

Memorandum

To: Steve Rein, Chair, Academic Senate

CC: Gary Laver, Chair Elect, Academic Senate

From: Dustin Stegner, Chair, Instruction Committee

Date: June 12, 2014

Subject: Instruction Committee Report, Spring 2014

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During Spring 2014, the Instruction Committee met four times. The committee continued its work on two charges from the Academic Senate: 1. Resolution on Faculty Office Hours and 2. Implementing EER/CPR recommendations on senior project. In addition, at its last meeting, the committee identified projects for the 2014/2015 academic year.

The committee submitted a final draft of the Resolution to Amend Faculty Office Hour Policy. This resolution would have clarified the status of faculty office hours to include the final examination period. The resolution was placed on the Academic Senate agenda, but was not moved to a second reading. The committee met and decided to make alterations to the resolution and present it again in the fall quarter.

The committee's work on the EER/CPR recommendations was primarily information gathering. The senior project was an issue of particular importance to the committee, and it discussed how the current description of senior projects might be revised to be aligned more closely with the university learning objectives.

In addition to its standing charges, the committee continued to work with Keith Humphrey, Vice President of Student Affairs, on a policy for excusing students on official university business. After a series of discussions, it was determined that any action on the policy would be deferred until a later time.

At the last meeting of the quarter, the committee identified three additional projects for the next academic year:

1. Policy on Class Conflicts: Currently, the only policy on class conflicts is that there scheduling classes that have a time conflict is not allowed. However, certain colleges have exceptions to this policy. The committee intends to articulate a series of exceptions that could be implemented by the Registrar's office in order to reflect the reality of students' class schedules.
2. Internship Policy: At the request of committee representative from Academic Programs and Planning, the committee plans on addressing ways to incorporate Executive Order 1064 into Cal Poly's current policies and procedures.
3. Graduate Writing Requirement: At the request of committee representative from Academic Programs and Planning, the committee plans to examine how the current 90-unit requirement for taking the Graduate Writing Requirement (GWR) could be modified to assist students in progress to degree.