

**Memorandum**

To: Rachel Fern-Flores  
Chair, Academic Senate

Date: March 17, 2010

From: Kevin Lertwachara  
Chair, Instruction Committee, Academic Senate

Subject: Instruction Committee Quarterly Report: Winter 2010

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The Instruction Committee met seven times during the winter quarter. The Instruction Committee worked on the following business items.

- 1) **Resolution on Grade Forgiveness:** Our current policy in AS-645-06 allows students to repeat courses for grade forgiveness only when the students receive a D+ or lower. Currently, Cal Poly students are not allowed to repeat a course for grade forgiveness if they earned a C-. However, EO 1037 allows students to repeat an individual course for grade forgiveness if they earned a C- or lower. As a result, the Committee proposed a new Resolution to repeal AS-645-06 and to allow students to repeat up to 16 units for grade forgiveness in courses that a grade of C-, D+, D, D-, F, or WU was received.

The new Resolution was submitted to and reviewed by the Senate Executive Committee. Subsequently, the Resolution was submitted to and approved by the Academic Senate.

- 2) **Academic Calendar 2011-2012:** The Committee met with Kay Jensen to review proposed calendar options for Summer, Fall, Winter, and Spring 2011 – 2012. The committee approved the schedules for Summer 2011 and Fall 2011 as they were proposed without further recommendation. For Winter and Spring 2012, the Committee considered the following options and voted for the Winter 1 and Spring 1 options.

<i>Proposal</i>	<i>Break spring/ summer 2011</i>	<i>Start of fall 2011</i>	<i>Fall 2011 1<sup>st</sup> day of class</i>	<i>Break fall 2011 winter 2012</i>	<i>Start of winter 2012</i>	<i>Class day changed to a Monday schedule</i>	<i>Mon holiday observed on Fri</i>	<i>Start of spring 2012</i>	<i>Observe Chavez's Birthday</i>	<i>Commence- ment</i>	<i>Break Spring/ summer 2012</i>
Summer	1 week										
Fall		Sept 12	Sept 19								
Winter 1				3 weeks	Tue 1/3	1/17 (Tue) and 2/17 (Fri)					
Winter 1a				3 weeks	Tue 1/3	1/17 (Tue)	2/20 celebrated on 2/17				
Spring 1								Mon 3/26	Fri 3/30	June 9, 10	1 week
Winter 2				4 weeks	Mon 1/9	2/21 (Tue)					
Winter 2a							2/20 celebrated on 2/17				
Spring 2								Mon 4/2		June 16, 17	1 day, 6/18

- 3) The Committee also reviewed and made recommendations on the Retention Promotion and Tenure Focus Group Report. Our attention was focused on items 4, 5, 10, and 11 in the report. We agreed in principle with the ideas proposed in these four recommendations. However, the Committee members expressed some concerns and made several suggestions to the plan proposed by the RPT Focus Group. Our report was submitted to the Academic Senate Office in March 2010.
- 4) Finally, the Committee drafted and approved our committee procedures. We discussed at length the scope and membership composition of the Instruction Committee. In order to evaluate the scope of the Instruction Committee, we also reviewed the past business items that were brought to the attention of the Committee between 1990 and 2010. A copy of our committee procedures was submitted to the Academic Senate Office on March 17, 2010.