

Memorandum

To: Steve Rein, Chair, Academic Senate  
From: Dustin Stegner, Chair, Instruction Committee  
Date: March 12, 2013  
Subject: Instruction Committee Report, Winter 2013

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During Winter 2013, the Instruction Committee met five times. The Committee focused on four issues: 1. Resolution on Student Evaluations; 2. Resolution on Conflict of Interest in the Assignment of Course Materials; 3. Field Trip Policy; and 4. Policy on Final Examination Conflicts.

The Committee's work on the Resolution on Student Evaluations concluded this quarter. The Committee drafted revised a resolution (which will be voted on during spring term of the Academic Senate) and report on university-wide questions and the structure of student evaluations at Cal Poly. Incorporating suggestions from Academic Senators during the first reading of the resolution, the Committee has finalized the resolution and report.

The Committee also completed a draft of the Resolution on Conflict of Interest in the Assignment of Course Materials. After meeting with Karen Webb and Starr Lee last quarter and Provost Kathleen Enz Finken this quarter, the resolution was modified to reflect the change from the Campus Administrative Manual (CAM) to the Campus Administrative Policies (CAP). In addition, the resolution now limits its focus to self-authored coursepacks to clarify issues regarding intellectual property. The Committee has forwarded the resolution to the Academic Senate office for consideration by the Academic Senate Executive Committee.

In order to begin drafting a policy on field trips that would fulfill the criteria set forth in Executive Order 1062, the Committee met with Dave Carroll and Melissa Swanson from Risk Management to discuss the language of the Executive Order and the ability of students to exclude themselves from mandatory fieldtrips if they were unwilling to accept the risks involved. The Committee confirmed that a requirement of "serious and compelling" reasons for exclusion could be used. (This would follow Cal Poly's guidelines for class withdrawal, <http://registrar.calpoly.edu/registrar/node/90>). The Committee also requested additional documents relating to EO 1062 from Mary Pedersen, Associate Vice Provost, Programs & Planning. The Committee anticipates finishing its draft of a field trip policy by the end of spring quarter.

The Committee invited Provost Enz Finken to a meeting to discuss a policy on final examination conflicts. The Provost requested that the Registrar's office examine the data on how many students have three or more examinations on a single day. In addition, the Committee recommended that two issues could be addressed before students registrar: 1. The Registrar's office could expand its announcement about the final examination schedule to students in its email about the opening of PASS. This could be accomplished quite easily at this point. And the Committee plans on requesting the Registrar to implement this change; and 2. The Registrar's office could work with ITS to flag students who have registered for courses that will result in three or more final examinations on one day. This would not be possible through PeopleSoft, but could be accomplished at the data warehouse. Students would then receive an email indicating that they will have multiple final examinations on one day. The Committee intends to draft a policy on final examination conflicts by the end of the spring quarter.