

**2012-2013 FACULTY SENATE**  
**California State University, Sacramento**

**Thursday, February 7, 2013**  
**3:00 – 5:00 pm, Foothill Suite, Union**

**MINUTES**

*Approved: February 21, 2013*

**ATTENDEES**

Akutsu (Psychology); Barrera (Biological Sciences); Bayne (Theater and Dance); Biagetti (Teacher Education and CPC Chair); Blumberg (Music); Bogazianos (Criminal Justice); Boulgarides (Temporary Faculty); Bowie (Social Work); Buckley (Computer Science and ASCSU Representative); Buffard (Foreign Language); Carroll (Student Services); Chalmers (Economics); Chanda (Nursing); Cortez (ASI President); DeGraffenreid (Physics & Astronomy); Diaz (Kinesiology & Health Science); Dillon (Government); Dym (History); Egbert (Special Education, Rehabilitation, School Psychology & Deaf Studies); Escobar (Criminal Justice); Fell (Civil Engineering); Geiger (English); Gherman (Chemistry); Gibbs (Design); Green (Ethnic Studies); Gunston-Parks (Teacher Education), Hamilton (Mathematics and Statistics, and GSPC Chair); Hammersley (Geology); Harvey (Art); Hecsh (Teacher Education and Faculty Senate Chair); Ingram (Mathematics & Statistics); Jez (Public Policy & Administration); Judge (ASI Vice President); Kang (Family & Consumer Sciences); Kornweibel (California State University, Sacramento Retiree Association); Krabacher (Geography, Parliamentarian, and ASCSU Representative); Lewis (Physical Therapy); Liu, C. (Business Administration); Marbach (Mechanical Engineering and Executive Committee Vice Chair); Matthews (Electrical & Electronic Engineering); McCormick (Philosophy); Michael (Management); Migliaccio (Sociology and APC Chair); Miller (Communication Studies and ASCSU Representative); Moni (Women's Studies); Nystrom (Humanities and Religious Studies); Peigahi (Library and GE/GRPC Chair); Pieretti (Speech Pathology and Audiology); Quirarte (Student Services); Rechs (FPC Chair); Schmidtlein (Geography); Scott-Femenella (Temporary Faculty); Sessoms (Teacher Education); Sheppard (Recreation, Parks & Tourism Administration and Executive Committee At-large Member); Smith (Communication Studies); Smith (Communication Studies);, Vacant (Athletics)

**ABSENT**

Anderson (Construction Management); Baird (Bilingual/Multicultural Education); Dang (Nursing); Echandia (Bilingual/Multicultural Education and Executive Committee At-large Member); Fanetti (English); Horobin (Child Development); Liu, O. (Business Administration); Moore (Finance); Reveles (Educational Leadership and Policy Studies); Stevens (Environmental Studies); Strasser (Anthropology); Taylor (Social Work)

## MOMENT OF SILENCE

**PAULA ELDOT**  
Emeritus  
Department of History Department

**KAREN MINE**  
Staff - Retiree  
Department of Ethnic Studies

**ARNOLFO ROCHA**  
Student  
Department of Design

**GINA THOMAS**  
Student  
Department of Government and International Affairs

## APPROVAL OF THE AGENDA

*The following editorial amendments were made to the agenda. A motion to approve the agenda as amended was made, seconded, and carried.*

- *FS 12/13-54/EX: The word “authorized” was corrected to “authored”. The title of the second link was corrected to read: ACSU Resolution AS-3092-12/AA (Rev) Faculty Consultation on Baccalaureate Unit Limits.*
- *FS 12/13-70EX: The item is an Information Item and was incorrectly placed as Consent Information. The Senate had previously authorized the Executive Committee to appoint the members of the IPP Work Group. Therefore, the action item number has been removed and the text of the Information item revised accordingly to reflect its status as a report, rather than a Senate action item.*
- *FS 12/13-56/EX Timely Instructional Materials Policy: Two editorial changes.*
  - 1) *The Faculty Senate ~~establishes~~ recommends the...*
  - 2) *I.C. ...are responsible for ~~insuring~~ ensuring that....*
- *FS 12/13-68/APC/EX and FS 12/13-69/APC/EX: In each resolution, the language following #1 and #2 is a duplication and was deleted (“1. Adding a new Section III.B. and re-lettering the current Section B sequentially.”)*
- *FS 12/13-73/EX to FS 12/13-76/EX: The program proposals were correctly numbered but the attachments were not and have been corrected.*

*The following motions to reorder the agenda were made, seconded and agreed to. The body then voted on the amended agenda, and was approved.*

- *FS 12/13-77/EX Program Proposal – Criminal Justice Minor: The item was placed on the agenda by mistake and was removed. The Executive Committee had not reviewed the amended proposal.*
- *FS 12/13-79/EX Coded Memorandum AA-2013-2: The item was placed at the beginning of First Reading to address the time sensitive matter.*
- *FS 12/13-56/EX Timely Instructional Materials Policy to be placed before FS 12/13-36/CPC/EX Degree Program Minimum Unit Requirement at Second Reading.*

## **ACTION ITEMS**

### **FS 12/13-54/EX**

### **ALTERNATIVE PROPOSAL REGARDING BACCALAUREATE UNIT LIMITS, PROPOSED TITLE 5 CHANGES, ENDORSEMENT OF**

On behalf of the Faculty Senate, the Executive Committee, at its meeting on January 22, 2013, endorsed the Alternative Proposal authored by Faculty Trustee Cheyne regarding Baccalaureate Unit Limits, Proposed Title 5 Changes.

Attachments:

- [Endorsement of Baccalaureate Unit Limits, Proposed Title 5 Changes, Alternative Proposal letter, Hecsh to Guerin, January 22, 2013](#)
- [ACSU Resolution AS-3092-12/AA \(Rev\) Faculty Consultation on Baccalaureate Unit Limits](#)

*Carried*

### **FS 12/13-71/EX**

### **IMPACTION TASK FORCE MEMBERSHIP**

The Faculty Senate endorses the membership of the Impaction Task Force to review and conduct a study of policies and procedures relating to program impaction.

Student Affairs Representative: Mateo Avila, Admissions  
CPC Representative: Boniface Michael, Management (CBA)  
Academic Affairs Representative: Lakshmi Malroutu

Faculty Representatives:

1. Marya Endriga, Psychology (SSIS)
2. John Ingram, Mathematics (NSM)
3. Katherine Kelly, Nursing (HHS)
4. Reza Peigahi, Library
5. Tony Sheppard, RPTA (HHS)

*Carried*

### **FS 12/13-72/EX**

### **COMMITTEE APPOINTMENT – SENATE STUDENT RETENTION AND GRADUATION SUBCOMMITTEE (SRGS)**

The Faculty Senate approves the membership of the Student Retention and Graduation Subcommittee (SRGS).

Voting Members

College Reps:

A&L: Steve Buss, Communication Studies  
CBA: Lan Liu, Finance  
ECS: Fethi Belkhouche, Electrical Engineering  
EDUC: Deidre Sessoms, Teacher Education  
HHS: Marlyn Jones, Criminal Justice  
HHS: Katrin Mattern-Baxter, Physical Therapy  
NSM: Enid Gonzalez, Biological Sciences  
SSIS: Seunghee Wie, Family and Consumer Sciences

Student Services Professionals

Jerry Blake, Counselor, Student Academic Success/Educational Opportunity Program

Samuel N. Jones, Senior Associate Director, Housing & Residential Life

Mai Nguyen, Leadership Initiative Program Advisor, Student Organizations & Leadership

Sandra Perez, Degree Evaluation Advisor, Office of the Registrar

Non-voting Members

APC Liaison: Kristen Van Gaasbeck, Economics (SSIS)

Graduation Initiative Steering Committee Liaison: Ed Mills, Co-Chair (Student Affairs)

APC Committee Chair: Todd Migliaccio (Sociology)

ASI Undergraduate Student Representative: Vacant

Ex-officio: Lakshmi Malrouu, AVP for Student Affairs Enrollment and Student Support

Ex-officio: Marcellene Watson-Derbigny, AVP for Student Retention and Academic Success

Ex-officio: Sheree Meyer, Associate Dean of Undergraduate Studies

Ex-officio: Jing-Want, Director of the Office of Institutional Research

*Carried*

**FS 12/13-73/EX**                      **PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

Engineering and Computer Science: Construction Management

Construction Management (undergraduate) [Attachment: FS 12/13-73](#)

*Carried*

**FS 12/13-74/EX**                      **PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

Social Sciences and Interdisciplinary Studies

Sociology (undergraduate) [Attachment FS 12/13-74](#)

*Carried*

**FS 12/13-75/EX**                      **PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

College of Engineering and Computer Science

Bachelor of Science in Computer Engineering [Attachment FS 12/13-75](#)

*Carried*

**FS 12/13-76/EX**                      **PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

College of Engineering and Computer Science

Bachelor of Science in Electrical and Electronic Engineering [Attachment FS 12/13-76](#)

*Carried*

**FS 12/13-80/EX**

**PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

College of Natural Sciences and Math

Mathematics and Applied Computing (BA to BS) [Attachment FS 12/13-80](#)

*Carried*

**FS 12/13-82/FL**

**[MINUTES – DECEMBER 6, 2012](#)**

*The following editorial change to the minutes was made to correct [FS 12/13-55/EX](#) ELECTRONIC VOTING, ENDORSEMENT OF PROCEDURES FOR 2012-2013 to reflect the notation of the amendment of # 5 (previously noted as #4)*

*A motion to approve the amended minutes was made, seconded, and carried.*

**INFORMATION**

**COMMITTEE APPOINTMENT – SENATE**  
**INSTRUCTIONAL PROGRAM PRIORITIES (IPP) WORK GROUP**

The Executive Committee informed the Faculty Senate of its appointment of the membership of the Instructional Program Priorities (IPP) Work Group to review the IPP report and its recommendations and to make further recommendations to the Faculty Senate regarding the IPP policy and implementation.

Co-Chair: Tim Marbach, Vice Chair Senate, Mechanical Engineering (ECS)

Co-Chair: Charles Gossett, Provost, Office of Academic Affairs

Members

Ben Amata, Member of SCIPP, Library

Geni Cowan, Graduate Studies Policies Committee (GSPC) Designee, Educational Leadership (EDU)

Carolyn Gibbs, Past Chair of SCIPP, Design (A&L)

Sue Holl, Chair, Member of SCIPP, Mechanical Engineering (ECS)

Minjeong Kang, Asian Studies, Family and Consumer Sciences (SSIS)

Jai Joon Lee, Management (CBA)

Adam Rechs, Chair, Faculty Policies Committee (FPC), Biological Sciences (NSM)

Greg Shaw, Chair, Recreation, Parks and Tourism Administration (HHS)

Val Smith, Senator, Communication Studies (A&L)

Raghuraman Trichur, Chair, Anthropology (SSIS)

Pia Wong, Chair, Teaching Credentials (EDU)

## SECOND READING

### FS 12/13-56/EX    TIMELY INSTRUCTIONAL MATERIALS POLICY FOR ACCESSIBILITY AND AFFORDABILITY, ESTABLISHMENT AND IMPLEMENTATION OF

The Faculty Senate recommends the following procedures to be adhered to for identification of required instructional materials needed for accessibility and affordability and procedures for changing and/or converting required instructional materials needed for accessibility:

#### I. Course material identification:

- A. **Faculty** identify required and recommended textbooks and supplemental materials by the first day of student registration for the upcoming semester (“Textbook Identification Deadline.”). In accordance with the Textbook Transparency Act and Accessible Technology Policy, faculty are encouraged to consider price and accessibility in the selection of materials.
- B. **Academic Department Chairs** or appropriate administrators in consultation with faculty specify default textbook information and instructional materials that will be used in the event that other materials have not been specified prior to the Textbook Identification Deadline.
- C. **Deans** or their designee are responsible for insuring that faculty identify appropriate course materials prior to the Textbook Identification Deadline and ensuring that course materials are identified and communicated to the campus Bookstore no later than the first day of student registration for the upcoming semester (“Textbook Identification Deadline.”). Default options shall be on file for every section of every course in the appropriate Dean’s office.
- D. The **Bookstore** shall notify Department Chairs and College Deans of those courses for which the Bookstore has not received the course material selections. The Bookstore shall send this list at least two weeks before the Textbook Identification Deadline, one week prior to the deadline, and one week after the deadline. The Bookstore also makes available the textbook list for the Internet class schedule used for preregistration and registration purposes.
- E. **Library Reserves** needs at least 2 weeks advance notice from the date course materials will be used in class. Faculty members need to follow copyright guidelines prior to placing materials on electronic reserves.

#### II. Course material change:

- A. **Faculty** who wish to change or add course materials after the Textbook Identification Deadline must consult with the Department Chair or appropriate administrator. Because federal legislation requires course materials to be available to all students at the same time, changes or additional materials will only be approved if course materials are available simultaneously to all students enrolled in the course.
- B. **Department Chairs** or appropriate administrators who approve an exemption to change course materials shall inform the Bookstore of the new order and contact SSWD.
- C. **The Bookstore** will notify Department Chairs and appropriate administrators should a faculty member request a change after the Textbook Identification Deadline.

### III. Course material conversion:

- A. **Services to Students with Disabilities** (SSWD) uses procedures for obtaining, producing, and delivering alternative media requests or files in accessible formats for students with disabilities, advocates for adequate staffing and resources for conversions and consults with Department Chairs or appropriate administrators in the event of a change.
- B. **Academic Technology and Creative Services** will provide access to staff of Services to Students with Disabilities (SSWD) to SacCT courses when students with disabilities are enrolled, for the purpose of converting instructional materials.

Background Information: [FS 12/13-56a](#)

*Carried*

**FS 12/13-36/  
CPC/EX**

### **DEGREE PROGRAM MINIMUM UNIT REQUIREMENT, AMENDMENT OF AS 84-85 (UMD03050.)**

*A motion to introduce a substitute amendment to the original motion shown on the February 7, 2013 Agenda was made, seconded and agreed to. After discussion the body voted on the substitute amendment, which was approved and then amended further, and carried unanimously.*

The Faculty Senate recommends replacing the Degree Program Minimum Unit Requirement policy (UMD03050), which was recommended in AS 84-85 with the following policy statement as indicated below:

Bachelor of Arts Degree majors require a minimum of 24 semester units in the major academic program with at least 12 semester units at upper division, and are limited to no more than 48 semester units in coursework with the same 2, 3 or 4-letter course code.

The Bachelor of Science Degree has the same primary objectives as the Bachelor of Arts Degree but is grounded in scientific methodology and emphasizes applications in a wide range of technical and professional fields. Bachelor of Science majors require a minimum of 36 semester units in the major academic program with at least 18 semester units at upper division, and are limited to no more than one half the total degree unit requirements in coursework with the same 2, 3, or 4-letter course code.

When considering the above limits on semester units in coursework with the same 2, 3, or 4-letter course code, college-level prerequisites, co-requisites for required courses, and required electives are included.

Bachelor's degrees in designated disciplines such as Bachelor of Music carry the same primary objectives as the other baccalaureate degrees, but are more structured and prescribed in major content in order to meet specific professional goals. Such degrees require a minimum of 36 semester units in the major academic program with at least 18 semester units at upper division. Exemptions to unit limits are granted only upon the recommendation of the Faculty Senate's Curriculum Committee and approval of the college dean and the Vice President of Academic Affairs. Currently, the comprehensive Bachelor of Arts Degree in liberal studies that includes both major and general education requirements is exempt from the 48-unit limitation.

*Carried*

The Sacramento State Faculty Senate receives Sacramento State Associated Students, Inc. (ASI) Legislation ID: 2012/2013-10-31. In light of the recent resolution by the Sacramento State Associated Students, Inc. Resolution on Graduation Incentive Fees and the timing of the transition in the Chancellor's Office, the Sacramento State Faculty Senate urges that Chancellor Timothy White take note of this resolution that reflects the sentiments of our students' governing body.

ASI Resolution: [FS 12/13-61a-r](#)

Committee on Diversity and Equity (CODE) Endorsement Correspondence: [FS 12/13-61b](#)

*Carried*

## **FIRST READING**

*A motion to move FS 12/13-79/EX to Second Reading was made, seconded, and carried.*

## **SECOND READING**

**FS 12/13-79/EX**

**CODED MEMORANDUM AA-2013-2, IMPLEMENTATION OF TRUSTEES  
TITLE 5 CHANGES TO BACCALAUREATE DEGREES:  
RECOMMENDATION FOR PARTIAL EXTENSION DEADLINE FOR  
CURRICULAR REVISION OF PROGRAMS REQUIRING 121-129 UNITS.**

The California State University, Sacramento Faculty Senate requests Chancellor White grant the Sacramento State campus a partial extension of the deadline for compliance with Coded Memorandum AA-2013-2, approved by the Board of Trustees at its January 2013 meeting, specifically with regard to the deadlines associated with programs in the 121-129 unit range.

The Faculty Senate further requests that the Chancellor permit all programs at Sacramento State exceeding 120 units to be treated in an equivalent manner, consistent with the deadlines outlined in the above document with regard to programs that have 130 or more units. I.e., that the campus submission of plans for curricular reductions (or requests for exception) to the 120 semester unit maximum requirement for programs in the 121-129 unit range be extended from the April 2013 deadline date, specified in Executive Vice Chancellor Smith's memorandum on this subject, to January 30, 2014, the same deadline date specified for submission of plans for programs requiring 130 units or more.

The Faculty Senate further directs its Chair to send a copy of this request to the Chancellor, to the Faculty Trustee Cheyne, Sacramento State President Gonzalez, the Chair of the ASCSU, and Chairs of all campus Senates.

*Rationale:*

*The Board of Trustees, at its last meeting, approved changes to Title 5 that require baccalaureate degree programs not to exceed 120 (semester) units, unless an exception is approved by the Chancellor's Office. Required reductions will take place in two phases: Programs that require 121-129 units must have plans in place by April 2013, and programs with 130 units or more must have plans in place by January 2014. Implementation is expected by Fall 2014.*

*While the April 2013 deadline for programs in the 121-129 unit range is onerous, and perhaps even logistically impossible, for faculty on many campuses, the current situation on our campus is exceptional in that the General Education program is currently under review, along with existing Graduation Requirements that fall outside General Education. As a result, the number of units associated with both General Education and Graduation Requirements for all undergraduate students is currently subject (and likely) to change, with several special meetings of the Faculty Senate scheduled throughout the spring semester, and with multiple related action items already scheduled for debate and disposition.*

*For this reason, many programs cannot know, at this time, how many units will be necessary for graduation when this process is finished. Some that are currently in the 121-129 range may drop below that range and not require any further action. Some that currently require 130 units or more may fall into the 121-129 unit range and suddenly be subjected to an earlier deadline (which may already have passed when any change becomes effective) if such an extension is not granted.*

*It doesn't seem to be a good application of scarce resources and faculty time to develop contingency plans for curriculum reduction within the major, when such changes may be rendered redundant should the General Education and Graduation Requirements be reduced enough to cause a major program to no longer require in excess of 120 units. Coincidentally, it is unfair to programs that might currently appear to have until January 2014 to develop a plan, to suddenly find that they are required to develop a plan nine months sooner.*

*Additionally, aside from these unique circumstances on our campus, there are other concerns about the dual deadlines that cause such a distinction (between the 121-129 programs and the 130+ programs) to seem counter-productive.*

*Programs that have conscientiously attempted to reduce units, such that they might have already reduced from 130+ to the 121-129 range, are essentially penalized for the progress they have already made by being given nine months less time to make further reductions. Conversely, a program that requires 130+ units and that has made little or no progress towards unit reduction is permitted more time to adjust.*

*As a result, any program that might currently be planning a reduction from 130+ to 121-129 units might be well advised to delay such a change to avoid being penalized for their hard work by virtue of the earlier deadline.*

*This isn't a hypothetical concern. On our campus we have a program that is currently awaiting Faculty Senate consent and Administrative action to make just such a reduction in unit requirements. The result of this laudable work, involving significant faculty review and redevelopment of the curriculum, is likely to be an earlier deadline than if they were to withdraw their existing program change proposal.*

*A distinction in deadlines, such as this, that causes such unfairness and potential arbitrariness in application seems generally ill-advised. However, regardless of these more general problems that are likely to manifest themselves on multiple campuses, the specific debates and pending decisions regarding General Education and Graduation requirements on our own campus make the earlier deadline untenable. For this reason, the Faculty Senate requests that the earlier deadline be extended to match the later deadline.*

*Note: We have referred to this as a "partial extension" as only the earlier deadline is extended and the ultimate deadline for implementation of all such program changes has not been altered, remaining Fall 2014. Thus no practical change in implementation would result from the requested partial extension.*

*Carried unanimously*

*The following items were not addressed prior to adjournment and will be taken up at First Reading on February 21, 2013.*

FS 12/13-66/APC/EX     STUDENT RETENTION AND GRADUATION SUBCOMMITTEE CHARGE (SRGS), AMENDMENT OF

FS 12/13-67/APC/EX     STUDENT GRADE APPEAL PROCESS - SUMMER GRADE APPEAL, AMENDMENT OF

FS 12/13-68/APC/EX     STUDENT GRADE APPEAL PROCESS, AMENDMENT OF APPEAL OF GRADES ASSIGNED FOR CHEATING OR PLAGIARISM

FS 12/13-78/GSPC/EX     COURSE REPEAT POLICY, POST-BACCALAUREATE STUDENTS, ESTABLISHMENT OF

FS 12/13-69/EX     BYLAWS AMENDMENT - EXECUTIVE COMMITTEE ACTION ON BEHALF OF THE FACULTY SENATE

Adjourned 5:06 pm