TRANSMITTAL DOCUMENT (This is required by Academic Affairs to ensure accuracy and consistency in updates to the University Policy Manual.)

1. FS 15/16-95/EX Field Trip Policy, Establishment Of

The Faculty Senate recommends approval of the Field Trip policy.

2. Effective Date of New/Revised Policy: Effective Fall 2016, with programs given one year to come into compliance.

3. Senate approval date and FS # of any policy that is superseded: None

4. Cross References: None

5. Policy Overview: Focuses on defining policies and procedures for field trips.

6. Who the policy applies to: All academic programs that provide field trips.

7. Why the policy is necessary: Executive Order 1062 from the Chancellor’s Office, dated August 23, 2011, requires that all CSU campuses develop a policy to cover field trip policies and procedures.

8. Responsibilities (Implementation): Academic Program/Department Chairs

9. Procedures: Once this policy has been approved, academic program and department chairs will have to develop department procedures and processes for implementation. Support for implementation will be provided by the Provost or the Provost designee. In addition information support can be provided by the office of Risk Management.

10. Consultation that has occurred: This document was vetted during AY 2011-2012 and brought to the Senate in the spring of 2012 but no action was taken. Beginning in 2014-2015, an ad hoc committee composed of members of the Senate Executive Committee reviewed and updated this document. In the Fall of 2015, a working group convened by the Senate Executive Committee and co-chaired by Jeff Dym and Dana Kivel and composed of Don Taylor, Reza Peigahi, Tom Krabacher and Mimi Lewis met and revised this document further. Co-chairs Dym and Kivel sent out the draft document for review by the Department and Program Chairs over a three week period. Once they received feedback, they then met with university counsel to ensure that we are in compliance with the requirements of the Executive Order.

11. Other Considerations: N/A