



Date: September 21, 2023

To: Andre Avramchuk Chair, Academic Senate

From: Jane Gauthier, Chair Educational Policy Committee

Copies: S. Ulanoff, M. Garcia, M. Hawley, C. Pugh, K. Fisher, R. Roquemore

Subject: **EPC Memo 23-01: Proposed Modification – Office Hours Policy- Chapter VI of the Faculty Handbook**

During AY 2022-23, EPC received questions from faculty regarding the office hours policy, as messaging presented on the University's website (return-to-campus guidelines for faculty) seemed to contradict the policy in the Faculty Handbook. EPC reviewed and made modifications to the existing policy, which was subsequently approved by the Senate at its meeting on May 9, 2023. The proposed policy modification was returned unsigned by President Covino on July 24, 2023. On August 3, 2023, Chair Bezdecny requested that EPC review the President Covino's recommendations, make changes that are deemed appropriate, and resubmit to the Senate.

EPC has since reviewed President Covino's proposed changes. Much of EPC's discussion centered on the modes in which office hours are held. The committee wanted to ensure that office hours are offered in a way that maximizes student participation and access. EPC, therefore, agreed that there are benefits to offering office hours in modalities (i.e., online) not consistent with course delivery as long as some office hours are held in a mode consistent with the course. The language currently being proposed is more precise than the previously proposed language and explains what office hour modalities can be offered for each type of teaching modality.

The Educational Policy Committee (EPC) reviewed and recommended the following changes to the office hours policy found under Instructional Policies in the Faculty Handbook (attached).

Office hours

- Line 3: Added Synchronous
- Line 4: Removed the classroom and changed to class meeting time
- Lines 6-13: Removed faculty members shall schedule office hours consistent with the mode of instruction e.g., face-to-face, online, hybrid, or field-based modes. Added language to be explicit about the modes of office hours that can be held for each type of teaching modality.

1 Office Hours

2 (Senate: 2/28/89, 5/13/08, 2/27/18; President: 8/31/89, 6/12/08, 4/20/18; Editorial Amendment: 8/01)

3 The purpose of office hours is to provide reasonable opportunities and access for SYNCHRONOUS student-
4 faculty interaction outside the classroom CLASS MEETING TIME. Faculty members who teach six units or
5 fewer will schedule a minimum of one office hour per week. Faculty members who teach more than six units
6 will schedule a minimum of two office hours per week. FACULTY SHOULD SCHEDULE OFFICE HOURS IN
7 MODES THAT MAXIMIZE STUDENT ACCESSIBILITY AND PARTICIPATION. FACULTY OFFERING
8 ONLINE COURSES MUST OFFER ONLINE OFFICE HOURS. FACULTY OFFERING HYBRID COURSES
9 MAY OFFER OFFICE HOURS ONLINE OR IN-PERSON. FACULTY OFFERING FACE-TO-FACE COURSES
10 MAY OFFER PRIMARILY ONLINE OR FACE-TO-FACE OFFICE HOURS, PROVIDING THAT AT LEAST
11 SOME OF THEIR OFFICE HOURS ARE IN PERSON. Faculty members shall schedule office hours consistent
12 with the mode of instruction e.g., face-to-face, online, hybrid, or field-based modes.

1 **Office STUDENT Hours**

2 (Senate: 2/28/89, 5/13/08, 2/27/18; President: 8/31/89, 6/12/08, 4/20/18; Editorial Amendment: 8/01)

3 The purpose of office STUDENT hours is to provide reasonable opportunities and access for SYNCHRONOUS
4 student-faculty interaction outside the classroom CLASS MEETING TIME. Faculty members who teach six
5 units or fewer will schedule a minimum of one office STUDENT hour per week. Faculty members who teach
6 more than six units will schedule a minimum of two office STUDENT hours per week. Faculty members shall
7 schedule office hours consistent with the mode of instruction e.g., face-to-face, online, hybrid, or field-based
8 modes FACULTY SHOULD SCHEDULE STUDENT HOURS IN MODES THAT MAXIMIZE STUDENT
9 ACCESSIBILITY AND PARTICIPATION, AND SHALL MAKE A PORTION OF STUDENT HOURS
10 AVAILABLE IN A MODE CONSISTENT WITH COURSE DELIVERY.



Date: September 9, 2022

To: Kristine Bezdecny Chair, Academic Senate

From: Mauricio Castillo, Chair Educational Policy Committee

Copies: H. Riggio, M. Garcia, M. Hawley, C. Pugh, K. Fisher, R. Roquemore

Subject: **EPC Memo 22-01: Proposed Modification – Office Hours Policy- Chapter VI of the Faculty Handbook**

The Educational Policy Committee (EPC) received questions from faculty regarding the policy for holding office hours. According to the university website, <https://www.calstatela.edu/return-campus/faculty-guidance>, faculty can offer office hours in any mode they desire; however, our Faculty Handbook policy on office hours requires office hours to be held in the same instruction mode as the course. Upon discussing the current policy, the EPC agreed that there are benefits to offering office hours in modalities (i.e., online) not consistent with the course delivery, but also agreed that it is important to offer at least some portion of office hours in a mode consistent with the course, to ensure student access. During our discussion, we also concluded that, given the multiple ways that office hours (i.e., outside a physical office) can be deployed, a more neutral and student-centered title would be appropriate, hence our use of 'student hours' throughout.

The Educational Policy Committee (EPC) reviewed and recommended the following changes for the office hours policy found under Instructional Policies in the Faculty Handbook (attached). EPC made editorial changes in alignment with the current mode of instruction e.g., face-to-face, online, hybrid, or field-based modes.

Office hours

- Line 1: Removed Office and changed to Student
- Line 3: Removed Office and changed to Student
- Line 4: Removed the classroom and changed to class meeting times
- Line 5 and 6: Removed Office and changed to Student
- Lines 6-10: We modified language mandating that all office hours be delivered in the same mode as the course to allow some flexibility in how instructors provide their office hours. To ensure that students enrolled in the course still have the option of attending office hours in the same modality as the course they signed up for, we included the stipulation that some portion of the office hours must still be offered in the same modality as the course.

1 Office STUDENT Hours

2 (Senate: 2/28/89, 5/13/08, 2/27/18; President: 8/31/89, 6/12/08, 4/20/18; Editorial Amendment: 8/01)

3 The purpose of office STUDENT hours is to provide reasonable opportunities and access for SYNCHRONOUS
4 student-faculty interaction outside the classroom CLASS MEETING TIME. Faculty members who teach six
5 units or fewer will schedule a minimum of one office STUDENT hour per week. Faculty members who teach
6 more than six units will schedule a minimum of two office STUDENT hours per week. Faculty members shall
7 schedule office hours consistent with the mode of instruction e.g., face-to-face, online, hybrid, or field-based
8 modes FACULTY SHOULD SCHEDULE STUDENT HOURS IN MODES THAT MAXIMIZE STUDENT
9 ACCESSIBILITY AND PARTICIPATION, AND SHALL MAKE A PORTION OF STUDENT HOURS
10 AVAILABLE IN A MODE CONSISTENT WITH COURSE DELIVERY.