



Memorandum

To: Rachel Fern-Flores
Chair, Academic Senate

Date: June 13, 2012

From: Kevin Lertwachara
Chair, Instruction Committee

Subject: Instruction Committee Quarterly Report: Spring 2012

During the Spring 2012 quarter, the Instruction Committee met three times. The Committee was assigned to discuss the following issues: 1) drafting a resolution on conflict of interest in the assignment of course materials and 2) working with Academic Program to draft a policy on field trips, in response to Executive Order 1062 issued by the Chancellor's Office.

The Committee has been working on drafting a policy on the issue of conflict of interest in the assignment of course materials since the Winter quarter. Our original draft of the resolution submitted to the Senate Executive Committee prohibited faculty members from personally profiting from the assignment of course materials including coursepacks, lab manuals, and textbooks. However, this version of the resolution did not get approved by the Executive Committee. The Instruction Committee was asked to revise the resolution to make an exemption for textbook royalties. The Committee revised the resolution according to the Executive Committee's recommendation and re-submitted the revised policy on May 15th. The revised resolution will be on the agenda at the Executive Committee meeting in Fall 2012.

On April 20, Mary Pedersen (Academic Program) presented updated information on Executive Order 1062: Field Trip Policy. The main issue directly related to the Instruction Committee is the provision that would allow students with serious and compelling reasons to not participate in the field trip activity and instead complete an alternate assignment. One of our current policies, AS-103-80: Resolution regarding guidelines for withdrawal from classes after the census date, includes a list of 'serious and compelling' reasons (e.g., medical, financial, and personal) that could be applicable to the field trip policy. The Committee will continue to work with Academic Program to finalize the policy in Fall 2012.