

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-005-256

Correction to Cross-Listing Policy 1122

Academic Affairs Committee

Date: February 11th, 2025

Executive Committee
Received and Forwarded

Date: February 18th, 2026

Academic Senate

Date: February 25, 2026

First Reading

Background

1. Name: Laura Massa
2. Email: lmassa@cpp.edu
3. Title of Referral: Correction to Cross Listing Policy 1122
4. Names and Titles of proponents:
 - a. Cheryl Koos, AVP Faculty Affairs
 - b. Terri Gomez, Provost and Vice President, Academic Affairs
5. Keywords: Cross, Listing, 1122
6. Is there a deadline by when this referral needs to be considered by the Academic Senate?
Yes
7. Deadline Date: 3/18/2026
8. Justification for deadline: Registration for fall 2026 starts in April; departments should be able to complete their schedule before registration begins.
9. Background: This referral is to address conflicts that have arisen related to the staffing of cross-listed courses. Staffing courses is the purview of the academic department offering the course (per Article 20, section 20.2b). The correction being requested is to eliminate the line about staffing from line 2.2 of the cross-listing policy.

The current text reads:

“When cross-listing existing courses or proposing new cross-listed courses, both program chairs of the relevant programs shall agree to cross-list the course, jointly decide on the staffing of the course each time it is offered and collaborate on content. Current agreement and future intent are signified by chairs’ approval in the curriculum approval process.”

The correction is to remove "jointly decide on the staffing of the course each time it is offered and collaborate on content," which is shown using track changes in the attached file.

10. Recommended Resources
 - a. Cheryl Koos, AVP Faculty Affairs
 - b. Terri Gomez, Provost and Vice President, Academic Affairs
 - c. Cross listing policy:
https://www.cpp.edu/academic-manual/1100-1199-curricular-policies/policy_1122-cross-listing-policy.pdf
 - d. CFA CBA Article 20: Workload, section 20.2b (note that the appropriate administrator in this section is the dean)
<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article20.pdf>
11. Attachments – See Below

Discussion

The Academic Affairs Committee received this referral on November 20th, 2025. During a discussion of the referral at our first meeting of the Spring semester, January 28th, the referral's author, Dr. Laura Massa (Academic Affairs committee member and Associate Vice President for Academic Programs) shared that Policy 1122 as it is currently written conflicts with CBA Article 20: Workload, section 20.2b, in which it is noted that "instructional assignments of individual faculty members in the classroom, laboratory, or studio will be determined by the appropriate administrator after consultation with the department chair (or designee) and/or the individual faculty member." The Academic Affairs Committee unanimously agreed that the change proposed by Dr. Massa to remove the suggested phrase on staffing in line 2.2 of Policy 1122 aligns with current practice and effectively addresses potential conflicts with CBA Article 20, section 20.2b.

Following the discussion, emails were sent to Dr. Cheryl Koos (AVP Faculty Affairs) and Dr. S. Terri Gomez (Provost and Vice President, Academic Affairs) for further feedback. Provost Gomez responded to express her support for the proposed revised language for the reasons stated above. She also noted that the current policy as written is impractical and, in the case of emergencies in which faculty may need replacement during a semester, the "offering department and dean often have limited options on such short notice where placing a qualified faculty member in the course must be done expeditiously."

Recommendation

It is the recommendation of the Academic Affairs Committee to approve Dr. Massa's suggested edit to Policy 1122. The correction being requested is to eliminate the phrase about staffing from line 2.2. The text currently reads:

"When cross-listing existing courses or proposing new cross-listed courses, both program chairs of the relevant programs shall agree to cross-list the course, jointly decide on the staffing of the course each time it is offered and collaborate on content. Current agreement and future intent are signified by chairs' approval in the curriculum approval process."

The correction is to remove "jointly decide on the staffing of the course each time it is offered and collaborate on content," which is shown above (underlined) and in its final version in the attached file (see red arrows).



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1122**

CROSS LISTING POLICY

1. PURPOSE

The purpose of this policy is to establish guidelines for cross-listing of all University GE and non-GE courses.

2. CROSS LISTING

- 2.1.** Any new course may be cross listed in multiple program areas.
- 2.2.** When cross-listing existing courses or proposing new cross-listed courses, both program chairs of the relevant programs shall agree to cross-list the course. Current agreement and future intent are signified by chairs' approval in the curriculum approval process.
- 2.3.** Cross-listed courses shall be listed under both program areas in the catalog and class schedules.
- 2.4.** Students can only receive credit once for any cross-listed course.
- 2.5.** Course numbering, units, prerequisites, description, and General Education categories shall be identical for cross-listed courses.
- 2.6.** The program area(s) funding the course receives the FTEs for the course.
- 2.7.** Program areas cross listing the course must consult regarding scheduling, faculty assignment, faculty evaluation, course articulation, course modification, and course delivery method.
- 2.8.** Removal of a course's cross-listing status may be done at the request of a chair of either program cross-listing the course.
- 2.9.** Compliance with this policy shall be evaluated as a part of the regular program review process. Part of each program review shall involve justifying all the cross listings of a program's courses and may result in the reduction of cross-listings for a course. Evaluation of compliance will be undertaken by the Program Review Committee during each program's review.