

**ACADEMIC SENATE – Instruction Committee**

Spring 2023

Due: Friday, June 30, 2023

Submitted: August 15, 2023

<b>MEMBERS</b>	
<b>Name</b>	<b>College/Unit</b>
Burleson, James	OCOB
Day, Daniella	ASI
Giberti, Bruno	Admin
Hillman, Catherine	Admin
James, Jeremy	Admin
Jankovitz, Kris (CH)	CSM
Lopus, Sara	CLA
Sunata, Cem	Admin
Vowell, Zach	PCS
VACANT	CENG
VACANT	CAED

<b>CHARGES</b>		
<b>Charge</b>	<b>Complete?</b>	<b>Status/Notes</b>
Work with the Registrar's Office and other stakeholders to discuss and make recommendations to the Executive Committee regarding the academic calendar. <b>Ongoing</b>	<input checked="" type="checkbox"/>	Completed Fall 2022
Discuss calendar options through the first year of Q2S. <b>Ongoing</b>	No	<p>Office of the Registrar is not yet authorized to share this information with the Instruction Committee. We have been informed that different semester scenarios have been prepared by the Registrar, however, the drafts remain under review in the Office of the Provost.</p> <p>The IC Chair met with the Registrar to stress the need for the semester calendar to be set to revise policies for enrollment/withdrawal deadlines and develop new policies needed for semester calendar. Our concern was acknowledged, and we are assured that as soon as he is authorized to share the information with the IC, he will.</p> <p>NOTE for Future: Suggest that request be renewed early Fall 2023.</p>

Discuss impact of Q2S conversion on ASIC internal policy and procedure and draft revision plans as needed. <b>Ongoing through conversion</b>	In Progress	<p>Priorities and timelines for 23-24 and 24-25 will be drafted by the IC Chair during Summer 23 and reviewed/approved by IC early Fall 2023.</p> <p>During Summer 2023 the IC Chair will meet with:  Cem Sunata – DONE  Michele Kekaha – DONE  Beth Merritt Miller – DONE  Andrew Morris – DONE  Jerusha Greenwood – Scheduled  Patrick O’Sullivan – Scheduled  Rachel Fern Flores – Scheduled  Marlene Cramer (Park/Transportation) – Pending  Greg Bohr – Chair ASCC – Pending  Others TBD</p>
Identify ASIC scope of responsibility and jurisdiction during Q2S. Discuss impact of Q2S conversion on university instruction logistics, policy, and procedures and work with APP and stakeholders to draft revision plans as needed. <b>Ongoing through conversion</b>	In Progress	<p>Priorities and timelines for 23-24 and 24-25 will be drafted by the IC Chair during Summer 23 and reviewed/approved by IC early Fall 2023.</p> <p>Work Plan for 2023-25 and 23-24 Committee Assignments will be set by end of Fall 2023.</p> <p>It will be critically important to work closely with ASCC, Rachel Fernflores, Academic Programs and Planning, Office of the Registrar and PCS representatives for Advising, Retention and Student Success, ASI and others to be determined.</p> <p>The objective of the IC is to be collaborative and consult and partner with those across campus who will be impacted by policies adopted by the Senate.</p>
Investigate approving a generalized “calendar rubric” to inform calendar best practices moving forward into semesters. <b>AY2022-23</b>	Pending	Registrar acknowledged that calendar characteristics exist in practice and has no objection to posting them for the campus community.
Review and modify committee procedures and bylaws as needed. <b>Ongoing</b>	No	This charge was not addressed during 2023-23

**NOTES:**

Two resolutions were submitted for consideration and adopted by the Academic Senate. They await approval by President Armstrong.

AS-962-23 – Resolution of Change of I and RP Grades to Regular Grade for Senior Project Courses

AS-963-23 – Resolution to Revise the Course and Term Withdrawal Policy

Meeting Notes were sent in email attachments