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ACADEMIC SENATE POLICY

August 17, 2021

TO: Lynn Mahoney, President
San Francisco State University

FROM: Teddy Albinak, Chair
Academic Senate 

RE: **Senate Policy Resolution #SU21-292 Temporary Changes to #F10-257 Syllabus Policy to Enhance COVID-19 Communications**

SOURCE COMMITTEE:
Executive Committee

SENATE ACTION:

At its meeting on Monday, August 16, 2021, the Academic Senate approved **Senate Policy Resolution #SU21-292 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
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:

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08/17/2021 | 4:49 PM PDT

Date: _____



**SAN FRANCISCO
STATE UNIVERSITY**

Policy # SU21-292
 Supersedes: S20-292
 Senate Approval: 08/16/2021
 Presidential Approval: 08/17/2021
 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.

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| 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. |



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|------------------------|--------------------|
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| Effective: | <i>Immediately</i> |
| Last Review: | Summer 2021 |
| Next Review: | Spring 2022 |

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 in this class, all students are 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 and learning activities, follow the information on the course syllabus and consult the Keep Learning guide.