



**ACADEMIC SENATE
Executive Committee
REFERRAL FORM**



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Date:	1/27/2021
To:	Faculty Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	FA-002-201
Title of Referral:	Revision and Updating of Policy 1329
Background:	See attached referral request form. Additional background provided by the Executive Committee:
Recommended resources:	See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee: For the Committee's Report on this referral, please list in separate sections, the resources recommended and resources actually consulted. If a resource was not consulted, briefly state why.
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	3/3/2021

Your Name: Martin Sancho-Madriz

Your Email: mfsancho@cpp.edu

Title of Referral: Revision and updating of Policy #1329

Names and Titles of proponents: Martin Sancho-Madriz
Sep Eskandari

Keywords: student evaluation of teaching, student input of teaching

Is there a deadline by when this referral needs to be considered by the Academic Senate?: Yes

Deadline Date: Apr 21, 2021

Justification for deadline: To insure any modifications will be adopted in the AY 2021-2022

Background: The remote work environment needed for continuing university operations during the COVID-19 pandemic has made it more evident that Policy #1329 needs to be reviewed and adjusted. One important aspect university-wide is the elimination of paper-based processes and the need for wet signatures. Advantages are, savings in time, labor, paper, ink, copier contracts and associated costs for all these, therefore promoting more environmentally friendly and sustainable practices. Improvement of security is also important as Faculty Affairs has received reports of missing paper forms for entire courses due to mishandling, as well as evaluations that did not get done because the paper forms were placed on someone's mailbox and forgotten and never administered. Another important advantage is expediting the reports sent to faculty by eliminating the step requiring scanning of paper forms.

Allowing the students to provide written input through the official student evaluations of teaching after they complete the questionnaires is another sought change as discussed by Provost Alva with the Faculty Affairs Committee last Academic Year.

One last aspect is converting the wet signature requirement for student input outside the classroom official evaluations, to an electronic signature or other alternative means to confirm the identity of the sender to eliminate the need for letter printing and scanning. Input could be accepted if the student sends from the CPP email account while also providing their Bronco ID number as currently required.

The outcomes/actions requested:

- Modify the policy so that the fully online system currently use continues after the mandated remote work environment due to the pandemic ends
- Allow for written comments from students in the in-class student evaluations of teaching
- Allow for digital signature or alternative electronic means to confirm identity for out of the class student comments

Recommended Resources: • Jeanette Baez, Interim Executive Director, Institutional Research, Planning, and Analytics

- Tim Raymond, Executive Director, IT Applications, Information Technology and Institutional Planning
- Martin Sancho-Madriz, AVP Faculty Affairs
- Policy #1329
- Unit 3 Collective Bargaining Agreement, Article 15 "Evaluation"
- Faculty evaluation policies at other CSU campuses

Attachment 1:

https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/744842235/policy_1329_student_evaluation_of_teaching1_1.pdf

Attachment 2:

https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745907/744842235/article_15_evaluation.pdf

Attachment 3: