

Memorandum

To: Steve Rein, Chair, Academic Senate

From: Dustin Stegner, Chair, Instruction Committee

Date: December 16, 2013

Subject: Instruction Committee Report, Fall 2013

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During Fall 2013, the Instruction Committee met three times. The Committee focused on four charges from the Academic Senate: 1. Resolution on the Conflict of Interest in the Assignment of Course Materials; 2. Recommendations on the 2015-16 academic calendar; 3. Faculty Office Hours; and 4. Senior Projects.

The Committee completed its work on revising the Resolution on the Conflict of Interest in the Assignment of Course Materials. The Committee clarified the language of the resolution (primarily by incorporating existing policy from the Campus Administrative Manual) and the scope of its proposed additions to the Campus Administrative Policies. A draft of the resolution has been sent out for feedback, and it will be forwarded to the Academic Senate Executive Committee early in the winter quarter.

With consultation with Susan Olivas, Office of the Registrar, the Committee formed its recommendations on the 2015-16 academic calendar and forwarded them to the Academic Senate Executive Committee for approval.

The Committee also began its work discussing campus policies regarding faculty office hours. Currently, the Campus Administrative Manual requires that faculty hold five hours of office hours a week or a portion thereof based on teaching assignment; these expectations are communicated in most colleges through a quarterly email from the appropriate college dean. The Committee did not see a need to revise the current policies, but will continue to explore the issue in the winter quarter.

Finally, the Committee began work on discussing the assessment of senior project in the WASC self-study, primarily recommendations about the incorporation of writing/critical thinking into senior projects across campus. Its work on this issue will continue throughout the academic year.