

Academic Senate Instruction Committee

1. Resolution on Final Assessment/Exam Scheduling Overload(2nd reading)
2. Resolution on Scheduling of Online Assessments (1st reading)
3. Resolution on Course Syllabi (1st reading)

Academic Senate Meeting
April 14, 2026



CAL POLY

Guiding Principles for Policy Review

- ✓ Focus on Student Success and Progress toward Degree.
- ✓ Semester conversion and Integration offers the opportunity to consider possibilities.
- ✓ Every choice/compromise has benefits and costs.

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

Current Final Exam Overload

AS-768-13

Status Quo - Clarifications and Updates for Semesters

This update does four things:

1. Changes wording for overload to “three or more” finals assessments scheduled for the same day.
2. Added whereas clauses are updates to include policies that have been adopted or amended in CAP since 2013.
3. Specifies the deadline as up to 80% of instruction for a student to request an alternate time due to scheduling overload AND that this deadline be included on the OAR student planning calendar.
4. Clarifies that final assessments for online courses without a scheduled final exam time are not included as an overload of three or more.

End of Presentation

on Final Exam Overload

...Questions

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.**

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.

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.**

End of Presentation

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.

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.
- 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

End of Presentation

Resolution on Course
Syllabi

...Questions