

ACADEMIC SENATE – Instruction Committee

Fall 2022

Due: Friday, December 16, 2022

MEMBERS	
Name	College/Unit
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

CHARGES		
Charge	Complete?	Status/Notes
<p>Work with the Registrar's Office and other stakeholders to discuss and make recommendations to the Executive Committee regarding the academic calendar.</p> <p>Ongoing</p> <p>Discuss calendar options through the first year of Q2S.</p>	<p>YES</p> <p><input type="checkbox"/></p>	<p>The IC Chair met with the Registrar to initiate these discussions. It is an item on the IC agenda for early Winter Quarter. The Office of the Registrar is currently engaged in drafting different calendar options for AY 2026-27 and AY 2027-28.</p> <p>The IC has also been working with Rachel Fernflores to launch a questionnaire to faculty and staff to gather their input on what is important to them about a semester calendar and how we might adopt calendars that benefit student success, faculty & staff success and work-life integration.</p> <p>The IC plans to provide our suggested revisions to Rachel Fernflores by the third week of Winter Quarter.</p>

Ongoing		This is on the Winter Quarter agenda to begin discussions, set timelines and responsible committee members to review existing policies to determine revisions.
Discuss impact of Q2S conversion on ASIC internal policy and procedure and draft revision plans as needed.	<input type="checkbox"/>	Not yet started. Most likely will be taken up during Spring quarter rather than Spring.
Ongoing through conversion		The IC Chair will meet with Andrew Morris to identify the point person in APP with whom the IC should collaborate with to identify policies in need of immediate revision and those that can have a longer timeline for revisions.
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.	<input type="checkbox"/>	Conversations with the Office of Registrar have been initiated and this will be on the agenda for the first week in February. This is a priority objective for the IC this year.
Ongoing through conversion Investigate approving a generalized “calendar rubric” to inform calendar best practices moving forward into semesters.	<input type="checkbox"/>	
AY2022-23 Review and modify committee procedures and bylaws as needed. Ongoing	<input type="checkbox"/>	This is planned for Spring Quarter.

NOTES:

1. At the request of the Registrar the IC will discuss a possible resolution to specify a timeline for RP grades to convert to NG/NC/F.
2. During Winter Quarter the IC will be consulting with Advising Centers, Associate Deans who oversee student success matters and the Dean of students to identify recommendations for the best timelines for add/drop, withdrawal for serious and compelling reasons, withdraw for emergency reasons on semesters.