

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE

Retention of Course Materials
RES 1213026

AS&SS

RESOLVED: that the Academic Senate recommends the following Handbook change.

203.10 Retention of Course Materials. To allow a path for resolving possible grievances, incompletes, legal proceedings, etc., course syllabi and materials related to student evaluation for each course must be retained by the instructor or in the case of adjunct faculty by the responsible academic program for two years. An off-line copy of On-line courses must be similarly archived for two years.

RATIONALE: A course may be offered by temporary faculty who are available for a single quarter. Regular faculty may leave on sabbatical, to take positions elsewhere, for health reasons, etc. and be similarly unavailable. In such cases it falls to Academic Programs to resolve grievance issues.

RATIONALE: Grievances must be filed in the quarter following. Incompletes may be extended for up to one year. In either case, there may be appeals or legal proceedings that extend the time limits beyond one year.

RATIONALE: While campus IT may currently archive past On-line course offerings, it seems prudent to treat such courses in a parallel way by asking the responsible Academic Program to retain an off-line copy of syllabi and materials related to student evaluation.

DISTRIBUTION: President, Provost & V.P. for Academic Affairs, School Deans, Department/Program Chairs

Approved by the Senate on May 23, 2013
Sent to the President for approval on May 30, 2013
Approved by the President on June 19, 2013