

ACADEMIC SENATE – Instruction Committee

Fall 2021

Due: Thursday, December 23, 2021

MEMBERS	
Name	College/Unit
Burleson, James	OCOB
Castro, Luis	CAFES
Giberti, Bruno	Admin
Hagen, John (CH)	CSM
Hillman, Catherine	Admin
Jankovitz, Kris	CSM
Jin, Xioamin	CENG
Lopus, Sara	CLA
Sunata, Cem	Admin
Niehaus, Nick	ASI
Sunata, Cem	Admin
Vowell, Zach	PCS
VACANT	CAED

CHARGES		
Charge	Complete?	Status/Notes
Review and modify committee procedures and bylaws as needed. Ongoing	<input type="checkbox"/>	
Discuss and revise academic honesty policy (AS-722-10) in coordination with APP, OSRR: update flow chart, remove Fairness Board from academic honesty workflow. Focus on plagiarism and grade resolution procedure. AY 2021-22	<input type="checkbox"/>	No progress.
Draft a resolution on timely adoption of course materials and campus compliance with HEOA. AY 2021-22	<input type="checkbox"/>	We discussed this in one of our meetings and wrote a rough draft. We will edit it in winter quarter, circulate for comment, revise, and then send to Executive Committee.
Continue working on Scheduling Online Assessments Resolution. AY 2021-22	<input type="checkbox"/>	No progress.

NOTES:

Minutes for 1 October 2021 Meeting

Present: Burleson, James; Castro, Luis; Hagen, John; Hillman, Catherine; Jankovitz, Kris; Jin, Xioamin; Lopus, Sara; Sunata, Cem; O'Sullivan, Patrick; Niehaus, Nick

Topic: Last year, the Chancellor's office sent the attached memo stating that, to comply with the Higher Education Opportunity Act, textbooks need to be chosen no later than the opening day of course registration. Our current policy, set by the attached Academic Senate resolution, is six weeks prior to the first day of instruction. Depending on the quarter the new deadline will be much earlier than the old deadline; see the third attachment for example dates from this year.

Please read these attachments and come to the meeting with your thoughts:

- Is a Senate resolution needed to change the deadlines?
- If so, what approach can we take to write a resolution that will pass the Senate?

Action taken: we decided that a Senate resolution endorsing a new policy would be desirable. After the meeting, the Chair of the committee wrote a draft, which was discussed asynchronously. The consensus was that the draft was not yet ready for submission to Executive Committee. This subject will be taken up again in the winter quarter. Please see the attachment *Timely Adoption for Affordability* for details.

Minutes for 22 October 2021 Meeting

Present: Burleson, James; Castro, Luis; Hagen, John; Hillman, Catherine; Jankovitz, Kris; Jin, Xioamin; Lopus, Sara; Sunata, Cem

Topic: We met to decide on our recommendation for the 2023-2024 Academic Calendar. We decided to recommend option 1 for Fall and 1a for Winter. Please see attachment *DRAFT 2023-24_Proposed_Acad_Calendar_Chart.9.24.21xlsx[1]* for details.