

Memorandum

To: Steve Rein, Chair, Academic Senate

From: Dustin Stegner, Chair, Instruction Committee

Date: March 20, 2014

Subject: Instruction Committee Report, Winter 2014

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During Winter 2014, the Instruction Committee met four times. The committee continued its work on three charges from the Academic Senate: 1. Resolution on the Conflict of Interest in the Assignment of Course Materials; 2. Faculty Office Hours; and 3. Implementing EER/CPR recommendations on senior project.

The committee submitted a final draft of the Resolution on the Conflict of Interest in the Assignment of Course Materials. This was placed on the Academic Senate agenda and passed by the senate with a few minor amendments.

The committee chair met with Patricia Ponce, Student Ombuds Services, to identify where there has been issues in the past with faculty office hours. It appears as though the primary issue centers on faculty holding office hours during final examination week. The committee is currently working with Mary Pedersen, Associate Vice Provost of Academic Programs and Planning, to determine how college across Cal Poly have been communicating office hour expectations to faculty. The committee expects to complete work on this issue in the spring quarter.

The committee has also been engaged in ongoing discussions on the EER/CPR recommendations on senior project. In particular, the committee plans to present revised language on the nature of the senior project as a capstone experience.

In addition to these charges, the committee also began following up on a 2010 report from the Instruction Committee (available here: [http://www.academicssenate.calpoly.edu/sites/academicssenate/files/acadsen\\_comm\\_reports/yearend09-10/instruction\\_s10.pdf](http://www.academicssenate.calpoly.edu/sites/academicssenate/files/acadsen_comm_reports/yearend09-10/instruction_s10.pdf)). The report recommended raising awareness for faculty and students about academic dishonesty/plagiarism and posting statistics on the number of cases coming before the Office of Student Rights and Responsibilities. The chair met with Jean DeCosta, Dean of Students, and Robert Griffin, Interim Student Conduct Administrator, to discuss the report and possible ways to implement these recommendations. They also met with the committee. It was determined that the best ways to raise awareness for students would be through the advising center, during WOW week, and other forms of online and print communication through university housing. The most effective way to raise faculty awareness is to provide language about academic dishonesty/plagiarism that faculty could put on their syllabi. In addition, the committee also determined that it would be very helpful for the Student Conduct Administrator to meet with departments to outline the current OSRR procedures. DeCosta confirmed that posting online statistics of academic dishonesty/plagiarism cases was permissible. The committee continues working with Student Affairs on these issues.

The committee also began working with Keith Humphrey, Vice President for Student Affairs, on an Explanation for Student Absences for Official University Business. This form would be used by students and vetted by the Office of Student Affairs for students who would have to miss class in order to represent the university. The committee expects to draft a resolution supporting this new procedure in the spring.