Memorandum

To: John Soares   **Date:** December 12, 2008
                  Chair, Academic Senate

From: Stephen Phillips
                  Chair, Instruction Committee, Academic Senate

Subject: Instruction Committee Quarterly Report: Fall 2008

The Instruction Committee met five times during the fall quarter under newly appointed Chair Stephen Phillips. It was not possible to ensure all committee members could meet at any designated time during the week, so the meetings were held when the majority of voting members could participate. As the ASI representative was unable to make the meetings, we requested that the ASI president select an alternate student to meet with the committee. We did however include the ASI representative along with all members of the group in all communications.

Three assignments were managed during the fall quarter:

1) Review of the 2010-2011 Academic Calendar

      a) Committee met with Kay Jensen to review proposed calendar options for fall, winter, spring and summer 2010-2011
      b) Committee approved schedule for fall, spring, and summer without further recommendation.
      c) Committee approved one of two options provided for winter without further recommendation.
      d) Committee sent recommendations to the Executive Committee of the Academic Senate for review.
      e) For more information see meeting minutes.

2) Resolution on Religious Holidays

      a) Committee met on several occasions to research and review alternatives for repealing and rewriting academic senate policy concerning religious holidays falling on the first day of classes.
      b) Research indicated there were few religious holidays in question concerning this policy.
      c) To be inclusive of all religious and cultural holidays however, we concluded to recommend a policy without designation of any specific religion or holiday.
      d) Policy was rewritten to ensure same rights for religious and cultural holidays as previous policy, but in more general terms.
      e) Specifics related to said policy, including a list of religious and cultural holidays to be observed, will be identified and stated in policy determined by Academic Calendar Guidelines established by the Office of Academic Programs and Undergraduate Education under David Conn.
      f) Resolution sent to the Executive Committee of Academic Senate for review.
      g) For more information see meeting minutes.

3) Review and report on Turnitin software to the Executive Committee of the Academic Senate

      a) Committee was asked to meet to discuss and determine policy regarding the use of Turnitin Software on the Cal Poly campus.
      b) Committee was asked to review and research software.

c) Meeting was held to present a software tutorial and to discuss pro's and con's for using said software on the Cal Poly campus with Francisco Fernflores, Adrienne Miller, and John Soares in attendance.
d) Extensive report was submitted and reviewed by Executive Committee in presence of Tim Kearns of IACC.
e) Our understanding was that no further support for Turnitin Software would be given (financial or otherwise), until such time as a survey was made to determine the extent of interest for plagiarism software on our campus.
f) For more information see meeting minutes and Turnitin Software Report submitted to the Executive Committee of the Academic Senate.

4) Chair received notice there were concerns regarding WU and W grading policy

a) Resolution policy passed recently by the Academic Senate in 2008, has had an effect on Cal Poly faculty and students that is proving to some deans and faculty not to be productive or supportive to student education.
a) Chair agreed to consider review of WU and W policy for further recommendations to the Senate.