

Reference Number: SU21-292
Senate Approval Date: Monday, August 16, 2021
Presidential Approval Date: Tuesday, August 17, 2021

Policy # SU21-292

Supersedes: SU20-292

Senate Approval: 8/16/2021

Presidential Approval: 8/17/2021

Effective: *Immediately*

Last Review: Summer 2021

Next Review: Spring 2022

Policy Resolution: #SU21-292 Temporary Changes to #F10-257 Syllabus Policy to Enhance COVID-19 Communication

RATIONALE:

The health and wellness of the San Francisco State University (SF State) community is of the utmost importance. Information items to help maintain the safety of the campus community needs to be distributed in numerous ways. The Academic Senate SF State is calling for a temporary modification of the "Syllabus Policy to Enhance COVID-19 Communication (#F10-257)" for Fall 2021 and for this modification to be extended into Spring 2022 if the situation remains the same.

WHEREAS The Planning Committee and partners from around SF State have been working diligently to prepare for a safe academic semester; and

WHEREAS Information is critical to the health, well-being and instructional continuity of the campus community during periods of disruption due to COVID-19 and for other health and safety reasons that may run concurrent to the pandemic, such as unhealthy air quality from wildfires; and

WHEREAS iLearn and academic websites are readily accessible resources to communicate with students, and the course syllabus is the primary mode instructors use to communicate information on class-specific policies that support the health, well-being and continued academic success of all students within a class; therefore be it

RESOLVED That the statement in Appendix A be included in iLearn banner sites, department webpages, and the syllabi of all courses and continuing as long as COVID-19 continues to impact the SF State community; and be it further

RESOLVED. That the course syllabus include instructor contact information and instructions for students on ways to ensure instructional continuity during periods of disruption due to COVID-19 and other events that may run concurrent to the pandemic, such as personal illness or unhealthy air quality from wildfires; and be it further

RESOLVED. The Academic Senate SF State solicit the University President's concurrence with this temporary modification; and be it further

RESOLVED That this resolution be communicated to the Provost, Deans, Department Chairs/School Directors, Academic Technology, and Center for Equity and Excellence in Teaching and Learning (CEETL) for important dissemination to all faculty, staff and students.

Appendix A: Course Syllabi Verbiage

Appendix A

Health & Safety Commitments

Your health and safety are our paramount concern at SF State. We ask every member of our campus community to join a pledge to make and follow plans to keep fellow students, faculty, and staff safe and well. Feeling confident, safe and well will help you focus on your academic success. To participate expected to:

- **stay informed** on the most up-to-date information related to SF State's COVID-19 response and Campus Comeback plan
- **plan ahead** for possible class disruptions due to COVID-19 or other unexpected events, such as unhealthy air quality caused by smoke
- **take care of yourself and others** by staying home when you aren't feeling well or believe you have been exposed to COVID-19, and
- **follow all required health and safety guidelines**, including verifying your proof of vaccination or exemption status before coming to class; and wearing a multilayered mask over your nose and mouth at all times when indoors on campus; and wash your hands as often as possible (i.e. soap and water, hand sanitizer).

For more information about SF State's response to COVID-19 and how you can keep yourself and others safe and well, visit the Campus Comeback Website. To plan for how you will maintain your academic success when unexpected events disrupt regular teaching

Signed Memo:
SU21-292