

Memorandum of Understanding regarding Administration of Student Evaluations
(Spring 2020 Semester)

Student evaluations are required to be completed for nearly all courses consistent with Article 15.15 of the Collective Bargaining Agreement (CBA) between California Faculty Association (CFA) and CSU; and the Sacramento State UARTP Policy, Section 5.05.E.1.c. While the CBA and UARTP both allow for evaluations administered online, departments need to actively opt in for this to occur. Not all departments at Sacramento State have done so.

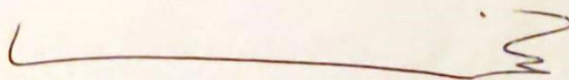
However, within this framework, because of the COVID-19 outbreak classes at Sacramento State have moved to "virtual" (effectively online) classes in the Spring 2020 semester. As such, in the absence of the ability to administer course evaluations in-person it will be difficult to maintain consistency with the CBA without utilizing online course evaluations.

Therefore, the University and the Sacramento State Chapter of the CFA agree to the following, effective immediately:

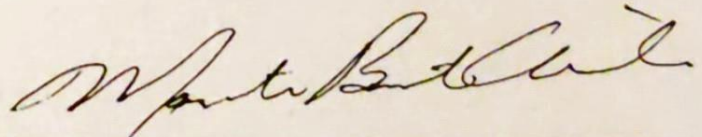
- For Spring 2020 only, and on a non-precedent setting basis, all student course evaluations are required to be administered online.
 - Departments that have not previously done so will work collaboratively with IRT, which includes forwarding their evaluation questions to IRT by April 6, preferably sooner. This will enable IRT adequate time to build the questions in the system.
 - When the online evaluations are returned the evaluations will be added to the Personnel Action Files (PAF) of the faculty members per approved, typical Department procedures.
- The Office of Faculty Advancement (OFA) shall work with CFA, and in consultation with the UARTP Committee, to develop the following:
 - A memo that will be added to each section of each course evaluation noting the unique circumstances of the Spring 2020 semester.
 - This added memo shall remain a permanent part of the faculty member's PAF.

The first of these actions does require the temporary suspension of the elements of Section 5.05.E.1.c of the UARTP Policy. By this memo, this suspension is in place until the end of the Spring 2020 semester.

Signatures



William DeGraffenreid
Vice Provost for Faculty Affairs (interim)
On Behalf of University



Margarita Berta-Ávila
President, California Faculty Assn Capitol Chapter
On Behalf of CFA

Date: 3/19/2020

Date: 3/19/2020