

ACADEMIC SENATE – Instruction Committee

Fall 2020

Due: Thursday, December 10, 2020

MEMBERS	
Name	College/Unit
Burleson, James	OCOB
Castro, Luis	CAFES
Giberti, Bruno	Admin
Hagen, John (CH)	CSM
Hillman, Catherine	Admin
Jankovitz, Kris	CSM
Jin, Xioamin	CENG
Knakiewicz, Bryan	CAED
Lopus, Sara	CLA
Sunata, Cem	Admin
Tejeda, Amanda	ASI
Vowell, Zach	PCS

CHARGES		
Charge	Complete?	Status/Notes
Collaborate with the Academic Senate consultative ethics group on a resolution addressing the university bookstore's Immediate Access opt-out process. Fall 2020	<input type="checkbox"/>	This is almost done. Ryan Jenkins is going to present a draft resolution to the Executive Committee in January.
Discuss revising requirement that student evaluations include qualitative comments (in collaboration with the Faculty Affairs Committee). AY 2020-21	<input type="checkbox"/>	Not started.
Discuss best practices in online proctoring and options for proctoring software packages. AY 2020-21	<input type="checkbox"/>	Not started.
Draft a resolution on timely adoption of course materials. AY 2020-21	<input type="checkbox"/>	We finished writing this resolution draft, but ran out of time to vote on it. We plan to vote at our first meeting of Winter Quarter.
Work with Registrar's Office to come up with an asynchronous final exam schedule policy. AY 2020-21	<input type="checkbox"/>	Not started, but the chair of the committee is in contact with the Registrar on this issue. We plan to do this in Winter Quarter.

NOTES:

Meetings

28 September 2020

Present: John Hagen (Chair), Luis Castro, Sara Lopus, Amanda Tejada, Catherine Hillman, Zach Vowell, Jim Burleson, Kris Jankovitz, and Bruno Giberti

At this meeting, we discussed a draft resolution on the Immediate Access Program. (See attached draft.).

26 October 2020

Present: John Hagen (Chair), Sara Lopus, Amanda Tejada, Luis Castro, Catherine Hillman, Kris Jankovitz, Cem Sunata, Zach Vowell, Jim Burleson, and Bryan Knakiewicz

At this meeting, we discussed various options for the 2022-2023 Academic Calendar.

9 November

Present: John Hagen (Chair), Xiaomin Jin, Catherine Hillman, Sara Lopus, Amanda Tejada, Kris Jankovitz, Bryan Knakiewicz, Cem Sunata, Jim Burleson, Zach Vowell, Patrick O'Sullivan, Luis Castro, Bryan Knakiewicz, and Catherine Hillman

At this meeting, we discussed a alternate draft of the resolution on the Immediate Access Program written by Ryan Jenkins, a member of the Ethics + Emerging Science Group. (See attached draft.)

16 November

Present: John Hagen (Chair), Patrick O'Sullivan, Sara Lopus, Catherine Hillman Zach Vowell, Amanda Tejada, , Luis Castro, and Cem Sunata

At this meeting, we discussed Timely Adoption of Course Materials Resolution Draft 5.0 (attached). The discussion resulted in Draft 6.0 (attached).

Adopted:

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-__-19

RESOLUTION ON IMMEDIATE ACCESS PROGRAM

Impact on Existing Policy: NONE

WHEREAS, The Cal Poly University Store piloted the Immediate Access Program in 2020;
and

WHEREAS, the Immediate Access Program was implemented with an opt-out model; and

WHEREAS, the opt-out model may result in students accidentally buying textbooks; and

WHEREAS, several areas of ethical risk associated with the program as implemented are discussed in the attached report; and

WHEREAS, xxxx; and

WHEREAS, xxxx; and

WHEREAS, xxxx; therefore be it

RESOLVED: xxxx, and be it further

RESOLVED: That the bookstore will develop an opt-in model as described in the attached report and implement that model by Fall 2021.

Proposed by: The Academic Senate Instruction Committee
Date: October XX, 2020

Timely Adoption of Course Materials Resolution Draft 5.0

WHEREAS

1. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities act of 1990 require that universities make courses accessible to all students,
2. California State University Executive Orders 926 (2005) and 1111 (2018) also require all courses to be accessible to all students,
3. Cal Poly is committed to the principles of accessibility and inclusion,
4. Accessible course materials must be provided in a timely manner to be useful for students,
5. Production of course materials in alternative formats by the DRC requires time,

AND WHEREAS

6. Cal Poly is also committed to the use of affordable course materials,
7. Students need time to find the most affordable option for their course materials; therefore, be it

RESOLVED

1. Textbooks, course-packs, and lab manuals will be selected and submitted to the bookstore by deadlines specified in the attached policy.
2. This policy will be effective beginning October 2021 for Winter 2022 course materials.

Page Break

Background

This policy is intended to move toward two goals that we have for our students: textbook accessibility and textbook affordability.

Accessibility

Early adoption of textbooks and other course materials is necessary to comply with federal law and CSU executive orders, which require that students who need alternative formats, such as texts in braille or in audiobook, have them on the first day of class. These alternative course materials take time to acquire or produce, and so course materials need to be ordered much earlier than they were in the past.

Affordability

Expensive course materials present a barrier to students without financial means. This barrier is counter to the Cal Poly community's goal of equity for all students. One tool for breaching this barrier is the use of open educational resource (OER) course materials, but these may not be available for every course. When students must acquire non-OER course materials, they need to know the potential cost when planning their course registration; early notice gives them time to make an informed choice and to seek lower cost options, such as a used text or a loan from another student.

Policy

1. The deadline for faculty of record to submit selections of textbooks, course-packs, and lab manuals to the bookstore will be two weeks before Schedule Builder opens for student viewing.
2. If course materials are not chosen by the deadline in clause 1 above, or if no faculty have been assigned as the instructor of record, responsibility for submitting the course materials will shift to the department that offers the course. The deadline for the department to submit a selection will be one week before Schedule Builder opens for student viewing.
3. If course materials are not chosen by the deadline in clause 2 above, the course materials used in the most recent instance of the course will be automatically selected by the bookstore.

Adopted:

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-__-18

RESOLUTION ON “POLY ACCESS” TEXTBOOK PROGRAM

Impact on Existing Policy: None.

WHEREAS, Follett’s Immediate Access (“Poly Access”) program was adopted without consultation with the Academic Senate, nor significant consultation with faculty nor students; and

WHEREAS, The “Poly Access” program profoundly shifts the nature of the relationship between student and bookstore; and

WHEREAS, Many students will be able to purchase books at lower cost because of the volume purchasing which Poly Access enables; and

WHEREAS, The Poly Access program raises serious concerns about increasing out-of-pocket costs for students by hundreds of dollars per quarter by automatically debiting their accounts for the cost of textbooks without sufficient notice and opportunity to opt-out; and

WHEREAS, Automatically opting students into such a system obviates their consent and threatens to undermine their autonomy by requiring them to opt-out of each textbook separately, each quarter; and

WHEREAS, Many Cal Poly students are of lower income or experience food insecurity, exacerbating these burdens; and

WHEREAS, These costs accrue to students’ state accounts, which can result in registration holds or failure to graduate; and

WHEREAS, Students are well-equipped to make informed decisions when shopping for textbooks to reduce their out-of-pocket costs; and

WHEREAS, An opt-in system, whereby students must take the deliberate action of choosing to receive their textbooks through the Poly Access program, would avoid the most serious concerns with the current system; and

WHEREAS, The Follett Canvas shell “Follett Access” is automatically populated into all courses by default appears to entangle the endorsement of a private company by instructors; therefore be it

RESOLVED: That the Academic Senate urges the Cal Poly Bookstore to change its “Poly Access” program to an opt-in program rather than an opt-out program, without requiring students to pay for textbooks by default, and be it further

RESOLVED: That the Academic Senate urge Cal Poly to remove the Follett Access Canvas shell from being automatically included in every course’s Canvas shell by default, and be it further

RESOLVED: That Cal Poly engage in more mindful and diligent consultation better consultation with faculty and student representatives when the Cal Poly bookstore implements changes to its interaction between itself and students or faculty, and be it further

RESOLVED: That Cal Poly be mindful of the ethically salient impacts of decisions that have the potential to significantly negatively impact student finances without students’ knowledge or sufficient notice.

Proposed by: Ryan Jenkins (Associate Professor, PHIL)
Date: October 25, 2020

Timely Adoption of Course Materials Resolution Draft 5.0

WHEREAS

1. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 require that universities make courses accessible to all students,
2. California State University Executive Orders 926 (2005) and 1111 (2018) also require all courses to be accessible to all students,
3. Cal Poly is committed to the principles of accessibility and inclusion, as demonstrated by the *Accessible Technology Initiative* and stated in *Cal Poly's Statement on Diversity, University Statements on Diversity and Inclusion*
4. Accessible course materials must be provided in a timely manner to be useful for students,
5. Production of course materials in alternative formats by the DRC requires time,

AND WHEREAS

6. Cal Poly is also committed to the use of affordable course materials,
7. Students need time to find the most affordable option for their course materials; therefore, be it

RESOLVED

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Accessibility

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Affordability

The cost of course materials present a barrier to students without financial means. This barrier is counter to the Cal Poly community's goal of accessibility and inclusion. One tool for lowering this barrier is the use of open educational resource (OER) course materials, but these may not be available for every course. When students must acquire non-OER course materials, they need to know the potential cost when planning their course registration; early notice gives them time to make an informed choice and to seek lower cost options, such as a used text or a loan from another student.

Policy

1. The deadline for faculty of record to submit selections of textbooks, course-packs, and lab manuals to the bookstore will be *two weeks* before the scheduling system (for example, PASS or Schedule Builder) opens for student viewing. These dates are published on the Registrar's website.
2. If course materials are not chosen by the deadline in clause 1 above, or if no faculty have been assigned as the instructor of record, responsibility for submitting the course materials will shift to the department that offers the course. The deadline for the department to submit a selection will be *one week* before the scheduling system opens for student viewing.
3. If course materials are not chosen by the deadline in clause 2 above, the course materials used in the most recent instance of the course will be automatically selected by the bookstore.