



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

Date: December 2, 2021

To: Academic Senate

From: Academic Senate Executive Committee


Copies:

Subject: Proposed New Policy - Maintaining Educational Continuity in the Context of Campus Emergencies and Disasters - Chapter V of the Faculty Handbook (returned unsigned)

The Maintaining Educational Continuity in the Context of Campus Emergencies and Disasters policy approved by the Academic Senate on May 4, 2021 was returned unsigned by President Covino. Executive Committee is bringing the changes that President Covino requested as a condition of his signing it to the Senate body. It is the business of the Senate to determine whether or not to accept those proposed changes. Your packet includes the original policy approved by the Senate, the memo from President Covino, and the policy itself as it would appear according to President Covino's request.



DATE: October 21, 2021

FROM: William A. Covino, President 

TO: Talia Bettcher, Chair, Academic Senate

SUBJECT: Proposed New Policy: Maintaining Educational Continuity in the Context of Campus Emergencies and Disasters

I am returning the above titled proposed policy unsigned because it includes decisions and directives that fall under the purview of the President and administration, including resource allocation and administrative operations. See Appendix U 3.3: <https://www.calstatela.edu/academicssenate/handbook/appu>

I would therefore approve this Educational Policy with the following changes:

- I. Remove sentence beginning on line 22 and ending on line 26: **“ALL FACULTY SHALL RECEIVE OPERATIONAL SUPPORT FROM THE UNIVERSITY TO EXECUTE THEIR DUTIES INCLUDING BUT NOT LIMITED TO TRAINING, ACCESS TO HIGH SPEED INTERNET AND ERGONOMIC EQUIPMENT AS NEEDED. DEPARTMENT CHAIRS OR PROGRAM DIRECTORS WILL COORDINATE WITH ANY FACULTY ENCOUNTERING ISSUES WITH ADOPTING THESE STEPS OR OBTAINING NECESSARY TRAINING, EQUIPMENT AND TECHNICAL SUPPORT”**

In addition, I am recommending the following editorial changes:

- a. Line 16 – revise sentence for parallelism; for example, consider adding the word “ACCESS” before the phrase “A HIGH DATA” to read as follows, **NOT ALL STUDENTS HAVE SECURE ACCESS TO INTERNET SERVICES, ACCESS TO A HIGH DATA USAGE LIMIT, OR ACCESS 17 TO PERSONAL COMPUTERS.**
- b. Line 60: modify “data allowance” to read **“SUFFICIENT DATA ALLOWANCE”**
- c. Lines 64-67: revise the language around “holding students harmless.”. The phrase “holding harmless” is a legal term that means indemnification of wrath from a third party. It seems that this paragraph intends to advocate for an approach that does “not hold students responsible for circumstances beyond their control.”

1 **MAINTAINING EDUCATIONAL CONTINUITY IN THE CONTEXT OF CAMPUS EMERGENCIES AND**
2 **DISASTERS**

3 **INTRODUCTION**

4 CAL STATE LA RAPIDLY TRANSITIONED ITS FACE-TO-FACE CLASSES TO REMOTE (DISTRIBUTED) ALTERNATIVE
5 INSTRUCTION IN SPRING 2020, DUE TO THE NOVEL COVID-19 PANDEMIC. THIS IS UNLIKELY TO BE A SINGULAR
6 EVENT: CAL STATE LA IS LIKELY TO EXPERIENCE ADDITIONAL EDUCATIONAL DISRUPTIONS DUE TO EPIDEMICS,
7 PANDEMIC, AND NATURAL DISASTERS (SUCH AS EARTHQUAKES OR WILDFIRES, WHICH HAVE CAUSED
8 EDUCATIONAL DISRUPTIONS ON SISTER CAMPUSES) IN THE COMING YEARS. THIS POLICY IS DESIGNED TO ENSURE
9 THAT EDUCATIONAL CONTINUITY CAN BE MAINTAINED IN THE FACE OF THE CURRENT TRANSITION AND FOR
10 FUTURE TRANSITIONS.

11 IT IS UNDERSTOOD BY THIS POLICY THAT THESE RAPID TRANSITION EVENTS ARE NOT SYNONYMOUS WITH THE
12 DEVELOPMENT, DESIGN, AND IMPLEMENTATION OF FULLY-ONLINE EDUCATION. THIS POLICY ACTIVELY
13 DISCOURAGES FACULTY TEACHING A COURSE DESIGNATED AS A FACE-TO-FACE COURSE AS A FULLY-ONLINE
14 COURSE, AS STUDENTS WILL BE EXPECTING A MODALITY THAT MORE CLOSELY MIRRORS A FACE-TO-FACE
15 EDUCATIONAL ENVIRONMENT.

16 NOTE: NOT ALL STUDENTS HAVE SECURE ACCESS TO INTERNET SERVICES, A HIGH DATA USAGE LIMIT, OR ACCESS
17 TO PERSONAL COMPUTERS. FOR MANY OF OUR STUDENTS, THEIR CELLPHONE MIGHT BE THEIR PRIMARY
18 COMPUTING DEVICE WITHOUT ACCESS TO CAMPUS COMPUTER LABS. ALL OF THE FOLLOWING CONSIDERATIONS
19 TAKE THIS REALITY INTO ACCOUNT.

20 **IN THE EVENT OF AN EMERGENCY EDUCATIONAL TRANSITION OR PROLONGED CLOSURE**

21 FACULTY WILL BE EXPECTED TO TAKE THE FOLLOWING STEPS DURING AN EMERGENCY EDUCATIONAL TRANSITION
22 OR PROLONGED CLOSURE. ALL FACULTY SHALL RECEIVE OPERATIONAL SUPPORT FROM THE UNIVERSITY TO
23 EXECUTE THEIR DUTIES INCLUDING BUT NOT LIMITED TO TRAINING, ACCESS TO HIGH SPEED INTERNET AND
24 ERGONOMIC EQUIPMENT AS NEEDED. DEPARTMENT CHAIRS OR PROGRAM DIRECTORS WILL COORDINATE WITH
25 ANY FACULTY ENCOUNTERING ISSUES WITH ADOPTING THESE STEPS OR OBTAINING NECESSARY TRAINING,
26 EQUIPMENT AND TECHNICAL SUPPORT.

27 1. PLACE COURSE SYLLABUS AND ALL KEY COURSE DOCUMENTS (E.G., ASSIGNMENTS, READING LISTS) ON THE CAL
28 STATE LA LEARNING MANAGEMENT SYSTEM (LMS), SO THAT STUDENTS CAN ACCESS THESE REMOTELY. IF THE
29 COURSE HAS A SEPARATE WEBSITE AND/OR PUBLISHER CONTENT, PROVIDE THE LINK(S) TO THEM ON THE LMS.

30 2. ESTABLISH A COMPLETE AND REGULARLY UPDATED GRADEBOOK THAT MEETS FERPA REQUIREMENTS. IT IS
31 STRONGLY RECOMMENDED THAT FACULTY USE THE COURSE GRADEBOOK IN THE LMS FOR THIS PURPOSE.
32 GRADES SHOULD BE UPDATED THROUGHOUT THE SEMESTER, WITH A RECOMMENDATION THAT THIS OCCURS AT
33 LEAST EVERY 2-3 WEEKS OR AS SOON AS FEASIBLE AFTER THE SUBMISSION OF EACH ASSIGNMENT. FACULTY
34 SHOULD ALSO REGULARLY COMMUNICATE WITH STUDENTS ABOUT WHEN STUDENTS SHOULD EXPECT TO SEE
35 THEIR GRADES UPDATED. THIS ALLOWS STUDENTS A MECHANISM TO VIEW THEIR COURSE GRADES THROUGHOUT
36 THE DURATION OF THE TRANSITION.

37 3. CLASSES THAT MEET SYNCHRONOUSLY MAY ONLY DO SO DURING THE PUBLISHED COURSE MEETING TIMES IN
38 THE CLASS SCHEDULE AND ONLY RECORD ATTENDANCE DURING THE PUBLISHED COURSE MEETING TIMES IN THE
39 COURSE SCHEDULE.

40 4. ADJUST CLASS PARTICIPATION METHODS TO INCLUDE ASYNCHRONOUS OPPORTUNITIES SO AS NOT TO
41 PENALIZE STUDENTS WHO ARE NOT ABLE TO ATTEND SYNCHRONOUS MEETINGS DUE TO THE EMERGENCY. FOR
42 EXAMPLE, SSTUDENTS MAY BECOME ILL OR DISPLACED; STUDENTS MAY BE FRONT LINE RESPONDERS OR
43 ESSENTIAL WORKERS; STUDENTS MAY BE CARING FOR CHILDREN OR OTHER FAMILY MEMBERS.

44 5. CLASS OFFICE HOURS SHOULD CONTINUE TO BE HELD DURING THE TIMES POSTED ON THEIR CLASS SYLLABUS.
45 CONSISTENT WITH THE OFFICE HOURS POLICY, OFFICE HOURS DURING REMOTE INSTRUCTION SHOULD BE HELD,
46 WHERE AT ALL POSSIBLE, SYNCHRONOUSLY VIA VIRTUAL MEETINGS AND/OR TELEPHONE.

47 6. TO SUPPORT STUDENTS WHO ARE UNABLE TO ATTEND CLASS SESSIONS, CONSIDER RECORDING SYNCHRONOUS
48 CLASS SESSIONS AND UPLOADING THESE RECORDINGS ALONG WITH ANY ADDITIONAL MATERIAL TO THE LMS.

49 7. BEFORE RECORDING ANY LECTURES, EXPLICITLY INFORM STUDENTS THAT THE LECTURE, AND THEIR
50 PARTICIPATION IN THE LECTURE, WILL BE RECORDED. THIS ALLOWS STUDENTS TO TURN OFF THEIR VIDEO
51 CAMERAS AND/OR WATCH THE RECORDING AS AN ALTERNATIVE TO BEING RECORDED.

52 8. DURING ANY SYNCHRONOUS LECTURES, THE FACULTY WILL NOT PENALIZE STUDENTS FOR HAVING THEIR
53 CAMERA (VIDEO) TURNED OFF. NOT ALL OF OUR STUDENTS HAVE ACCESS TO A CAMERA, AND PEOPLE MAY BE
54 ATTENDING IN LESS-THAN-IDEAL CIRCUMSTANCES (E.G., AT HOME WITH PETS/FAMILY MEMBERS; ISSUES WITH
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56 EVALUATIONS, OR CLASS ACTIVITIES THAT REQUIRE A LIVE PERFORMANCE OR DEMONSTRATION.

57 9. INSTRUCTORS SHOULD REVIEW THEIR LESSONS, COURSE ASSIGNMENTS, AND GRADING POLICY, BASED ON THE
58 LEARNING OBJECTIVES FOR THE COURSE AND THE TRANSITION TO REMOTE (DISTRIBUTED) ALTERNATIVE
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