

## Memorandum

To: Steve Rein, Chair, Academic Senate

From: Dustin Stegner, Chair, Instruction Committee

Subject: Instruction Committee Report, Fall 2012

During the Fall 2012 quarter, the Instruction Committee met four times. The Committee worked with Susan Olivas from the Office of the Registrar on the Academic Calendar and made its recommendation. This was approved by the Academic Senate Executive Committee on October 30, 2012.

In addition, the Committee was charged by the Senate to address three issues: 1. Resolution on conflict of interest in the assignment of course materials; 2. Discussion of new course evaluation policies; and 3. Working with Academic Programs and Planning to draft a policy on field trips (EO 1062).

The Committee's work on the resolution on conflict of interest in assigning course materials took two forms. First, the Committee investigated how the previous version of the resolution would be integrated into the University's change from the Campus Administrative Manual (CAM) to the Campus Administrative Policies (CAP). The Committee met with Karen Webb, Assistant Vice President, Administration and Finance, and Starr Lee, Associate Executive Director, Administration & Legal Affairs, to determine how the resolution would affect the CAP. The Committee decided that the most effective course of action would be to work with Academic Affairs (and the CAP workgroup) on how the resolution could be implemented. Second, the Committee gathered additional information on conflict of interest policies from other campuses. The Committee intends to complete its work on the conflict of interest resolution in Winter quarter 2013.

The Committee discussed three issues related to student evaluations: 1. Evaluations of all classes, as permitted by the new labor agreement, and courses that may be exempted from evaluation; 2. Online evaluations; and 3. University-wide evaluation questions. On November 13, 2012, the Chair met with Al Liddicoat, Associate Vice Provost, Academic Affairs, to discuss what courses might be exempted from the new evaluation policy and the timeline for implementing online evaluations. As requested by Vice Provost Liddicoat, the Committee provided comments on the possibility of exempting courses with enrollments under five students in order to protect anonymity. The Committee had questions about three additional topics:

1. The administration of student evaluation in senior project courses raised several issues. First, in some departments, students enroll in one course for their senior projects (for example, CHEM 461) and then multiple faculty direct the projects and administer grades for their students. The faculty member directing the projects falls below the threshold, but the total number of students well exceed the 5-student minimum. Further, many students take incompletes for their senior projects. The question was asked whether such students would complete evaluations for courses that have not been completed.
2. Several programs offer internship/supervision classes in which the faculty member does not have contact with the students or, for all intents and purposes, teach the class. The question was asked whether students would be able to evaluate these courses in a meaningful way and how that would be incorporated into the overall assessment of a faculty member in the RPT

- process.
3. Since some courses are co-taught, the question was raised about how evaluations would be administered in these cases.

The Committee had two comments for Vice Provost Liddicoat regarding online evaluations: 1. That the evaluations be optional for students and 2. That the possibility of using mobile applications for completing the evaluations would be welcome since it would help to improve response rates.

In regard to University-wide evaluation questions, the Committee collected current student evaluation from all of the academic programs. It identified the most effective questions that could be asked in university-wide evaluations. In the Winter and Spring 2013 quarters, the Committee plans on drafting a resolution on the implementation of these questions and a procedure for modifying university-wide questions in the future.

The Committee decided to postpone its work on a policy on field trips until Winter 2013 quarter.