

# Academic Senate Instruction Committee

## Returning in First Reading

1. Resolution on Scheduling of Online Assessments (1<sup>st</sup> reading)
2. Resolution on Course Syllabi (1<sup>st</sup> reading)

Academic Senate Meeting  
May 12, 2026



CAL POLY

# Scheduling Online Assessments - update to AS-939-22

## Guidance Pertains to Assessments

- ✓ Guidance document suggests timelines during the regular instructional period and during finals week.
- ✓ Guidance seeks to reduce time conflicts or constraints for students.
- ✓ **The guidance provides suggestions and timelines for classes with and without a scheduled meeting time or a scheduled final assessment time.**
- ✓ **The document provides process for scheduling in person assessments for online classes.**

## Follow-Up and Changes on Resolution

- ✓ Lines 38-41 - More enduring language for both campuses about proctoring. Not possible for Cuesta and Hancock (D Stegner & K Hitchcock). Students will know when they register. Best we can do for now.
- ✓ Lines 48-51 - put the link to this policy on policy for final exam overload on the AP&P website. (based on comment from S Vokos and written by J Greenwood)
- ✓ We did follow-up with John Clement, Samuel Frame, Ulric Lund, Andrew Schaffner based on their questions/comments about the Guidance Document.

# Changes to Guidance Document

- Differentiated between Major Assessments and Formative Assessments. (Found on first page of guidance document).
- P. 2 - 1 & 2 - Classes WITH scheduled meeting time - different availability windows for formative versus major assessment.
- P. 2 - 3 - 5 - Classes WITHOUT scheduled meeting time - availability window of 48 hours, but encourages 72 hours for major assessments and if window includes weekend days.
- P. 2 1 & 2 - Final assessment during last week of classes - same as during instructional period.
- P. 3 - No changes were made to this section for Finals Week.
- P. 3-4 - No changes made to Scheduling In-Person exams.

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# End of Presentation

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## on Scheduling Online Assessments

### ...Questions

# Resolution on Course Syllabi

## Updates provisions of AS-644-06

- ✓ 2006 resolution specified the Instructors are:
- ✓ Required to make a course syllabus available to each student at the first class meeting.
- ✓ Required to spend a portion of the first class meeting discussing the information in the course syllabus.
- ✓ List of information the shall be included in the syllabus.
- ✓ AS-739-12 requires that instructors shall communicate to student the course learning objectives for the course.

## What are the updates

- ✓ The Whereas Clauses and references to CAP details all the existing policies and practices related to course syllabi.
- ✓ The list of information to be included in a syllabus has been expanded and incorporates use electronic/LMS, such as,
- ✓ Links for Virtual Office Hours
- ✓ Course Description and if it meets a GE, GWR or USCP requirement.
- ✓ Course Learning Outcomes
- ✓ Technology requirements
- ✓ Tentative Calendar
- ✓ Day/time of the Final Assessment



# Follow-Up on Concerns

## CLOs on Syllabus and Sharing CLOs with Students

- Concern about the footnote which specified that CLOs on the syllabus and/or discussed with students must be exactly as written in CIM.
- After some follow-up and discussion (C. Anderson) the Instruction Committee edited the footnote to read:
- <sup>2</sup> Instructors can find course learning outcomes in the approved course proposal in CIM (Course Inventory Management). Course learning outcomes communicated to students should align with those in the approved course proposal.

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End of Presentation

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Resolution on Course  
Syllabi

...Questions

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- Old Slides below

# Outreach and Consultation

Limited as these were updates rather than new proposals.

- ASIC representatives from Colleges
- ASIC representing PCS - Advising Community
- Office of the Registrar - University Scheduling
- ASI
- CTLT
- Academic Innovations & Programs

# This is a Guidance Document

Proposes a norm around availability windows for online assessments

- It's a starting point for faculty to be on the 'same page' on availability and access for online assessments.
- It is designed to support students by doing what we can to reasonably reduce the chance time conflicts and constraints.
- Does not pertain to amount of time to complete an assessment.
- Pertains only the availability window to do so.

# Scheduling Online Assessments - update to AS-939-22

## Guidance pertains to Assessments

- Online assessments are more common.
- Guidance document suggests timelines during the regular instructional period and during finals week.
- Guidance seeks to reduce time conflicts or constraints for students.
- **The guidance provides suggestions and timelines for classes with and without a scheduled meeting time or a scheduled final assessment time.**
- **The document provides process for scheduling in person assessments for online classes.**

# How Guidance was Revised

## What was changed from 2022

- Removes language pertaining to pandemic.
- Defines availability windows and suggests timelines.
  - Suggests availability windows of at least 48 hours.
  - Suggests at least 72-hour availability window if the dates include weekend day(s).
  - Provides timelines for classes with and without a scheduled meeting time or a scheduled final assessment time.
  - **The document provides process for scheduling in person assessments for online classes.**

# Resolution on Course Syllabi

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# Resolution on Course Syllabi

## What are the Updates?

- The Whereas Clauses and references to CAP details all the existing policies and practices related to course syllabi.
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  - Links for Virtual Office Hours
  - Course Description and if it meets a GE, GWR or USCP requirement.
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  - Technology requirements
  - Tentative Calendar
  - Day/time of the Final Assessment