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 08/17/2021 | 4:49 PM PDT
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 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.