



MEMORANDUM

TO: ASI Board of Directors **DATE:** January 29, 2018

FROM: Denise Hensley
ASI Board of Directors, OCOB **COPIES:** M. Maloney
L. Lee

Mark Borges
ASI Board of Directors, CAFES

SUBJECT: Endorsement #18-04: Endorsement of the Academic Senate's
Resolution to Update Campus Policy on Faculty Office Hours

Purpose of the proposed Endorsement: The purpose of this endorsement is to show support of the Academic Senate's *Resolution to Update Campus Policy on Faculty Office Hours*.

Background: The Academic Senate's *Resolution to Update Campus Policy on Faculty Office Hours* is in response to the findings of the Office Hours Task Force (OHTF). The task force was formed in winter 2017 to develop new language for the Campus Administrative Policy (CAP) to replace the current policy that has been in place since 1980.

According to the Academic Senate's OHTF, the methods for interacting with students outside of the classroom, with regards to office hours, have "evolved significantly" since the policy was last revised. The resolution proposes individual departments and programs, in consultation with faculty members, others working in an instructional capacity, and students to determine "optimal method(s) and delivery of office hours". The resolution also calls for the announcement and update of office hours to be "made readily available through official University-wide communication channels."

Requested Action: We request that the ASI Board of Directors endorse the Academic Senate's *Resolution to Update Campus Policy on Faculty Office Hours*. By demonstrating support for this resolution, the ASI Board of Directors affirms the need to update the CAP language to meet the needs of the current University community. If approved, please forward this endorsement to University President, Jeffrey D. Armstrong, and Chair of the Academic Senate, Dr. Dustin Stegner.

Attachments:
[Cal Poly Academic Senate's *Resolution to Update Campus Policy on Faculty Office Hours*]