faculty member can be elected as Chair. In addition, the eight faculty appointees are to serve three-year staggered terms. The terms for each member can be identified at this meeting as well.

Your service on this very important University committee is very much appreciated. If you have any questions, please contact Dr. Opava, at 756-1508. Thank you.

Enclosure

Members, Intellectual Property Review Committee

Philip Tong, Dairy Science Department

Art Chapman, Architecture Department

Lee Burgunder, College of Business

Clark Turner, Computer Science Department

Harvey Levenson, Graphic Communication Department

Christopher Kitts, Biological Sciences Department

Roberta Herter, University Center for Teacher Education

Lynn Gamble, University Library

Ed Sullivan, Landscape, Civil and Environmental Engineering Department

(Chair, Academic Senate Research and Professional Development Committee)

Susan Opava, Dean, Research and Graduate Programs

Samuel Aborne (student representative)

~~Robert Glover~~, Information Technology Services (ex-officio member)



## Intellectual Property Review Committee

### Function

This committee is mandated under the University's Intellectual Property Policy. The function of the Committee is to review and monitor University activities on matters relating to the administration of this policy; to review proposed changes to the policy; and to participate in the future development of the policy. The Committee also administers a review process for the allocation of the University's net proceeds from intellectual property. When necessary, the Committee reviews invention disclosures and other information to evaluate the University's contribution to the development of particular intellectual properties.

In the event of disagreement among interested parties concerning interpretation or application of the Intellectual Property Policy, the Committee serves as the appellate body, advisory to the University President.

### Membership

The Committee shall be composed of eleven members, eight of whom shall be members of the faculty, without administrative appointments, and nominated by the Academic Senate. These eight appointees shall represent each college, Professional Consultative Services, and the University Center for Teacher Education. The other three members shall include the Chair of the Academic Senate Research Committee, the Dean of Research and Graduate Programs, and a student representative appointed annually by the ASI President. A faculty member shall chair the Committee. Faculty appointees shall serve three-year staggered terms.

College of Architecture and Environmental Design	Faculty	Nominated by Academic Senate
College of Agriculture	Faculty	"
College of Business	Faculty	"
College of Education	Faculty	"
College of Engineering	Faculty	"
College of Liberal Arts	Faculty	"
College of Science and Mathematics	Faculty	"
Professional Consultative Services	Faculty	"
Chair, Academic Senate Research and Professional Development Committee	Faculty	Ex-officio
Research and Graduate Programs	Dean	Ex-officio
ASI	Student	Nominated by ASI President

The University President shall appoint the Committee, which will report to the Provost and Vice President for Academic Affairs.

### Meetings

The Committee will meet at least quarterly during the academic year and as often as necessary to carry out its functions.



**Intellectual Property Review Committee**  
**Membership Roster**  
Fall, 2004

College of Agriculture	Philip Tong, Dairy Science Department
College of Architecture and Environmental Design	Art Chapman, Architecture Department
College of Business	Vacant
College of Education	Roberta Herter
College of Engineering	Clark Turner, Computer Science Department
College of Liberal Arts	Harvey Levenson, Graphic Communication Department
College of Science and Mathematics	Christopher Kitts, Biological Sciences Department
Professional Consultative Services	Lynne Gamble, University Library
Chair, Academic Senate Research And Professional Development Committee	Edward Sullivan, Civil & Environmental Engineering Department
Dean of Research and Graduate Programs	Susan Opava
Ex Officio Member	Luanne Fose, Information Technology Services
ASI	Spencer Roberts

DRAFT Proposed Wording for Senate Resolution

Adopted: XXXXXXXX, 2005

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

AS-XXX-XX/CENG

RESOLUTION TO CHANGE ADMINISTRATIVE  
STATUS FOR GENERAL ENGINEERING PROGRAM

- 1       WHEREAS, The General Engineering program is presently an academic unit located in  
2       the College of Engineering, and  
3  
4       WHEREAS, A status change from General Engineering program to Biomedical  
5       Engineering and General Engineering Department is being proposed, and  
6  
7       WHEREAS, This change is consistent with and necessary for the development of the  
8       Senate approved Biomedical Engineering Baccalaureate  
9       degree granting program in the College of Engineering, and  
10  
11       WHEREAS, The functional modifications in changing to department status: a  
12       change in the title for the program "coordinator" to "department chair",  
13       the reassignment of faculty internal to the college, and the hiring of  
14       two new faculty are all changes internal to the college, and  
15  
16       WHEREAS, The funding necessary to carry out these changes have been identified  
17       and made available from funds within the College of Engineering, and  
18  
19       WHEREAS, Said change in status has been approved by the College of Engineering  
20       (CENG) department chairs, CENG College Council, CENG Curriculum  
21       Committee, CENG Dean, and is being concurrently reviewed by the  
22       Academic Deans' Council; therefore, be it  
24  
25       RESOLVED: That the Academic Senate of Cal Poly endorse that the General  
26       Engineering Program be changed to an academic department; i.e.,  
27       Biomedical Engineering and General Engineering Department.

Proposed by: College of Engineering  
Date: April 8, 2005

## MEMORANDUM

To: Robert Detweiler,  
Provost and Vice President for Academic Affairs  
And  
David Hannings, Chair, Academic Senate

Date: AprilS, 2005

Via: David Conn, Vice Provost, Academic Programs

File:  
Copies:

Via: Dean's Council

Via: Peter Lee,  
Dean, CENG

From: Dan Walsh,  
Associate Dean, CENG

Subject: Formation of the "*Biomedical Engineering and General Engineering Department*"

This is a request to change General Engineering Program to the Biomedical Engineering and General Engineering Department. The department will administer two majors (Biomedical Engineering with 170 students and General Engineering with 120 students). It will have faculty and staff, an office suite, autonomous academic and personnel review procedures, and will administer several hundred thousand dollars in grants and endowments.

This change in status is supported by the College of Engineering (CENG) Department Chairs, CENG College Council, CENG Curriculum Committee, CENG Dean, and will be reviewed by the Academic Senate and by the Academic Deans' Council.

This change is supported by the College because Biomedical Engineering, and General Engineering have outgrown their informal structure. At this juncture, a wealth of industrial demand, coupled with student and faculty interests, have created an intellectual engine that requires a departmental structure to support its students. Furthermore, the University has been directed to grow and the College has chosen Biomedical Engineering as one of several focus areas for this growth. The proposed structure for biomedical engineering will provide for the infrastructure to forge an even more successful program.

The functional modifications in changing to department status include a change in the title for the program "coordinator" to "department chair", the reassignment of faculty internal to the college,

and the hiring of two new faculty. All changes are internal to the College, and the funding necessary to carry out these changes have been identified and made available from funds within the College of Engineering.

Adopted:

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

AS- -05

RESOLUTION ON  
ACADEMIC CALENDAR

1 Background: For the last several years, the winter quarter has had two Monday holidays, Martin  
2 Luther King Day in January and Presidents' Day in February. The result has been that classes and  
3 laboratories scheduled on Mondays have been short changed during that quarter. This same  
4 situation occurs in other quarters when various holidays line up such as having Cesar Chavez  
5 Day and Memorial Day both on a Monday.

6  
7 Various departments have dealt with this problem in a variety of ways. We seek an institutional  
8 fix to this problem by adopting the following definition of an academic quarter. This solution  
9 will most likely involve having a Monday class schedule on a day other than Monday. Such a  
10 switch of schedules is common on many university campuses throughout the nation.

11  
12 WHEREAS, Not all calendar days' schedules have the same number of meetings each quarter;  
13 and

14  
15 WHEREAS, It is instructionally sound to minimize the variation in the number of calendar  
16 days' schedules each quarter; therefore be it

17  
18 RESOLVED: That the Academic Senate of Cal Poly ask the administration of Cal Poly to adopt  
19 the policy that each academic quarter consist of a minimum of nine (9) offerings  
20 of calendar days' schedules; and be it further

21  
22 RESOLVED: That this policy be put in place commencing as soon as possible.

Proposed by: Harvey Greenwald and Myron Hood, senators  
Date: April 5, 2005

**TO:** Dave Hannings  
Stacey Breitenbach

**FROM:** Steve Kaminaka

**RE:** Creation of Work Group for Faculty/Staff Recruitment

**DATE:** March 29, 2005

Dave:

The BLRP Committee would like the Executive Committee to appoint a small Working Group to investigate the feasibility of developing a campus-wide systems approach to faculty/staff recruitment. We've met with Will Bailey (newly appointed Director of Employment Equity & Faculty Recruitment) and he seems anxious to help us get started.

The background to this issue is given below:

**BACKGROUND: STRATEGIC APPROACH TO FACULTY AND STAFF RECRUITMENT**

One item of concern on our campus is the issue of Faculty and Staff recruitment in an increasingly competitive environment. It would probably be useful for the campus to develop a strategic, systems approach to the recruitment of faculty and staff.

I don't know if there is currently anyone person or group responsible for the development of such a systems approach to faculty and staff recruitment. As far as I am aware, there is currently no overall coordinated campus-wide strategy for recruitment. Each department seems to be on their own and seems to have to reinvent the wheel for each new recruitment situation that occurs.

Since successful recruitment in today's competitive environment involves more than just the issue of SALARY, a systems approach would have to consider many other issues such as HOUSING, RELOCATION ASSISTANCE, MOVING EXPENSES, EMPLOYMENT OPPORTUNITIES FOR SPOUSES, CHILDCARE AVAILABILITY, WELCOME WAGON ACTIVITIES, CAMPUS & COMMUNITY ENVIRONMENT, MORTGAGE FINANCING ASSISTANCE, PAYOFF OF STUDENT LOANS, FUNDING FOR START-UP RESEARCH ACTIVITIES, REDUCED INITIAL TEACHING LOADS, PERSONAL & PROFESSIONAL DEVELOPMENT, PERSONAL DEVELOP OPPORTUNITIES FOR NON-WORKING SPOUSES, etc. Furthermore, we shouldn't forget that recruitment activities must be directed at the applicant's family as well as at the applicant.

**SUGGESTED APPROACH**

Oversee the development of a systems approach to faculty and staff recruitment.

Develop a university-wide (community-wide) plan for recruitment.

Develop creative options for faculty and staff recruitment.

Provide for communication mechanisms between relevant individuals & entities.

Ensure that recruitment options are known to all divisions and departments.

Factors to be considered include:

Housing

Temporary, Permanent, Mortgage Assistance

Employment opportunities for spouses

Child Care

Moving Expenses

Relocation Assistance - One Stop

Service Center

Resource Development - For Recruitment Incentives, Signing bonuses

New Faculty / Welcome Wagon / Hospitality

Faculty Development Opportunities

Salaries and benefits

Teaching loads

Work through Senate to begin development of a campus plan for faculty and staff recruitment.

AREAS	WHO? AGENCIES, DEPTS	BLRP INTERVIEWER
Housing	CP Housing authority Real estate agents	
Salaries	HR	
Work conditions	HR CFA CSEA	
Incentives	Relocation services (one stop?) Moving expenses	
Family	School districts Child care units	
Cal Poly	newish Faculty list Faculty development Deans Dept Heads	
Recruitment		
Environment		