



## Memorandum

To: Rachel Fern-Flores  
Chair, Academic Senate

Date: March 16, 2011

From: Kevin Lertwachara  
Chair, Instruction Committee, Academic Senate

Subject: Instruction Committee Quarterly Report: Winter 2011

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During the Winter 2011 quarter, the Instruction Committee met five times. The Committee was assigned to 1) evaluate the advising syllabus drafted by the University Advising Council and 2) review the University's policy on classroom civility.

The Committee met with Matt Carlton and Kristi Weddige, the co-chairs of the Advising Council to review and revise the *Advising Syllabus*. Our assignment was to evaluate the different roles and responsibilities of faculty and professional advisors. The Committee work with the co-chairs of the Advising Council to revise the *Syllabus* and drafted a Senate Resolution to endorse the revised Syllabus. The drafted resolution and the *Advising Syllabus* were submitted to the Senate Office on February 22, 2011.

In addition, the Committee met with Jean DeCosta, Dean of the Students, and Adrienne Miller, Office of Student Rights & Responsibilities (OSRR), to discuss the issue of disruptive behavior in classroom. Specifically, the Committee was asked to look into the issue involving texting, use of cell phones and other portable devices. The Committee concluded that existing University policies and procedures can adequately cover these issues, and therefore no new resolution is required. However, the Committee is working with the Center for Teaching and Learning (CTL) and OSRR to provide resources to help faculty members on classroom management and dealing with disruptive behavior.

The Committee was also asked to continue to participate in the WASC taskforces. John Harris, Linda Sandy, Mary Whiteford, and Cem Sunata, will continue to participate in the WASC-Senate ad hoc task force on Integration and Student Learning and the WASC-Senate ad hoc task force on learn-by-doing.