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ACADEMIC SENATE POLICY

August 17, 2020

TO: Lynn Mahoney, President
San Francisco State University

FROM: Teddy Albinak, Chair 
Academic Senate

RE: **Senate Policy Resolution #SU20-292 Temporary Changes to #F10-257
Syllabus Policy to Enhance COVID-19 Communications**

SOURCE COMMITTEE:

Executive Committee

SENATE ACTION:

At its meeting on Tuesday, August 11, 2020, the Academic Senate approved **Senate Policy Resolution #SU20-292 Temporary Changes to #F10-257 Syllabus Policy to Enhance COVID-19 Communication**

We solicit your concurrence. Thank You.

- ecc: Jennifer Summit, University Provost and Vice President for Academic Affairs
- Alison Kleaver, University Counsel
- Wei Ming Dariotis, Faculty Director of Center for Equity and Excellence in Teaching and Learning
- Andrew Rodrick, Assistant Vice President of Academic Technology
- The Deans and Department Chairs of Colleges

PRESIDENTIAL ACTION

APPROVED

DocuSigned by:

2FCB50CB2557463

Date: 08/17/2020 | 4:52 PM PDT



**SAN FRANCISCO
STATE UNIVERSITY**

Policy # *S20-292*
Supersedes: *N/A*
Senate Approval: *08/11/2020*
Presidential Approval: *08/17/2020*
Effective: *Immediately*
Last Review: *Summer 2020*
Next Review: *Spring 2021*

**Policy Resolution: #SU20-292 Temporary Changes to #F10-257 Syllabus Policy to Enhance
COVID-19 Communication**

RATIONALE:

The health and wellness of the San Francisco State community is of the utmost importance. Information items to help maintain the safety of the campus community should be distributed in numerous ways to help support the “Gators helping Gators” campaign. We are calling for a temporary modification of Syllabus policy (#F10-257) for Fall 2020 and we call for this to be extended into Spring 2021 if the situation remains the same.

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- WHEREAS The Fall Planning Committee and partners from around the university have been working diligently throughout the summer to prepare for remote distance learning and the small number of classes with face-to-face components, and;

 - WHEREAS information is critical to the health and well-being of the campus community, and

 - WHEREAS syllabi, iLearn, and other online websites are critical platforms for campus communication; therefore be it

 - RESOLVED that the statement in Appendix A be required in the syllabi of all courses with face-to-face components and considered in all other courses starting in the Fall 2020 semester and continuing as long as COVID-19 continues to impact the SF State community; and be it further

 - RESOLVED that the above information should be included in iLearn banner sites and department webpages; and be it further

 - RESOLVED we solicit the President’s concurrence with this temporary modification; and be it further

 - RESOLVED that this be communicated to the Center for Equity and Excellence in Teaching and Learning (CEETL), Deans, Academic Technology and department chairs for further dissemination to faculty, staff and/or students.



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Appendix A. Syllabi Verbiage

COVID-19 and Our Campus

Your health and safety is our paramount concern at SF State. During the COVID-19 pandemic, every member of our Gator community is expected to do their part in keeping fellow students, faculty, and staff safe and well. Feeling well and safe will support you in focusing on your academic success.

For the limited number of classes meeting face-to-face, In-person class attendance is an option, but not a requirement. Students who do not wish to or are unable to comply with these requirements will be allowed to take the class virtually or provided with other remote options for course completion

Please consult the campus plan website (<https://news.sfsu.edu/campus-plan>) for up-to-date information and explanation of requirements. For all students attending in-person, the following are required:

1. Wear a face covering when around other people outside of those in your household.
2. Stay at least 6 feet physically distant from people outside the members of your household.
3. Stay home if you have one or more symptoms of COVID-19 (Please check in with the SF DPH website for the most up-to-date symptoms & testing: <https://www.sfdph.org/wp-content/uploads/2020/04/GetTestedSF-Eng-052920.pdf>)
4. If you would like to discuss reasonable accommodations based on disability related to COVID-19, please contact the Disability Programs & Resource Center: dprc@sfsu.edu

Information is changing rapidly, as our health professionals, scholars, and researchers are learning more about COVID-19, and as such, we encourage you to frequently check your San Francisco State University email account and <https://news.sfsu.edu/campus-plan/students-families> for the most current information.

- You are encouraged to keep your emergency information updated on Campus Solutions in order to receive campus emergency alerts: <https://upd.sfsu.edu/ENSFAQ>
- You are also encouraged to provide your contact information to receive city of SF emergency alerts, including COVID-19 updates and instructions for public safety: <https://sfdem.org/get-city-alerts>
- If you have any questions regarding COVID-19 or your own health during this time, please reach out to Student Health Services: <https://health.sfsu.edu>
- If you are feeling overwhelmed, you are encouraged to connect with our on-campus health professionals in Counseling & Psychological Services: <https://caps.sfsu.edu>
- If you are looking for education on how to keep yourself and your loved ones healthy, then reach out to our Health Promotion & Wellness Team: <https://wellness.sfsu.edu>