Overview

- What is Campus Administrative Policy?
- How did we get here?
- What does it look like in practice?
- Resources
The CAM to CAP Project

- “A guide for operations that will live on for many years…”

<table>
<thead>
<tr>
<th>CAM:</th>
<th>CAP:</th>
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<tbody>
<tr>
<td>Campus Administrative Manual</td>
<td>Campus Administrative Policy</td>
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Objective

_Campus Administrative Manual_ (CAM) was a combined policy and procedures manual for campus administration since the 1970’s. The President’s Office began replacing CAM with CAP in 1999.
The Scope and Vision of CAP

“In accordance with good organizational practices,
Cal Poly will:

- Create
- Integrate
- Implement
- and Maintain

a unified and comprehensive system of administrative policies, standards and definitions.”
Campus Administrative Policy:

- Provides a uniform system of policies.
- Provides a single location for all CAP policies for ease of locating and use.
- Cites appropriate CSU and State authority.
Logic:

CAP was designed to be policy statements without procedures as process changes quickly but the base policy stays consistent over time.
CAP Approval Process

- Draft and Submit
- Review and Revise
- Post Interim
- Post Approved
# Current Status of CAP Project

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<th>CH. #</th>
<th>CHAPTER NAME</th>
<th>Major #</th>
<th>Main Sections</th>
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abc.afd.calpoly.edu
A current example: CAP for Events
CAP for Events involves these broad concepts

- Facility Use
- Scheduling
- Catering & Alcohol
- Access and Relations
Events Policies

- Events
  - University Scheduling CAP 280
  - Disability Resource Center CAP 640.1
  - Alcohol Policy CAP 172
  - Kennedy Library Events CAP 270.2.4
  - Risk Management CAP 361.6.1 Public Entity Liability
  - Development - Fundraising Events CAP 710.4
  - Marketing and Communications - Media Relations CAP 740.3
Facilities Use Policies

- Facilities Use
  - CAP 140
  - Free Expression, Sponsorship, Commercialism and Use of Buildings and Grounds-
    - Limitations and Guidelines for Campus Events and Activities 141.3
    - Use of Cal Poly Buildings and Grounds-
    - Approved and Priority Uses of University Facilities 144.1
    - Scheduling of Campus Events and Activities 144.4
Ability to search by keyword

- Type in “Special Events” and get ALL related policies
- A tag is assigned to a keyword information.
- Tags describe searchable words and allow them to be found again by searching.
- Tags are chosen by the web designer creator or by the viewers, depending on the system.
Questions?