

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-008-189

Policy on Winter Intersession Course Offerings

Academic Affairs Committee

Date: September 2019

Executive Committee
Received and Forwarded

Date: April 17, 2019

Academic Senate

Date: August 14, 2019
First Reading

Background

Your Name: Phyllis Nelson

Your Email: prnelson@cpp.edu

Title of Referral: Policy on winter intersession course offerings

Names and Titles of proponents: Phyllis R. Nelson, Academic Senate Vice Chair

Keywords: winter intersession course

Is there a deadline by when this referral needs to be considered by the Academic Senate?:
Yes

Deadline Date: May 01, 2019

Justification for deadline: A winter intersession appears in the proposed calendar for the coming academic year. A policy on appropriate course offerings is required so that departments and colleges can plan their offerings.

Background: Proposed academic calendars for coming years include a short winter intersession between the fall and spring semesters. Although the Senate has previously rejected a full winter intersession, there is the potential for a variety of specialized opportunities to be offered. Examples of such experiences include study abroad, internships, and field work. The current academic calendar proposal does not include a final schedule for the intersession, a clear indication that it is not intended for regular academic course offerings.

A policy is needed to define the purpose of the intersession and the types of experiences that are appropriate to be offered.

Recommended Resources: Provost, Associate Provost, VP of Student Affairs, Deans, Associate Deans, Department Chairs, Faculty, and AVP for Academic Programs & Accreditation Liaison Officer.

Attachment 1:

<https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/454172484/aa001178sen.pdf>

Discussion

For undergraduate courses, each credit hour in lecture or discussion courses will typically require 50 minutes (one classroom hour) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for each week of a fifteen week semester (for a total of 45 hours per unit per semester). Winter intersession will encompass approximately 14 instructional days, or 104 hours, assuming an eight hour instructional day. While some immersive programs could benefit, most traditional 3 unit courses would be difficult to complete in this time period as it requires.

However, we recognize that in rare cases immersive programs may be appropriate. Some folks feel very strongly these classes should not be offered, others that they should. By asking

for a curricular review, we are trying to find a middle ground. Departments that can demonstrate a clear plan for offering the class in a way that is reasonable and fair, can do it. Courses that don't seem to be reasonable, can be improved with guidance from the appropriate committees. Everyone agrees, that the classes can be taught, but it would be disastrous to simply try to teach a 15 week course in 10-12 days without careful planning and forethought. Our goal is to institutionalize forethought. Generally, if something is reasonable, we would expect the curriculum and, if necessary, GE committees to approve. Once approved, Winter Intersession courses can continue to be taught without restriction, assuming the intersession format is followed.

Recommendations

Courses to be offered in the winter intersession must be approved as winter intersession courses through the appropriate curricular process as described in the Cal Poly Pomona Guide to Curriculum Development- Chapter 1: The Process of Curriculum Development. Department, college, and university curriculum committee approvals, are required by this process. Existing courses will require approval to be taught in an intersession format. Proposals must explicitly address how the course will be taught in the winter intersession time frame. GE courses proposed for Winter Intersession will require approval of the Academic Senate GE committee.

Winter intersession courses will be designated with an I to indicate the course is being offered in a winter session format and has been approved as such.

Students are discouraged from enrolling for more than 4 units during the winter intersession.