

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-012-212

Scheduling Rules Update Report

Academic Affairs Committee

Date: 10/5/2022

Executive Committee
Received and Forwarded

Date: 04/27/2022

Academic Senate

Date: 05/04/2022
First Reading

Your Name: Laura Massa

Your Email: lmassa@cpp.edu

Title of Referral: Class scheduling rules

Names and Titles of proponents: Laura Massa, AVP Academic Programs
Iris Levine, interim Provost and Vice President for Academic Affairs

Keywords: Schedule, distance, classes, modality

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

Deadline Date: Dec 15, 2022

Justification for deadline: Scheduling for Fall 2023 begins in January 2023. In order to be followed for the 2023 – 2024 academic year, the final scheduling rules need to be in place before January 2023.

Background: Each Cal Poly Pomona degree program is approved by WSCUC to be offered in either an “on-site” or “distance” modality. On-site means that the majority of instruction is delivered in person. Distance means that the majority of instruction may be offered online. Currently, all of CPP’s undergraduate programs are approved as on-site programs.

Historically a program’s modality has been defined by the available instructional modalities of the majority of units to complete the major program. For example, for an on-site program that requires 60-units to complete the major, the requirement was that a minimum of 31-units must be taught in on-site instructional modalities. There were no stated limits on the instructional modalities of general education or unrestricted electives. In fact, as GE was not limited by modality concerns, the CSU has long offered a robust fully-online 48-unit GE program open to all CSU students.

In October 2021, WSCUC announced that the definition of a program’s modality now applies to the entire degree program, including the major, general education and unrestricted electives. Most undergraduate degree programs require 120-units. This means we have to assure that students are offered at least 61-units in only the face-to-face instructional modality. It also means that we only allow students access to a maximum of 59-units of online classes. With the 48-unit online GE program available through the system, this means that we would be limited to allowing access to an additional 11-units of online classes.

As a result, the university is updating all of our undergraduate programs from on-site to

distance modality with WSCUC. The change in approved modality will be made prior to the start of the 2022 – 2023 academic year. It is important to note that this change does not result in our undergraduate programs being approved as online programs. In the CSU Degrees Database and Cal State Apply our programs will continue to be described as face-to-face. This change to distance modality is only for compliance with new guidance from the Department of Education and WSCUC.

To assure that the class schedule for undergraduate programs is consistent with its face-to-face designation within the CSU, the Office of Academic Programs worked with campus leadership to establish guiding principles for the scheduling of classes, as well as a set of enforceable rules for the 2022 – 2023 academic year class schedule. The Office of Academic Programs, which oversees Scheduling, will take steps to monitor the schedule, assure that colleges and departments have access to necessary information to keep schedules within the rules, and work with deans to ensure that rules are enforced.

The class scheduling rules were put in place for only one academic year in order to give the Academic Senate time to consider and approve the rules for the longer term. This referral requests such consideration and approval.

Recommended Resources: Laura Massa, Associate Vice President Academic Programs and Accreditation Liaison Officer
Terri Gomez, Associate Provost for Student Success
Jessica Wagoner, Senior Associate Vice President for Enrollment Management and Services
Ashley Ly, Senior Curriculum Specialist and Lead, Curriculum and Scheduling

Attachment 1:

https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/923800440/guiding_principles_and_scheduling_rules_2022_-_2023_ay.pdf

Discussion

We held two open meetings to discuss what is proposed below. Overall, key feedback included creating a separate policy for graduate courses (see below in recommendations), adjusting one of the targets from 85% to 80% (done below), but overall, no one had strenuous objections. The one key question we received, was why these targets? Overall, the main reason is- we need somewhere to open discussion that maintains the principle of in person instruction, but also allows for some online instruction. We believe most department can meet these targets. Exemptions for departments that cannot for legitimate programmatic reasons, are possible.

Recommendations

We recommend adoption the following principles and guidelines.

Introduction

At Cal Poly Pomona the utilization of online and hybrid approaches to teaching and learning engage 21st century technology in the delivery of an inclusive polytechnic education. The design of online and hybrid classes helps to make a CPP education accessible to more students, such as those with work, family or geographic limitations that present challenges for attending traditional face-to-face classes. The approaches to teaching and learning in online and hybrid environments help to ensure that CPP students develop skills necessary for success in the modern workforce, where technology mediates much of what is done. The combination of knowledge, skills and habits of mind developed through an inclusive polytechnic education, and mastery of the ability to adapt to and utilize technology to accomplish their goals, will prepare CPP students for the future of work.

Online and hybrid education is a modern-day extension of CPP's commitment to experiential learning, multi-disciplinary perspectives, collaboration, and professional readiness in providing a one-of-a-kind educational experience. Consistent with Theme 5 of our Academic Master Plan, CPP is committed to development online and hybrid academic programs that are high-quality, inclusive, up-to-date, relevant, engaging, and immersive educational experiences that link theory and practice in curricular and co-curricular experiential learning activities.

Guiding Principles

The following principles will guide CPP in the scheduling of classes:

1. *The needs of students must be considered in the development of the class schedule. Lower-division, upper-division and graduate students each require unique considerations. For example, lower-division students tend to need greater in-person opportunities for building community, development of relationships with faculty, and exploration of campus resources.*
2. *The instructional modality of each course must be thoughtfully considered so that it facilitates the student learning outcomes of the course and allows for appropriate pedagogical approaches for student engagement and success.*
3. *Faculty teaching an online or hybrid class will have participated in professional development opportunities centered around the unique issues of teaching in online and hybrid instructional modalities.*
4. *All courses and other educational experiences will be accessible, welcoming and inclusive of all learners.*

Scheduling Rules

To assure that the class schedule for undergraduate programs is consistent with its face-to-face designation within the CSU, we have established a set of enforceable rules for the class schedule. The Office of Academic Programs, which oversees Scheduling, will take steps to monitor the schedule, assure that colleges and departments have access to necessary information to keep schedules within the rules, and work with deans to ensure that rules are enforced.

Undergraduate class scheduling rules for each academic term:

1. *Classes must be taught with learning outcomes and our inclusive polytechnic identity at the center for all decision making.*
2. *A minimum of 70% of all sections that a department schedules should be in the face-to-face or a hybrid modality. (This ensures that the program remains a face-to-face program.)*

3. *A minimum of 80% of lower division sections should be scheduled as face-to-face or hybrid. (This ensures face-to-face engagement for freshman and sophomores.)*
4. *If the program has international students as majors, then the program needs to assure that on-site sections are available (Note: under current rules, international students on F1 Visa are only allowed 1 online class per term.)*
5. *Faculty teaching fully online classes must have training for and/or experience teaching in online modalities.*

Graduate class scheduling rules for each academic term:

1. *Classes must be taught with learning outcomes and our inclusive polytechnic identity at the center for all decision making.*
2. *The class schedule should reflect the program's approved modality*
 - a) *Programs approved as face-to-face ("on-site") must assure that students are required to complete a minimum of 51% of the curriculum in face-to-face or hybrid instructional modalities.*
 - b) *Programs approved as hybrid or fully online ("distance") may offer sections of all program courses in any instructional modality determined to be appropriate.*
3. *If the program has international students, then the program needs to assure that on-site sections are available (Note: under current rules, international students on F1 Visa are only allowed 1 online class per term.)*
4. *Faculty teaching fully online classes must have training for and/or experience teaching in online modalities.*