

To: Gary Laver, Chair, Academic Senate
From: Dustin Stegner, Chair, Instruction Committee
Subject: Quarterly Report, Fall 2014
Date: December 5, 2014

During the fall quarter, the Instruction Committee made recommendations on the 2016-17 academic calendar. In forming its recommendation, it met with Keith Humphrey, Vice President of Student Affairs, to discuss the possibility of beginning the fall quarter 2016 on a Thursday in order to have an entire week off for the Thanksgiving Break. In addition, the chair consulted with Susan Olivas, Registrar's Office, and considered university-wide comments. The Committee's recommendations were forwarded to the Academic Senate Executive Committee for approval.

The Committee also submitted a Resolution on Final Examination on Office Hours to the Academic Senate. This resolution was presented for a first reading, and the committee incorporated several suggestions and has resubmitted the resolution for a second reading in the winter quarter.

The Committee drafted a Resolution on Scheduling Time Conflicts, which establishes a policy on which types of courses may be exempted from the university's current policy prohibits students from scheduling any time conflicts.

The chair has been working with the Academic Senate, Registrar's Office, and Mechanical Engineering Department on how activities may be scheduled in lecture classrooms. This issue will continue to be explored in the winter quarter.

The chair has begun discussing the Committee's charge to possibly return to 4-unit MWF courses with Susan Olivas, Registrar's Office. The primary issues that the committee needs to identify is why this scheduling possibility was eliminated and the feasibility of reestablishing this scheduling possibility.

The Committee will begin its work on drafting a policy for implementing EO 1064 in the winter and spring quarter. In addition, with the new hire of an Assistant Dean of Student affairs, the Committee plan on meeting with him in the winter or spring quarter to discuss ways in which expectations about plagiarism/academic dishonesty can best be communicated to students and faculty.