

# Students' Pronouns and Preferred Names: Class Rosters That Promote Belonging and Inclusion

**Institute for Teaching & Learning, CSU Chancellor's Office | November 21, 2019 Webcast**





# Why Gender Inclusion Matters

- Policy imperative
  - CSU EO 1095/1096/1097 prohibits discrimination on the basis of gender identity
- Educational imperative
  - Chancellor White's Commitment to Inclusive Excellence (January 2018)\*
  - Students are more active, engaged learners when they feel embraced and included

\* <https://www2.calstate.edu/impact-of-the-csu/diversity/inclusive-excellence>





## US Department of Education Dear Colleague Letter (May 13, 2016)

- Reiterates civil rights protections for transgender students
- Campus must not treat a transgender student differently from the way it treats other students of the same gender identity
- No medical diagnosis or treatment requirement that students must meet as a prerequisite to being treated consistent with their gender identity





## Dear Colleague Letter (May 13, 2016) - continued

- Requiring students to produce identification documents that reflect their gender identity in order to treat them consistent with their gender identity may violate Title IX when doing so has the effect of limiting or denying students equal educational access
- Must provide transgender students equal access to educational programs/activities even in circumstances in which other students, parents, or community members raise objections or concerns



# Definitions – Gender as A Construct

- Gender Identity: a person's internal sense of being male, female, some combination of male and female, or neither male nor female
- Cisgender: of, relating to, or being a person whose gender identity corresponds with the sex the person had or was identified as having at birth
- Transgender: of, relating to, or being a person whose gender identity differs from the sex the person had or was identified as having at birth

# Definitions (continued)

- Gender Transition: “Transitioning is the process of changing the way you look and how people see and treat you so that you become the gender you feel on the inside. Transitioning can mean lots of different things. It can involve medical treatment and hormones. It can involve changing your name and preferred pronouns. It can involve changing your appearance and dress. It can involve coming out to your friends and family. It can be a long and ongoing process. Or it can be something that happens over a short period of time.”

Source: <https://www.plannedparenthood.org/learn/sexual-orientation-gender/trans-and-gender-nonconforming-identities/what-do-i-need-know-about-transitioning>

# Making Your Classroom Gender Inclusive

- Give students the chance to share their pronouns and preferred names in ways that respect personal boundaries
  - Have students complete a “get to know you” info sheet
  - Introduce yourself with your pronouns
  - Have students make name tags/tents that include their pronouns
- Infuse trans issues and content by trans people in your course whenever relevant



# Making Your Classroom Gender Inclusive

- Make your syllabus trans-inclusive
  - Consider including specific ground rules about respecting each others' pronouns and other gendered language
  - Include info that will be helpful for transgender students in the resources section of your syllabus, such as:
    - The location of the nearest gender-inclusive restrooms and a link to the gender inclusive restroom map
    - Instructions on how to change pronouns and preferred names online
    - Links and contact info for campus resources



# Gender Pronouns



See <https://genderneutralpronoun.wordpress.com/tag/ze-and-zir/> for gender neutral pronouns

# How Do I Know Which Pronouns to Use?

- “What pronouns do you use?”
- “How would you like me to refer to you?”
- “How would you like to be addressed?”
- “My name is Luoluo and my pronouns are she and her. What about you?”



# What Happens When A Mistake Occurs?

- If you make a mistake, most people appreciate a quick apology and correction at the time of the mistake. Try: “I’m sorry I used the wrong pronoun earlier. I’ll be more careful next time.”
- If someone uses the wrong pronoun for another person try a brief correction: “I think Sam uses she and her pronouns. And yes, I’m going to her house later too!”

# Pronouns & Preferred Names in PeopleSoft



# Preferred Names



# Preferred Names

- Campus request for ability to request a preferred name change
- Chancellor's Office (CO) convened a work group of campus representatives and vetted the design from Student Affairs teams, campus Pride Center Coordinators, and the California State Student Association (CSSA)
- Updates to the student system include:
  - Configuration to choose/not the administrative approval capability
  - Configuration to choose the segments of name student can update



# Preferred Names

- Updates to the student system include: *(continued)*
  - Configuration to choose/not the CMS modification
    - Creates CSU Names tab in student self-service
  - Ability to make the CSU Names tab in student self-service inaccessible to specific students
    - As deemed by campus administration (e.g. student conduct violations, police or legal investigation)
- Delivered by CMS Central to campuses with functionality turned off (August 2017)

# Preferred Name

## Configuration


- Turned off =  
CSU Preferred  
Name Request  
unchecked

### CSU Preferred Name Request Setup

☐ Use CSU Preferred Name Request

### CSU Preferred Name Request Setup

☒ Use CSU Preferred Name Request

Service Indicator to Prevent Name Change Requests:  

☐ Use Administrative Approval

#### Allow Changes To:

☒ Preferred First Name

☒ Preferred Middle Name

☒ Preferred Last Name

# Preferred Names

*Student Center*

Sue Ann's Student Center

▼ Academics

Search

Plan

Enroll

My Academics

Enroll in CSU Fully Online

other academic...

»

Deadlines

URL

This Week's Schedule

	Class	Schedule
<div>Deadlines</div>	ACCT 500-01 SEM (6711)	We 7:00PM - 9:45PM CBA Room 235

Weekly Schedule ▶

Enrollment Shopping Cart ▶

Search for Classes

Share My information

▼ Holds

No Holds.

▼ To Do List

No To Do's.

▼ Advisor

Program Advisor

None Assigned

▼ Important External Links

Register to Vote!

CSU Information

Breaking News

▼ CSU Initiatives

CalFresh

▼ Finances

My Account

Account Inquiry

Enroll In Direct Deposit

Financial Aid

View Financial Aid

Accept/Decline Awards

Report Other Financial Aid

We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.

\*Important Student Fee Information

▼ Personal Information

Demographic Data

Emergency Contact

Names

User Preferences

Authorize to Release

other personal...

»

Contact Information

Home Address	Campus Address
123 Seal Way	None
Seal Beach, CA 90721	
Mobile Phone	Campus Email
None	None

▼ Admissions

Request Information

Apply for Admission

You do not have any pending applications at this time.



Preferred Names

Student Center

ORACLE

Sue Ann Sailor

go to ...

Personal Information

Security

Credentials

Participation

Addresses

Names

Pref Names

Phone Numbers

Email Addresses

Internet Addresses

Emergency Contacts

Demographic Information

Ethnicity

Ethnicity

Identity

Pronouns

Names

Campus message to students about preferred name changes.

Name Type	Last Name	First Name	Middle Name
Primary	Sailor	Susan	
Preferred	Sailor	Sue Ann	

Request Preferred Name Change

# Preferred Names

## Student Center

Suzy's Student Center

▼ Academics

Search

Plan

Enroll

My Academics

Enroll in CSU Fully Online

other academic... >>

▼ Finances

My Account

Account Inquiry

Enroll In Direct Deposit

Financial Aid

View Financial Aid

Accept/Decline Awards

Report Other Financial Aid

▼ Personal Information

Demographic Data

Emergency Contact

Names

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Authorize to Release

other personal... >>

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	Class	Schedule
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Weekly Schedule ▶

Enrollment Shopping Cart ▶

We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.

\*Important Student Fee Information

Search for Classes

Share My information

▼ Holds

No Holds.

▼ To Do List

No To Do's.

▼ Advisor

Program Advisor

None Assigned

▼ Important External Links

Register to Vote!

CSU Information

Breaking News

▼ CSU Initiatives

CalFresh

ty | Ethnicity | Identity | Pronouns

# Preferred Names

## *Class Roster*

Daisy Faculty

[Faculty Center](#)
[Advisor Center](#)
[Search](#)
[Learning Management](#)

[My Schedule](#) | 
 [Class Roster](#) | 
 [Grade Roster](#) | 
 [Gradebook](#) | 
 [Class Assignments](#)

Class Roster

[View FERPA Statement](#)

Fall 2019 | Regular Academic Session | CSU Semester University | Post-baccalaureate

ACCT 500 - 01 (6711)

Managerial & Financial Acct (Seminar)

Days and Times	Room	Instructor	Dates
We 7:00PM-9:45PM	CBA Room 235	Daisy Faculty	08/26/2019 - 12/13/2019

Change Class

\*Enrollment Status

Enrolled

Enrollment Capacity 30

Enrolled 1

Select display option

☒ Link to Photos
 ☐ Include photos in list

[Class Permissions](#)

Enrolled Students

Find | View All |

First 1 of 1 Last

	Notify	Photo	ID	Name	Pronouns	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt
1	<input type="checkbox"/>		004422313	Sailor,Suzy		Graded	3.00	Masters Degree - Business Administration MBA	Graduate	08/01/2019	

Find | View All |

First 1 of 1 Last



# Preferred Names

## Grade Roster

Grade Roster Type

Grade Roster

FindFirst1 of 1Last

Term:Fall 2019

Class Nbr: 6711

Managerial & Financial Acct

Section: 01

Printer Friendly

Session:Regular

Catalog: ACCT

500

Seq Nbr: 1

Instructor(s):Daisy Faculty

Roster Type

Final Grade

Final Grade

☐ Display Unassigned Roster Grade Only

Approval Status:Not Reviewed

PersonalizeFindView AllGridFirst1 of 1Last

Notify	ID	Name	Roster Grade	Official Grade	Academic Program	Academic Level	Grading Basis	Final Roster Status	Detail	Note	Grade Date	
1	<input type="checkbox"/>	004422313	Sailor,Suzy	<input type="text"/>		Masters	Graduate	Graded	Pending	Detail	Note	

# Preferred Names

*Advisor Center*

Daisy Faculty

Faculty Center

Advisor Center

Search

Learning Management

My Advisees

Student Center

General Info

Transfer Credit

Academics

Advisee Academics

Suzy Sailor

Institution / Career / Program

Edit Program Data

CSUSU - CSU Semester University

PBAC - Postbaccalaureate

MSTD - Masters Degree

Program

MSTD

Masters Degree

Student Career Nbr

0

Status

Active in Program

as of 08/25/2014

Admit Term

2144

Fall 2014

Expected Graduation

Approved Load

Full-Time

Load Determination

Base On Units

Level Determination

Default

Plan

CBA\_MB01PB

Business Administration MBA

Requirement Term

2144

Fall 2014

Term Summary

Edit Term Data

CSUSU - CSU Semester University

PBAC - Postbaccalaureate

2194 - Fall 2019

2144 - Fall 2014

Fall 2019

Eligible to Enroll

Yes

Primary Program

MSTD

Masters Degree

Academic Standing Status

Data unavailable

Level / Load

Academic Level - Projected

Graduate

Academic Level - Term Start

Graduate

Academic Level - Term End

Graduate

Approved Academic Load

Full-Time

Academic Load

Less than Half-Time

Classes

✓ Enrolled

⊗ Dropped

⚠ Wait Listed

Class	Description	Units	Grading	Grade	Status
ACCT 500-01 (6711)	Managerial & Financial Acct (Seminar)	3.00	Graded		✓

# Pronouns

- Initiated from the Vice Presidents of Student Affairs
- CO worked on initial design, campuses vetted design
- Updates to the student system include:
  - Ability to configure pronouns to make available
  - Pronouns to appear on the Class Roster and Advisor Center
- Delivered by CMS Central to campuses with functionality turned off (September 2019)
  - Recommendation from vetting – campuses strongly encouraged to provide training




# Pronouns

## Configuration

- Turned off =  
Pronouns Setup  
unchecked



Pronouns Setup

☐ Use Pronouns

 Save

Pronouns Setup

☒ Use Pronouns

Personalize | Find | View All |  

First ◀ 1-5 of 5 ▶ Last

	Pronoun Subject	Pronoun Object	Pronoun Possessive		
1	<input type="text" value="He"/>	<input type="text" value="Him"/>	<input type="text" value="His"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="Not Listed"/>			<input type="button" value="+"/>	
3	<input type="text" value="She"/>	<input type="text" value="Her"/>	<input type="text" value="Hers"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	<input type="text" value="They"/>	<input type="text" value="Them"/>	<input type="text" value="Theirs"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
5	<input type="text" value="Use Name"/>	<input type="text" value="Use Name"/>	<input type="text" value="Use Name"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Personal Information

Security

Credentials

Participation

Addresses

Names

Pref Names

Phone Numbers

Email Addresses

Internet Addresses

Emergency Contacts

Demographic Information

Ethnicity

Ethnicity

Identity

Pronouns

Update Pronouns

Select your pronouns from the list below. If yours does not appear, select Not Listed, and then enter your subject, object, and possessive pronouns. Once you save, your pronouns will show up immediately on the roster for any of your classes.

\*Pronouns

Not Listed

Subject / Object / Possessive

/

/

Save

Personal Information

Security

Credentials

Participation

[Addresses](#) | [Names](#) | [Pref Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Internet Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Ethnicity](#) | [Ethnicity](#) | [Identity](#) | **Pronouns**

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Personal Information

Security

Credentials

Participation

[Addresses](#) | [Names](#) | [Pref Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Internet Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Ethnicity](#) | [Ethnicity](#) | [Identity](#) | **Pronouns**

### Update Pronouns

Select your pronouns from the list below. If yours does not appear, select Not Listed, and then enter your subject, object, and possessive pronouns. Once you save, your pronouns will show up immediately on the roster for any of your classes.

\*Pronouns

They/Them/Theirs

Subject / Object / Possessive

They

/

Them

/

Theirs

Save



# Pronouns

## Class Roster

Daisy Faculty

[Faculty Center](#) | [Advisor Center](#) | [Search](#) | [Learning Management](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [Gradebook](#) | [Class Assignments](#)

[Class Roster](#)

[View FERPA Statement](#)

Fall 2019 | Regular Academic Session | CSU Semester University | Post-baccalaureate

[Change Class](#)

▼ **ACCT 500 - 01 (6711)**  
Managerial & Financial Acct (Seminar)

Days and Times	Room	Instructor	Dates
We 7:00PM-9:45PM	CBA Room 235	Daisy Faculty	08/26/2019 - 12/13/2019

\*Enrollment Status

Enrollment Capacity 30      Enrolled 1

Select display option  
☒ Link to Photos      ☐ Include photos in list

[Class Permissions](#)

Enrolled Students										Find   View All	First  1 of 1  Last
	Notify	Photo	ID	Name	Pronouns	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt
1	<input type="checkbox"/>		004422313	Sailor, Suzy	They/Them/Theirs	Graded	3.00	Masters Degree - Business Administration MBA	Graduate	08/01/2019	

[Find | View All |](#)       First 1 of 1 Last

# Pronouns

## Class Roster

*\*\*Did not include  
Pronouns on the  
Grade Roster*

Favorites ▾Main Menu ▾>Self Service ▾>Faculty Center ▾>Class Roster

ORACLE®

Carrie Underwood

Faculty Center

Advisor Center

Search

Learning Management

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [Gradebook](#) | [Class Assignments](#)

Class Roster

View FERPA Statement

Spring 2019 | Regular Academic Session | CSU Semester University | Undergraduate

▼

ART 110 - 01 (1017)

Intro to the Visual Arts (Lecture)

Change Class

Days and Times	Room	Instructor	Dates
TBA	TBA	Carrie Underwood	01/28/2019 - 05/17/2019

\*Enrollment Status

Enrolled ▾

Enrollment Capacity 114Enrolled 5

Select display option

☒ Link to Photos

☐ Include photos in list

Class Permissions

Enrolled Students

Find | View All |

First 1-5 of 5 Last

	Notify	Photo	ID	Name	Pronouns	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt	Incomplete Contract
1	<input type="checkbox"/>		006000728	Dechy,Arianne L		GRD CR/NC	3.00	Undergraduate Degree - Geology BS	Freshman	06/28/2018		Add
2	<input type="checkbox"/>		006001209	Greene,Macey	Use Name/Use Name/Use Name	GRD CR/NC	3.00	Undergraduate Degree - Mathematics BS	Freshman	06/28/2018		Add
3	<input type="checkbox"/>		006001274	Jamison,Maria	She/Her/Hers	GRD CR/NC	3.00	Undergraduate Degree - Journalism Education BA	Freshman	06/28/2018		Add
4	<input type="checkbox"/>		CCTEST001	Lane,Penny	They/Them/Theirs	GRD CR/NC	3.00	Undergraduate Degree - Engineering BS	Freshman	07/18/2019		Add
5	<input type="checkbox"/>		006000793	Williams,Dillon	They/Them/Theirs	GRD CR/NC	3.00	Undergraduate Degree - Economics BA	Freshman	06/28/2018		Add

Find | View All | First 1-5 of 5 Last

# Pronouns

## *Advisor Center*

Daisy Faculty

Faculty Center

Advisor Center

Search

Learning Management

[My Advisees](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

Advisee General Info

Suzy Sailor

Service Indicators

Student Groups

National ID

Addresses

Email Addresses

Initiated Checklists

Personal Data

Names

Phones

Collapse All

Expand All

▼

Service Indicators

Edit Service Indicators

No service indicators found.

Go to top

▼

Initiated Checklists

Review Checklist Summary

No initiated checklists found.

Go to top

▼

Student Groups

Edit Student Groups

No student groups found.

Go to top

▼

Personal Data

Edit Personal Data

Campus ID

Date of Birth 05/25/1972

Gender Female

Pronouns They/Them/Theirs

Marital Status Unknown

Go to top

# Resource Links

- Please type your resource links in the Q&A pod to share systemwide



# Thank you!

# Questions?

Darlene Daclan: [ddaclan@calstate.edu](mailto:ddaclan@calstate.edu)

Luoluo Hong: [lhong@calstate.edu](mailto:lhong@calstate.edu)

