

Adopted: May 23, 2023

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-960-23

RESOLUTION ON COURSES WITH CONDENSED TIME SCHEDULES FOR QUARTER-TO-SEMESTER CONVERSION

Impact on Existing Policy: Supersedes and updates AS-838-17; refers to but does not supersede or modify AS-922-21 ⁱ

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|----|----------|---|
| 1 | WHEREAS, | The Chancellor's Office has mandated that Cal Poly convert to semesters |
| 2 | | by fall of 2026; and |
| 3 | | |
| 4 | WHEREAS, | Conversion to semesters requires that all academic policies be reviewed |
| 5 | | and revised as appropriate; and |
| 6 | | |
| 7 | WHEREAS, | Courses are being re-packaged in interesting ways during time periods |
| 8 | | outside of the traditional quarter or semester term, such as, but not |
| 9 | | limited to, international studies classes, summer experiences, the four- |
| 10 | | week summer institute, and quarter plus; and |
| 11 | | |
| 12 | WHEREAS, | Coded Memorandum AA-2011-14 from the Chancellor's Office defines a |
| 13 | | credit hour as "the amount of work represented in intended learning |
| 14 | | outcomes and verified by evidence of student achievement that is an |
| 15 | | institutionally established equivalency that reasonably approximates not |
| 16 | | less than: one hour of classroom or direct faculty instruction and a |
| 17 | | minimum of two hours of out-of-class student work each week for |
| 18 | | approximately fifteen weeks for one semester or trimester hour of credit, |
| 19 | | or ten to twelve weeks for one quarter hour of credit, or the equivalent |
| 20 | | amount of work over a different amount of time"; and |
| 21 | | |
| 22 | WHEREAS, | AS-922-21 further describes Cal Poly's credit hour policy and procedures |
| 23 | | for reviewing and ensuring compliance with the credit hour definition; |
| 24 | | and |
| 25 | | |
| 26 | WHEREAS: | The WSCUC definition of a credit hour reads in part that a credit-hour |
| 27 | | "approximates not less than: a. One hour of classroom or direct faculty |
| 28 | | instruction and a minimum of two hours of out-of-class student work |

29 each week”, while CSU and Cal Poly policy understands a credit hour to
30 be a 50-minute (not 60-minute) period, and
31
32 WHEREAS, AS-838-17 requires that any quarter-system course or group of courses
33 that in its new condensed format averages less than three days per unit
34 must be approved by the appropriate College Curriculum Committee(s)
35 and the Academic Senate Curriculum Committee at least 60 days before
36 they are offered in a compressed time scale; and
37
38 WHEREAS, AS-838-17 provides as a reason for this policy that it may prove difficult
39 to attain the approved Course Learning Objectives if students are
40 expected to work more than 10 hours in any given day; and
41
42 WHEREAS, A one-unit course during a 15-week semester translates to 45 total credit
43 hours (37.5 actual hours) of student work; therefore be it
44
45 RESOLVED: any semester-system course or group of courses that in its new
46 condensed format averages less than 4 days (including weekends) per
47 unit must be approved by the appropriate College Curriculum
48 Committee(s) and the Academic Senate Curriculum Committee at least
49 60 days before they are offered in a compressed time scale.

Proposed by: Academic Senate
Curriculum Committee
Date: April 4, 2023

ⁱ (1) Describe how this resolution impacts existing policy on educational matters that affect the faculty. Examples include curricula, academic personnel policies, and academic standards.
(2) Indicate if this resolution supersedes or rescinds current resolutions.
(3) If there is no impact on existing policy, please indicate NONE.



OFFICE OF THE PRESIDENT

MEMORANDUM

To: Jerusha Greenwood
Chair, Academic Senate

From: Jeffrey D. Armstrong
President

Jeffrey D. Armstrong

Date: October 3, 2023

Copies: Jennifer Haft
Cynthia Jackson-Elmoore
Rachel Fernflores
Academic Programs & Planning
College Deans
College Associate Deans
Office of the Registrar
Office of the Provost

Subject: Response to AS-960-23 Resolution on Courses with Condensed Time Schedules for Quarter-To-Semester Conversion

By way of this memo, I acknowledge receipt of the above-entitled Academic Senate resolution.

I expect that the Academic Senate, the Office of Academic Programs and Planning, and the Office of the Registrar will work together to resolve any semester conversion processual issues related to the curricular review of condensed format courses. I am confident that, in the spirit of shared governance, we will ensure a successful conversion to a semester calendar.