



## **Memorandum**

**To:** Rachel Fern-Flores  
Chair, Academic Senate

**Date:** December 14, 2011

**From:** Kevin Lertwachara  
Chair, Instruction Committee, Academic Senate

**Subject:** Instruction Committee Quarterly Report: Fall 2011

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During the Fall 2011 quarter, the Instruction Committee met five times. 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 Architecture and Environmental Design and College of Agriculture, Food and Environmental Sciences appointed to the Committee.

During the Fall quarter, the Instruction Committee worked on the following business items.

- 1) **Review the Academic Calendar 2013 – 2014:** The Instruction Committee met with Susan Olivas from the Registrar's Office to review academic calendar proposals for Summer, Fall, Winter, and Spring 2013 – 2014. Our recommendations were approved by the Executive Committee on November 29, 2011. Please see the attached memorandum for our calendar recommendations.
- 2) **Resolution on corporate relations in the classroom:** The Committee met in person and via email to discuss drafting a new policy on corporate guest speakers in the classroom. We recognize that guest speakers with relevant knowledge and experience can be an effective pedagogical tool to augment our learn-by-doing philosophy. We also recommend that the instructor communicate with students that the presence of the guest speakers does not imply Cal Poly's endorsement of the guest speaker's opinions, views, or affiliation. We are finalizing the drafted resolution and will submit the resolution to the Executive Committee in January 2012.
- 3) **Review EO 1062: Field Trip Policy:** The Committee met with Mary Pedersen (Academic Program) and Matthew Roberts and David Carroll (Risk Management) to review and discuss the implications of Executive Order 1062. Currently, the Academic Program office is conducting a survey to ask Department Heads and Associate Deans about field trips in their respective departments and colleges. The Committee will continue to work on this policy when the survey results become available.

- 4) **Conflict of Interests from sales of coursepacks: The Committee met in December 2011 to start reviewing Cal Poly's current policy on the sales of coursepacks. Our discussion focused on the potential conflict of interests where faculty members receive royalty payments from the sales of coursepacks. We will continue to work on this issue during the Winter 2012 quarter.**

# CAL POLY

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## Memorandum

To: Senate Executive Committee  
From: Kevin Lertwachara, Chair, Instruction Committee  
Date: November 28, 2011  
Re: Academic Calendar 2012 – 2013 recommendations

The Instruction Committee met with Susan Olivas from the Registrar's Office to review academic calendar proposals for Summer, Fall, Winter, and Spring 2013 – 2014. Our recommendations are presented below.

### Summer 2013:

The Instruction Committee voted to recommend the **Summer 2013 Option 2**. Below is the summary of the two Summer quarter options (Please see the attached memorandum from the Registrar's Office for full details). The Summer commencement is scheduled on Saturday, June 15<sup>th</sup>. Option 2 allows for a one-week break after Spring 2013 and starts the Summer quarter on a Monday. Option 1 presents a less preferable schedule that starts Summer classes on a Thursday with a 3-day break after Spring 2013. One issue with Option 2 is that the 10-week Summer session will not have a final exam period. However, in recent years, only supervisory courses with no final exams have been offered for the 10-week Summer session.

Summer 2013	Break between Spring and Summer terms	First Day of Classes	Academic Holiday	Last Day of Classes	Final Exam Period	Notes
Option 1	3 days	June 20, Thursday	July 4, Thursday	8-week session: August 15, Thursday  10-week session: August 27, Tuesday	8-week session: August 19–21, M-W  10-week session: August 28-30, W-F	Dates for the 8-week session are based upon a model used for the Summer 2007 term when classes started on a Thursday. Final exams occur over a three-day period by scheduling each exam for 2 hours, which is consistent with previous summer quarters.  Labor Day occurs on Monday, September 2, in 2013. Although this option does not start on a Monday, it does allow for conclusion of the term by Labor Day with final exams for a regular 10-week session (or a second 5-week session.) The last day of classes for the session would be on Tuesday, August 27, and the final exam period would immediately follow and be reduced to 3 days, August 28 – 30. (2 hour final exams, instead of 3 hours, would be scheduled on those days)
Option 2	1 week	June 24, Monday	July 4, Thursday	8-week session: August 16, Friday  10-week session: August 30, Friday	8-week session: August 19 – 21, M-W  10-week session: No final exam period	Labor Day occurs on Monday, September 2, in 2013. This option allows a Monday start and conclusion of the term by Labor Day, but does not allow for a final exam period for a regular 10-week session. In recent years, only supervisory courses, which don't have final exams, have been offered during the 10-week session. (Note that if a second 5-week session were offered, the final exam could occur at the last class meeting, which has been past practice with a first 5-week session.)

### Fall 2013:

The committee unanimously approved the schedule for **Fall 2013** as it is proposed. The Fall Conference will start on Monday, September 16<sup>th</sup> and the first day of classes will start on Monday, September 23<sup>rd</sup>. The academic holidays, including the Thanksgiving break, and the final exam period in this proposal are consistent with our academic calendars in the past.

**Winter 2014:**

For the Winter 2014 quarter, four proposed options were offered and listed as Winter 2014 Options # 1a, 1b, 1c, and 2. Below is the summary of the four options (Please see the attached memorandum from the Registrar's Office for full details).

Winter 2014	Break between Fall and Winter terms	First Day of Classes	Academic Holiday	Last Day of Classes	Final Exam Period	Notes
Option 1a, 1b, 1c	3 weeks	January 6, Monday	January 20, Monday February 17, Monday	March 14, Friday	March 17 - 21, M - F	<p>Option is to follow a Monday schedule on another day of the week, so there are nine offerings of Monday classes during the term.</p> <p>Instructional Days = 48</p> <p><u>Option 1a:</u> Follow a Monday schedule on Friday, January 17, preceding the Martin Luther King holiday on Monday, January 20.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <li>Fewer classes displaced on Friday.</li> <li>Can affect part-time faculty with other jobs off-campus (e.g. at Cuesta) and students' jobs off-campus.</li> <li>Can affect lab prep time in College of Science and Math. Lab techs usually use Fridays to set up lab rooms for classes that will occur the following week (Monday – Thursday). If a Monday schedule is followed on a Friday, then lab techs would need to set up labs late on Thursday.</li> </ul> <p><u>Option 1b:</u> Follow a Monday schedule on Tuesday, January 21, following the Martin Luther King holiday on Monday, January 20.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <li>Can affect part-time faculty with other jobs off-campus (e.g. at Cuesta) and students' jobs off-campus.</li> </ul> <p><u>Option 1c:</u> Follow a Monday schedule on Tuesday, February 18, following the President's Day holiday on Monday, February 17.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <li>Can affect part-time faculty with other jobs off-campus (e.g. at Cuesta) and students' jobs off-campus.</li> <li>Occurrence later in term may affect mid-term schedules.</li> </ul>
Option 2	3 weeks	January 6, Monday	January 20, Monday February 17, Monday	March 14, Friday	March 17 - 21, M - F	<p>Per CAP 211.3, President's Day, the third Monday in February, is a designated holiday, which can be rescheduled by the President for observance on another day.</p> <p>Move observance of President's Day to Friday, February 14, and hold classes on Monday, February 17. Considerations:</p> <ul style="list-style-type: none"> <li>Fewer classes displaced on Friday.</li> <li>Can affect faculty and students with young children.</li> <li>Occurrence later in term may affect mid-term schedules.</li> <li>Can affect lab prep time in College of Science and Math. Lab techs usually use Fridays to set up lab rooms for classes that will occur the following week (Monday – Thursday).</li> </ul> <p>Instructional Days = 48</p>

Option 2 (i.e., holding classes on Washington's Birthday (Monday, February 17<sup>th</sup>) and taking Friday, February 14<sup>th</sup> as a holiday) did not receive any support from the committee members. The University had implemented this option in the past, but it caused considerable difficulties among faculty and staff members with children in school and among students with a work schedule off-campus.

The Winter 1a Option (i.e., holding Monday's classes on Friday, January 17<sup>th</sup>) will affect lab preparation for a number of Science and Engineering classes. In addition, this option will affect evening classes that are usually held on a Monday schedule (e.g., potentially causing problems among students travelling or working off-campus).

**The Committee voted and approved the Winter 2014 1b Option** to hold Monday's classes on Tuesday, January 21<sup>st</sup> following Martin Luther King's birthday (Monday, January 20<sup>th</sup>). This option is consistent with what the University has implemented during the past few years and appears to be the least problematic. In addition, the Registrar's Office will remind the students, faculty, and staff of the schedule change (e.g., via email, campus cable

TV channel, and the notification channel on my.calpoly.edu). Option 1C for Winter 2014 (i.e., holding Monday's classes on Tuesday, February 18<sup>th</sup>) was considered, but this option might interfere with the mid-term exams for some classes. As a result, the committee decided that implementing the schedule change early in the quarter is preferable and therefore chose Option 1b.

**Spring 2014:**

For the Spring 2014 quarter, two options were presented. Option 1a proposes to hold Monday's classes on Friday, May 23<sup>rd</sup> (preceding Memorial Day). As mentioned above, this option would affect lab preparation for Science and Engineering classes and would move Monday's evening classes to Friday's evening. As a result, the committee did not vote for this option.

Spring 2014	Break between Winter and Spring terms	First Day of Classes	Academic Holiday	Last Day of Classes	Final Exam Period	Notes
Option 1a, 1b	1 week	April 1, Tuesday	March 31, Monday May 26, Monday	June 6, Friday	June 9 - 13, M - F	<p>Option is to follow a Monday schedule on another day of the week, so there are nine offerings of Monday classes during the term.</p> <p>Instructional Days = 48 (CAP 211.1 states there should be a minimum of 49 instructional days in the spring quarter, but because Cesar Chavez Day falls on Monday, March 31, and classes start on the subsequent Tuesday, it's not possible to have 49 instructional days and end the term prior to the second weekend in June, also in CAP 211.1. Although there would not be 49 instructional days for the Spring term, total instructional days for the academic year will total 147 and be in compliance with CAP 211.1)</p> <p><u>Option 1a:</u> Follow a Monday schedule on Friday, May 23, preceding the Memorial Day holiday on Monday, May 26. Considerations:</p> <ul style="list-style-type: none"> <li>• Fewer classes displaced on Friday</li> <li>• Can affect part-time faculty with other jobs off-campus (e.g. at Cuesta) and students' jobs off-campus</li> <li>• Can affect lab prep time in College of Science and Math. Lab techs usually use Fridays to set up lab rooms for classes that will occur the following week (Monday – Thursday). If a Monday schedule is followed on a Friday, then lab techs would need to set up labs late Thursday</li> </ul> <p><u>Option 1b:</u> Follow a Monday schedule on Tuesday, May 27, following the Memorial Day holiday on Monday, May 26. Considerations:</p> <ul style="list-style-type: none"> <li>• Can affect part-time faculty with other jobs off-campus (e.g. at Cuesta) and students' jobs off-campus</li> </ul>

**The committee voted to approve the Spring 2014 1b option to hold Monday's classes on Tuesday, May 27<sup>th</sup> (following Memorial Day). This option is consistent with the University's schedule for the past few years.**