

Date: March 18, 2026

To: Jessica DeShazo, Chair of the Academic Senate

From: Lettycia Terrones, Chair of the Faculty Policy Committee

Copies: R. Roquemore, V. Dom, M. Hisagi, E. Porter, E. Heise, M. Joseph

Subject: Proposed Policy Modification of Chapter V of the Faculty Handbook: FPC 25-9 *The Student Opinion Survey on Instruction Policy*

The Faculty Policy Committee, in conjunction with the Student Policy Committee, was tasked by the Chair of the Academic Senate to review The Student Opinion Survey (SOS) on Instruction policy in Chapter V of the Faculty Handbook, with a specific focus on mitigating the occurrence of unintended delays in the release of the SOS results due to late grade submissions.

FPC focused on revising the policy to bring consistency to and aid the implementation of the release of the SOS. To achieve this goal, FPC concentrated on establishing a clear, uniform timeline tied to the academic calendar.

FPC looked at the following SOS policy language:

“All individual student responses shall be provided solely to the faculty member and summary report of numeric responses to the common set of closed-ended items shall be provided to the department/division chair or school director and the faculty member, after the grades for the class have been submitted.”

FPC deliberated on the policy across four meetings, discussing numerous issues related to the release of the SOS results and grade submissions. FPC focused on specifying a clear and consistent timeline for the distribution of the SOS results, adding the following modifications, which the committee approved unanimously on March 9, 2026:

Line 36-38: New language to codify that the distribution of the SOS results occurs **no later than four weeks after the grade submission deadline**.

The SPC also conducted a review of the SOS policy, taking into considering FPC’s proposed policy modification (as noted above). On March 17, 2026, SPC expressed its support of FPC’s proposed revision, with no additional changes. SPC did note the following editorial change:

Line 26: Added the word “spring” as an editorial change, to read: Instruction in each fall and **spring** semester.

THE STUDENT OPINION SURVEY ON INSTRUCTION

(Senate: 11/25/69, 7/8/75, 8/3/76, 10/23/79, 10/13/81, 1/20/82, 1/27/82, 4/3/82, 11/29/83, 11/8/88, 5/23/06; 2/9/16, 10/10/23 ; President: 12/31/69, 7/14/75, 8/16/76, 2/2/82, 4/19/82, 12/19/83, 1/5/89, 12/13/06, 4/22/16, 12/13/23; Editorial Amendment: 9/00, 8/01)

- 1 Governing document: Article 15 of the Collective Bargaining Agreement between the California
- 2 Faculty Association and the California State University.
- 3 The student opinion survey instrument provides data for the evaluation of all faculty members
- 4 and graduate students who serve as course instructors. The information from the student opinion
- 5 surveys shall be used as one of several indicators for assessing instructional effectiveness.
- 6 Student opinion surveys shall be administered for all classes taught by probationary faculty
- 7 members, temporary faculty members, and graduate students in the regular academic year.
- 8 Student opinion surveys shall be administered in a minimum of 50% of all classes taught by
- 9 tenured faculty members; the classes to be surveyed shall be representative of the faculty
- 10 member's teaching assignment and shall be determined jointly by the faculty member and their
- 11 department/division chair, or school director. If a tenured faculty member teaches fewer than
- 12 four classes during the academic year, student opinion surveys will be administered in all classes.
- 13 Departments/divisions/schools may develop policies requiring that student opinion surveys be
- 14 administered in more than 50% of the classes taught by tenured faculty members during the
- 15 regular academic year. Faculty members may elect to have student opinion surveys administered
- 16 in more classes than those that are required.
- 17 The student opinion survey instrument shall include a common set of closed-ended and open-
- 18 ended items to be used by all faculty members (see Appendix M). Departments/divisions/schools
- 19 and programs may develop a pool of additional questions to the student opinion survey on
- 20 instruction. Individual faculty members, in consultation with departments/divisions/schools and
- 21 programs, may select up to three additional questions from the approved pool.

22 Every attempt will be made to ensure that the students' confidentiality is protected and that
23 students feel free to make comments without fear of reprisal. Therefore, students shall not
24 complete the survey in the presence of the faculty member.

25 Student opinion surveys on instruction will be available to students during the last two weeks of
26 instruction in each fall and SPRING semester. Student opinion surveys will close for every class
27 before final exam week begins.

28 For face-to-face courses, faculty are encouraged to give students 20 minutes of in-class time to
29 complete student opinion surveys for that course. The faculty member shall leave the classroom
30 before students start completing the student opinion surveys.

31 Faculty are encouraged to place a reminder of student opinion surveys on the learning
32 management system (e.g., Canvas) prior to and during the student opinion survey period for all
33 courses.

34 All individual student responses shall be provided solely to the faculty member and summary
35 report of numeric responses to the common set of closed-ended items shall be provided to the
36 department/division chair or school director and the faculty member, after the grades for the
37 class have been submitted. NO LATER THAN FOUR WEEKS AFTER THE GRADE
38 SUBMISSION DEADLINE.

39 A copy of the summary report of numeric responses to the common set of closed-ended items
40 will be placed in the individual faculty member's personnel action file (PAF) along with the
41 calculated grade point average for the class.

42 The Academic Senate has jurisdiction over the content, mode of analysis and distribution of the
43 student opinion survey on instruction. For any analyses to be made, the comparison groups to be
44 used also will be determined by that body. Additional comparisons may be made to meet specific
45 needs of the colleges subject to the availability of administrative resources.