Proposed Instruction Committee Policies & Procedures

1) <u>Responsibilities (from Senate Constitution & Bylaws)</u>
The Instruction Committee (hereafter called the 'Committee') shall be responsible for recommendations regarding subjects that impinge directly on **the quality of teaching** and for providing policy recommendations concerning **grading** as well as **admissions policies and requirements**. It will also provide review and input concerning **electronic teaching techniques**...In accordance with CAM 481 and AS-357-91/IC, the Instruction Committee shall review the **Academic Calendar** as proposed by the Provost/Vice President for Academic Affairs before its final submission to the President for approval.

2) <u>Policies and Procedures</u>
2.1) Responsibilities of the Committee Chair
The Committee Chair is responsible for scheduling meetings, setting an agenda, and conducting all Committee meetings. At the discretion of the Committee Chair, guests may be invited to the Committee meetings (examples of guests who were invited to the Committee meetings include those who represented El Corral Bookstore, Dean's Council, Disability Resource Center, and Center for Teaching and Learning). The Committee Chair also represents the Committee at the Academic Senate and the Senate Executive Committee meetings. At the end of each quarter, the Committee Chair shall submit a report to the Senate Chair including a summary of the Committee's work and accomplishments during the quarter. In addition, at the end of each academic year, the Committee Chair shall conduct an annual review of the Committee's work and accomplishments and provide an evaluation on how they fit within the Committee's responsibilities as described in the Bylaws of the Academic Senate (see section 3).

2.2) Committee Charges
As set forth in the Bylaws of the Academic Senate, business items given to the Committee that require the vote or approval of the Academic Senate or the Senate Executive Committee need to be reviewed and assigned to the Committee by the Senate Chair. The Committee Chair is responsible for providing the Senate Chair with a report of the discussions and votes taken by the Committee members on these assignments.

2.3) Review of Academic Calendar
As set forth in the Bylaws of the Academic Senate, the Committee is responsible for reviewing the University's academic calendar as proposed by the Provost/Vice President for Academic Affairs. The Committee Chair shall work with the Office of the Provost/Vice President for Academic Affairs to schedule Committee meetings to review and approve the academic calendar in a timely manner. In addition, the Committee chair shall report to the Senate Chair the Committee's recommendations on the academic calendar.

2.4) Consultative Role of the Committee
Historically, the Committee has served as a consultative body to various constituents on matters related to the quality of instruction and grading (e.g., a review of TurnItIn software, Senior Project archives, and Digital Commons). In the past, these requests were made either directly to the Committee Chair or through other Committee members and did not require the vote or approval of the Academic Senate or the Senate Executive Committee. As a result, the Committee served in an advisory role and provided informal recommendations on these matters. The Committee chair, in consultation with the Senate Chair, is responsible for deciding the appropriateness of such requests

and adding them to the Committee's agenda.

3) Past Resolutions/Assignments

Quality of Teaching:
AS-654-07 Resolution on Timely Accessibility to Instructional Materials
AS-631-05 Resolution on Final Assessments
AS-592-03/IC Resolution on Class Attendance
AS-562-01/IC Resolution to Update the Campus Administrative Manual Senior Project Section
Review and provide recommendations regarding The Retention, Promotion, and Tenure Focus
Group Report

Class Scheduling:
AS-677-09 Resolution on Academic Calendar: Major Religious Holiday Observance on First Day
of Classes
AS-467-96/IC Resolution on the Academic Calendar: First Day of Instruction
AS-490-98 Resolution on Final Exam Scheduling
AS-357-91-IC Resolution on the Academic Calendar
AS-511-98/IC Resolution on the Academic Calendar: Resolving Conflicts with Religious Holidays
Approval of Regular Academic Calendars

Grading:
AS-669-08 Resolution on WU Grade
AS-645-06 Resolution on Grade Forgiveness
AS-603-03/IC, CC, GEC Resolution on Credit/No Credit Grading (CR/NC) (Not in effect)
AS-569-01/IC Resolution on Incomplete "I" Agreements
AS-477-97/IC Resolution on Change of Grades
AS-449-95/IC Resolution on "U" Grades
AS-439-95/IC Resolution on Change of Grades
AS-390-92/IC Resolution on Repeating Courses for Credit
AS-384-92/IC Resolution on Change of Grade
Review and report on Turnitin software

Admissions:
AS-582-02/IC Resolution on Process for Change of Major
AS-563-01/IC Resolution on Publication of Change of Major Criteria
AS-468-96/IC Resolution on Credit for Advanced Placement Exams

Electronic Teaching Techniques:
AS-654-07 Resolution on Timely Accessibility to Instructional Materials
AS-683-09 Resolution on Archiving Senior Projects
AS-495-98/IC Resolution on Integrated Modes of Instruction
Review and report on Turnitin software to the Executive Committee of the Academic Senate

Others:
AS-566-01/IC Resolution on Commencement
AS-553-01/IC Resolution on Choices of Catalog request Older than 10 Years
AS-543-00/IC Resolution on Proposal to Establish a Campuswide Policy on Posthumous Degree
AS-389-92/IC Resolution on Time Frame to Obtain Degree