

2013-2014 FACULTY SENATE EXECUTIVE COMMITTEE

Tuesday, October 29, 2013
3:00 - 5:00 pm, Sacramento Hall, Room 275

MINUTES

Approved: November 12, 2013

Attendees: Banus, Dym, Gossett, Hamilton, Hecsh, Holl, Ingram, Kivel, Krabacher, Migliaccio, Peigahi, Porter, Sheppard
Absent: Biagetti, Miller, Strasser
Guest: Mark Iwasa, CSUS Chief of Police; Marlyn Jones, CODE Representative; Sheree Meyer, Associate Dean, Academic Affairs; Melissa Repa, SSWD; Sabrina Pound and Pam Parsons, Hornet Bookstore

1. **Approval of the Agenda:** Approved
2. **Executive Committee Minutes – [October 22, 2013](#)** Approved
3. **Sacramento Hall Security:** Iwasa addressed the new security measures for Sacramento Hall (*effective Nov 1, 2013*): The main entrance to the building will remain unlocked during normal business hours and a Public Service Officer is posted in the lobby. The side entrances will be accessible by electronic fob only. Iwasa will provide an update to the Senate at the Nov 14 meeting.
4. **Timely Adoption of Textbooks Update:** Repa provided an update on the implementation of the Timely Instructional Materials Policy for Accessibility and Affordability (*approved Feb 7, 2013*). Pounds and Parsons updated the Exec on adoption rates by department and commented on the cost of last minute book changes, noting its effect on the Bookstore in terms of buybacks and staff time for conversion of materials that are then not needed. Repa reported that Sacramento State is ahead of most of the other CSU campus for the timely adoption materials as the result of the Faculty Senate policy and the work of the Department Chairs.

The group discussed ways to improve the process including informing faculty of the financial effect of late changes. The group also discussed further refinement of the policy to do with guidelines to communicate changes and a more effective exception process

5. **From the Chair:**
 - **Interested Party Preference Poll for Standing Policy Committees for Senators:** The poll will be open from Oct 24 through Nov 6.
 - **[Livingston Lecture:](#)** Dr. Sue Holl, Mechanical Engineering will be honored on Thurs, Nov 7, 3 pm, Redwood Room, Union. Exec was asked to invite students to the lecture.
 - **Student Housing Advisory Committee:** A faculty representative needs to be identified to sit on committee. Beth Erickson (RTPA) and Corey Shanbrom (Mathematics/Statistics) will be contacted regarding serving on the committee. A call will go out to the Senate and the Deans if needed.
6. **From the Provost**
 - **Faculty Hires:** The Provost reported that the Deans have received permission to move forward with the faculty hiring process. He stated that diversifying the faculty is a team effort and encouraged colleagues to share the ads on the HR website with potential candidates. AVP Porter (HR) has communicated with Departments regarding the process and will be holding workshops, will attend the Deans/Dept. Chairs meeting, and will visit departments if needed. The Senate Office will share meeting schedules as provided by Human Resources.

7. **October 17 Meeting - Academic Program Review Resolution:** The Oct 31 agenda was reviewed and a discussion followed regarding reordering the Second Reading items based on the Senate discussions on Oct 17. A motion was made, seconded and carried to reorder the agenda as follows:

Second Reading

- FS 13/14-26: Academic Program Review Policy
 - FS 13/14-32: Academic Program Review Manual
 - FS 13/14-42: Policy on Instructional Program Priorities (IPP) *Moved from First Reading to Second Reading. A motion was made, seconded and carried. The Senate will be advised that the item was moved at the recommendation of the Executive Committee.*
 - FS 13/14-43: APR/IPP Task Force Establishment Of (*Exec unanimously endorsed the resolution that was requested by the Senate at its meeting of October 17.*)
 - FS 13/14-18: Program Impaction Policy
8. **Faculty Senate Representative:** The Constitution language pertaining to the number of faculty representatives for a single election unit was reviewed. The Senate Office is compiling data on the history of electing units for Execs review at a future meeting.
9. **Standing Policy Committee Chairs Updates:**
- APC – working on the revocation policy and the conferral policy
 - GE/GRPC – working on assessment, the Area D Committee has completed their work
 - GSPC – working on the graduate portion of the Comprehensive Writing Proposal, the paired course policy, and the credential definition for credit hour.

Open Forum

- November 20, 1-2:30 pm, California Suite, Union: A Faculty Policy Committee sponsored event: “University Conversation: What does “Scholarly & Creative Activity” mean at Sac State?”
- Sacramento State Bowling League: Winter league Jan 8 to Feb 12, 2014. Coordinated by the Police Department (*Serena Fuson, sfuson@csus.edu*)
- FPC will send out a calendar survey to faculty once the Interested Party Preference Poll is completed.

Adjourned.