



## Memorandum

To: Rachel Fern-Flores  
Chair, Academic Senate

Date: March 21, 2012

From: Kevin Lertwachara  
Chair, Instruction Committee

Subject: Instruction Committee Quarterly Report: Winter 2012

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During the Winter 2012 quarter, the Instruction Committee met four times. The Committee was assigned to discuss the following issues: 1) the use/misuse of class alias emails, 2) the issue of royalties from coursepack sales, 3) a follow-up on EO 1062: Field Trip policy, and 4) evaluating a proposal by the Statistics Department to schedule classes on a Monday-Wednesday-Friday basis.

The Committee met with Terri Bruns and Mike Green from the ITS as the email distribution lists (or class aliases that include email addresses of enrolled students and instructors). We also made a presentation at the Senate Meeting on March 6, 2012. Our tentative agreement with the ITS is to monitor the situation during Spring 2012, and make changes to the class alias system for Fall 2012. The Committee has made a recommendation that the default setting of class aliases should allow only the instructors of records to send messages to the list.

The Committee also discussed the proposal from the Statistics Department to change class schedules to allow Monday-Wednesday-Friday classes. The Committee discussed the proposed class schedule and how it might affect classroom usage by other departments as well as the impact on students' class schedules. It is not clear to us that the proposed schedule would make classroom usage more efficient. In addition, many classes in other departments meet on Monday and Wednesday or on Tuesday and Thursday, and therefore MWF classes would create conflicts with other class schedules, particularly Monday and Wednesday classes. At this time, there is not enough support among the committee members for this proposal to move forward.

On February 3, Mary Pedersen (Academic Program) presented results from the surveys of department heads to evaluate the current practices on field trips at Cal Poly. In addition, in response to questions from CSU campuses, the Chancellor's Office has been providing clarifications on this policy at <http://www.calstate.edu/acadaff/offcampus/faq.shtml>. The Chancellor's Office anticipates that additional questions from CSU campuses will arise and will continue updating its FAQ page accordingly. Since there is still a great deal of uncertainty regarding this policy, other CSU campuses are being cautious in establishing their policies on field trips. The Committee agreed that Cal Poly should take a

similar approach and should wait until more information is provided by the Chancellor's Office. We will revisit this issue again in Spring 2012.

The Committee also met and discussed the issue of royalties from coursepack sales. We have drafted a new resolution to replace the current policy on page 244 in Campus Administrative Manual. The new resolution will prohibit faculty members from personally accepting royalties from self-authored course materials, including coursepacks, lab manuals, and textbooks. However, royalty payments can be donated to student-related programs and/or activities (e.g., to fund a student club, student scholarships, etc.). We have asked El Corral and Academic Personnel to provide comments on the draft resolution before submitting it to the Senate Executive Committee.