



Memorandum

To: Rachel Fern-Flores
Chair, Academic Senate

Date: December 13, 2009

From: Kevin Lertwachara
Chair, Instruction Committee, Academic Senate

Subject: Instruction Committee Quarterly Report: Fall 2009

The Instruction Committee met five times during the fall quarter. The meetings were scheduled during the time where the majority of committee members could participate. However, we did not have any representative from the College of Science and Mathematics, College of Architecture & Environmental Design, and College of Agriculture, Food and Environmental Sciences appointed to the Committee during the fall quarter.

During the fall quarter, the Instruction Committee primarily focused our attention on reviewing CSU Executive Order 1037 (EO 1037). We concluded that our current policies on Incomplete grade agreements and grade forgiveness need to be revised. The following Resolutions were written, reviewed, and submitted to the Academic Senate.

- 1) Resolution on Incomplete "I" Agreements: EO 1037 requires that the conditions for removal of Incomplete grades be put in writing by the instructor and given to the students. Following the issuance of EO 1037, the Chancellor's Office provided to all CSU campuses a new feature on the online grade and class rosters on PeopleSoft that requires instructors to create an online Incomplete grade contract which can be reviewed by the student receiving the Incomplete grade. However, our current policy in AS-569-01/1C does not require the instructors to create an Incomplete grade agreement. As a result, the Committee drafted a new Resolution to repeal AS-569-01/1C and to require instructors to use the online grade roster to create an Incomplete grade agreement.

The new Resolution was submitted to and reviewed by the Senate Executive Committee. Subsequently, the Resolution was forwarded to and reviewed with a first and second reading by the Academic Senate.

- 2) Resolution on Grade Forgiveness: Our current policy in AS-645-06 allows students to repeat courses for grade forgiveness only when the students receive a D+ or lower. Currently, Cal Poly students are not allowed to repeat a course for grade forgiveness if they earned a C-. However,

EO 1037 allows students to repeat an individual course for grade forgiveness if they earned a C- or lower. In addition, EO1037 does not allow individual campuses to be more restrictive on which grades can/cannot be forgiven. As a result, the Committee proposed a new Resolution to repeal AS-645-06 and to allow students to repeat up to 16 units for grade forgiveness in courses that a grade of C-, D+, D, D-, F, or WU was received.

The new Resolution was submitted to and reviewed by the Senate Executive Committee. Subsequently, the Resolution was submitted to and reviewed with a first reading by the Academic Senate.

The Committee also started a discussion on the Retention Promotion and Tenure Focus Group Report. Our attention was focused on recommendation items 4, 5, 10, and 11. We plan to continue our discussion on these items in the winter quarter.