

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

**Thursday, April 18, 2013**

**Foothill Suite, Union**

**3:00 – 5:00 pm**

**MINUTES**

*Approved: April 25, 2013*

**ATTENDEES**

Akutsu (Psychology); Anderson (Construction Management); Barrena (Biological Sciences); Bayne (Theater and Dance); Biagetti (Teacher Education and CPC Chair); Blumberg (Music); Bogazianos (Criminal Justice); Boulgarides (Temporary Faculty); Bowie (Social Work); Brady (Nursing); Buckley (Computer Science and ASCSU Representative); Buffard (Foreign Language); Chalmers (Economics); Cortez (ASI President); Diaz (Kinesiology & Health Science); Dillon (Government); Dym (History); Fell (Civil Engineering); Gherman (Chemistry); Gibbs (Design); Green (Ethnic Studies); Gunston-Parks (Teacher Education), Hamilton (Mathematics and Statistics, and GSPC Chair); Hammersley (Geology); Hecsh (Teacher Education and Faculty Senate Chair); Ingram (Mathematics & Statistics); Jez (Public Policy & Administration); Judge (ASI Vice President); Kornweibel (California State University, Sacramento Retiree Association); Lee (English); Lewis (Physical Therapy), Liu, C. (Business Administration); Liu, O. (Business Administration); Marbach (Mechanical Engineering and Executive Committee Vice Chair); McCormick (Philosophy); Miller (Communication Studies and ASCSU Representative); Moni (Women's Studies); Nystrom (Humanities and Religious Studies); Peigahi (Library, GE/GSPC Chair); Pieretti (Speech Pathology & Audiology); Quirarte (Student Services); Rechs (FPC Chair); Schmidlein (Geography); Sheppard (Recreation, Parks & Tourism Administration and Executive Committee At-large Member); Singer (Criminal Justice); Sessoms (Teacher Education); Strasser (Anthropology); Taylor (Social Work); van Beek (Student Services); Vicars (Special Education, Rehabilitation, School Psychology & Deaf Studies); Wehr (Sociology); Wie (Family & Consumer Sciences); Vacant (Athletics)

**ABSENT**

Chanda (Nursing); Dickson (Counselor Education); Echandia (Bilingual/Multicultural Education and Executive Committee At-large Member); Fanetti (English); Harvey (Art); Matthews (Electrical & Electronic Engineering); Horobin (Child Development); Krabacher (Geography, Parliamentarian, and ASCSU Representative); Matthews (Electrical & Electronic Engineering); Michael (Management); Moore (Finance); Reveles (Educational Leadership and Policy Studies); Scott-Femenella (Temporary Faculty); Sergan (Physics & Astronomy); Smith (Communication Studies); Stevens (Environmental Studies)

**MOMENT OF SILENCE**

**ANDREW LLARDI**

Student

Department of Mathematics and Statistics

## INFORMATION

- **Spring 2013 Enrollment Update** presented by Ed Mills, AVP for Student Affairs, Enrollment and Student Support:
  - [Spring 2013 Census Report and College Year Resident Target Outcome](#)
  - [Enrollment Comparison – Spring 2013 vs. Spring 2012 – Census \(2/22/2013\)](#)
  - [Spring 2013 Enrollment by Ethnicity – Census \(2/22/2013\)](#)
  - [Federal course Repeat Policy - New](#)

## ACTION ITEMS

### **FS 12/13-112/EX**

### **PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

Arts and Letters

MA in English – Plan A / Thesis: Composition [Attachment FS 12/13-112](#)

*Carried.*

### **FS 12/13-113/EX**

### **PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

Education

MA in Education – Multicultural Education [Attachment FS 12/13-113](#)

*Carried.*

### **FS 12/13-114/EX**

### **PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

Education

BA in Child Development: elementary Pre-Credential [Attachment FS 12/13-114](#)

*Carried.*

### **FS 12/13-115/EX**

### **PROGRAM PROPOSAL**

The Faculty Senate recommends approval of the following program proposal.

Social Sciences and Interdisciplinary Studies

BA in Economics [Attachment FS 12/13-115](#)

*Carried.*

The Faculty Senate recommends approval of the following program proposal.

College of Continuing Education

Bully Perspectives and Prevention Strategies – Certificate of Academic Achievement [Attachment](#)

[FS 12/13-116](#)

*Carried.*

The Faculty Senate endorses the establishment of a Graduate Policy for Graduation with Distinction, effective Fall 2013.

**Graduation with Distinction: Graduate Level**

**A. Policy**

For the purposes of awarding degrees with distinction at the graduate level, the overall performance of degree candidates in each department or equivalent academic program will be judged in relationship to the performance of degree-seeking students in that unit, not in relation to other university graduate students. Two criteria will be used in evaluating students to determine if they merit a notation of distinction: grade point average and the quality of the work produced by the student for the culminating experience.

To graduate “with distinction,” a graduate student must

1. have a cumulative grade point average of 3.8 or higher at the time the student’s degree is posted,
2. have completed at least 18 units in residency, and
3. be nominated for distinction by a unanimous vote of his or her dissertation/thesis/project/examination committee or equivalent academic program committee.

Each department or equivalent academic program may establish a graduation with distinction policy, but is not required to establish such a policy. The University recognizes that each discipline has its own mechanisms and standards for evaluating student work. Departments or equivalent academic programs desiring to nominate students to graduate with distinction must specify the standards and procedures that will be used to judge or measure distinction in the culminating experience, including but not limited to originality of the work, mastery of knowledge of the discipline, and/or broader significance as a contribution to learning.

Although there can be no rigorous quota on the number of graduate students awarded distinction, the standard of merit should be such that no more than ten percent of graduating students in each department or equivalent academic program will be selected to receive the designation of distinction. Departments or equivalent academic programs may elect not to nominate any candidates for this designation in a given semester.

**B. Reporting Mechanism:** Three years after the adoption and implementation of this policy, the Dean of Graduate Studies will issue a report to the Faculty Senate detailing:

1. how many and which departments or equivalent academic programs opted out of the distinction policy;

2. how many degrees were awarded “with distinction” in the previous three years per department or equivalent academic program, and
3. what percentage that number constitutes of total graduate degrees awarded per department or equivalent academic program.

The Faculty Senate can use this data to determine if the policy is being implemented fairly and equitably and to make any changes to the policy, if needed.

C. **Procedures:** In determining whether a student should be awarded a degree “with distinction,” the following guidelines should be followed.

1. In accordance with department or equivalent academic program-level policies and procedures, and upon completing the culminating requirement, a student may be nominated for distinction by a unanimous vote of his or her dissertation/thesis/project/examination committee or academic program.
2. If so nominated, the committee chair or academic program designee shall draft a letter outlining the qualities of the student’s dissertation/thesis/project/examination that merit the award of distinction, including but not limited to originality of the work, mastery of knowledge of the discipline, and/or broader significance as a contribution to learning.
3. The letter of nomination shall be forwarded to the Graduate or Program Coordinator, who in consultation with the designated Department, Program, or Graduate Committee Chair shall make the determination as to whether the student’s record meets the department or equivalent academic program standards for distinction
4. If in agreement with the nominating committee, the designated Coordinator or Chair shall send formal written notification and documentation to the Dean of Graduate Studies of the nomination.
5. Prior to the posting of the degree, the Graduate Dean will review the nomination and ascertain whether the student’s final GPA meets the 3.8 threshold and, if so, register the notation. The student’s permanent transcript will state whether the student completed a dissertation, thesis, project, or examination and note the completion of the culminating experience was “with distinction.”

*Carried.*

**FS 12/13-105/FPC/EX**

**OUTSTANDING FACULTY AWARDS POLICY,  
AMENDMENT OF**

The Faculty Senate endorses the amendment of the Outstanding Faculty Awards policy (FS 11-43/FPC/EX) that:

1. consolidates all existing policies, guidelines and procedures related to the Outstanding Faculty Awards into a single integrated document that addresses the issues of selection committees, award criteria, procedural matters, and manner(s) of recognition of award recipients for all four awards
2. incorporates new language dealing with the issues of ties, collaborative projects, rollover applications, and frequency of repeat winners.

## **I. Awards Process**

- A. The Faculty Senate shall announce one single call for all four awards which includes minimum criteria.
- B. Each College\* will select a maximum of a single award in the categories of Outstanding Teaching, University Service, Community Service, and Scholarly and Creative Activity.
- C. Colleges must report all award winners to the Faculty Senate by the established deadline.
- D. There shall be a campus-wide announcement and recognition of award recipients. Colleges are encouraged to find opportunities to further recognize the award winners.
- E. Collaborative or team submissions are considered a single award and will have both names appearing on both plaques for the same collaborative project.
- F. Each college should have a policy statement on Outstanding Faculty Awards that addresses issues such as rollovers of applications to following years and frequency of repeat winners.

\* Note: In this document the term "College" refers to academic colleges as well as a joint group of Library, Counselor, and Coaching Faculty

## **II. Eligibility**

- A. All faculty employed at Sacramento State for at least the past three years are eligible for the Outstanding Teaching, Scholarly and Creative Activity, University Service, and Community Service awards.
- B. Current students, alumni, staff, or faculty (including self-nominations) may nominate faculty for these awards.

## **III. Application Procedures**

- A. A nomination letter and updated CV are required of all nominees.
- B. A completed application file must be submitted by the established college deadline in order for further consideration by the selection committee.
- C. Colleges are strongly encouraged to establish reasonable page limits for any supporting materials. Committees may call for additional information from the nominee as well.
- D. Colleges are strongly encouraged to implement a system of online submission.
- E. As part of the application process, committees are encouraged to solicit at least two references and/or letters of support for each nominee.
- F. Collaborative or team projects must be submitted as a single submission, and must address all criteria for all members of the team.

## **IV. Award Selection Committees**

### **A. Academic Colleges**

- 1. Each college shall establish Faculty Awards or Professional Development Committee to select college award winners in the categories of Outstanding Teaching, Scholarly and Creative Activity, University Service, and Community Service.
- 2. All committee members shall be elected by the college faculty, in a college-wide election called for that purpose, to serve multiyear staggered terms with a maximum term length of three years per term.
- 3. All probationary, tenured, or other full-time faculty in the college shall be eligible to serve on this committee.
- 4. The committee shall consist of at least five faculty members.

**B. Library Faculty, Counselor Faculty, and Coaching Faculty**

1. For purposes of consideration for awards for Outstanding Teaching, Scholarly and Creative Activity, University Service, and Community Service, members of the library, counselor, and coaching faculty shall establish a joint review committee.
2. The committee shall consist of three members, preferably representing at least two of the units, to be elected from within the faculty membership of each unit.
3. The Faculty Senate Chair shall facilitate this process by:
  - a. sending the call for nominations for Outstanding Faculty Awards to each administrator and each eligible faculty member in the amalgam group of library-counselor, and coaching faculty;
  - b. initiating the election of three faculty to serve on a selection committee, preferably representing at least two of the units;
  - c. convening the selection committee; and reporting the committee's decisions.

**V. Award Criteria**

- A. Before the application process begins, colleges shall establish criteria for Outstanding Teaching, Scholarly and Creative Activity, University Service, and Community Service awards beyond the basic eligibility requirements. These criteria shall be distributed to all faculty within the college.
- B. If a file does not reach a level of outstanding, colleges are not obligated to give out the award in each category.
- C. Individual Award Criteria:

**1. Teaching**

- a. Teaching effectiveness, as established over the most recent five-year period.
- b. Impact on the lives and careers of students, as evidenced over the tenure of the nominee at Sacramento State.

The quality of the evidence, not the quantity of evidence, shall be used by the committee in reaching a decision. All forms of the teaching duties of faculty members at Sacramento State are appropriate for recognition: undergraduate and graduate level teaching, lectures, seminars, laboratories, clinical practica, fieldwork supervision, etc.

**2. University Service**

- a. Contributions to the faculty member's Department through their leadership and work as a member or chair of a committee and/or their leadership and work in carrying out special assignments for the Department, for example, in the area of curriculum development, and student advising.
- b. Contributions to the faculty member's College through their leadership and work as a member or chair of a committee and/or their leadership and work in carrying out special assignments for the College, for example, in the area of curriculum development, and student advising.
- c. Contributions to the University through their leadership and work as a member or chair of a committee and/or their leadership and work in carrying out special assignments for the University, for example, in the area of curriculum development, and student advising.

The quality of the evidence, not the quantity of evidence, shall be used by the Committee in reaching a decision.

### 3. Community Service

Awards will be given for service that applies the nominee's professional knowledge and skills to addressing community needs, and thus represents the university as a resource to the region. Only service completed while employed as a faculty member by California State University, Sacramento shall be considered. Priority will be given to nominees who provide evidence of the impact of their service work in both the university and the community.

Evidence of impact on the university may include but is not limited to:

- a. documented creation of new opportunities for students to combine learning and service, e.g., service learning courses, internships, Master's theses, and participation in civic improvement and/or citizen action projects.
- b. documented positive student outcomes from involvement in the nominee's community service work.
- c. relevance of service outcomes to university mission and goals
- d. acquisition of grant funds and other resources for the university
- e. documented creation of new research and consultation opportunities for faculty.

Evidence of impact on the community may include but is not limited to:

- f. documented positive outcomes of the service activity on quality of life in the Sacramento region or beyond – outcomes may be economic, social, or cultural
- g. documented positive outcomes for specific public benefit agencies, organizations, and/or vulnerable populations.

### 4. SCHOLARLY AND CREATIVE ACTIVITY

In addition to the CV and the nomination letter, applications should highlight the nominee's most significant scholarship or creative activities, including:

- a. impact of the scholarly and creative activities on nominee's field(s) of study, including key citations or unique contributions;
- b. impact of the scholarly and creative activities on the university and students;

Additional criteria may be established by each college.

*Carried.*

## REGULAR AGENDA

**FS 12/13-109/FL** MINUTES – [APRIL 4, 2013](#)

*The minutes of the meeting of April 4, 2013 were approved.*

**FS 12/13-110/FL** MINUTES – [APRIL 11, 2013](#)

*The minutes of the meeting of April 11, 2013 were approved.*

**Executive Committee Members:**

Janet Hecsh, Chair	Teacher Education (EDU)
Tim Marbach, Vice Chair	Mechanical Engineering (ECS)
Todd Migliaccio, APC Chair	Sociology (SSIS)
Adam Rechs, FPC Chair	Biological Sciences (NSM)
Stephanie Biagetti, CPC Chair	Teacher Education (EDU)
Reza Peigahi, GE/GRPC Chair	Library
Tracy Hamilton, GSPC Chair	Mathematics (NSM)
Beth Strasser, At-large Member	Anthropology (NSM)
Adrianna Echandia, At-large Member	Bilingual/Multicultural Education (EDU)
Bob Buckley, At-large Member	Computer Science (ECS)
Tony Sheppard, At-large Member	Recreation, Parks & Tourism Administration (HHS)

**Senior Student Services Senator:** Tom Carroll

**Senior Library Senator:** Reza Peigahi

**College Representatives:**

- Christine Miller, Communication Studies (A&L)
- John Ingram, Mathematics & Statistics (NSM)
- Kace Chalmers, Economics (SSIS)
- Oliver Liu, Business Administration (CBA)
- Cid Gunston-Parks, Teacher Ed (EDU)
- Ben Fell, Civil Engineering (ECS)
- Heather Diaz, Kinesiology and Health Science (HHS)

*Carried.*

The Faculty Senate entertained and discussed a motion to reconsider FS 12/13-53b GE PROGRAM REGULATIONS, AMENDMENT OF AREA D: THE INDIVIDUAL AND SOCIETY, STUCTURAL REVISIONS AND REDUCTION OF MINIMUM UNIT REQUIREMENT.

*The motion was not agreed to.*

**SECOND READING (OLD BUSINESS)**

**FS 12/13-99/UARTP/EX**

**UARTP - SECTION 5.05.E.1.C(1) EXCEPTIONS TO THE RULE REQUIRING ALL CLASSES TAUGHT TO BE EVALUATED OF UNIVERSITY ARTP POLICY, AMENDMENT OF**

*At the time of adjournment, amendments to the resolution were being debated and will be continued at the next Faculty Senate meeting. The language in red below indicates the main amendment and the language in purple below indicates the amendment to the amendment, which is where the Senate will take up debate.*

The Faculty Senate recommends amending Section 5.05.E.1.C(1) by adding the following paragraphs immediately following the first paragraph. (March 6, 2013)

. . .



**Exceptions to the rule requiring all classes taught to be evaluated.**

On this campus, it is assumed that the provision of M.O.U. 15.15 quoted above has been agreed by the bargaining agents in order to provide every student an opportunity to record an opinion of the instruction and support for the student’s work received from the instructor in every class taken by the student. It is assumed as well that the provision has been agreed in order to give the best and greatest opportunity to demonstrate teaching ability to every member of the teaching faculty for purposes of periodic evaluation and performance review as provided elsewhere in this document, as well as to improve teaching performance generally.

On the basis of these assumed reasons, the campus has concluded that, consistent with M.O.U. 15.15 quoted above, student evaluations shall be conducted in all **Fall or Spring term** classes **or sections with 5 or more students** (every section of every course) **taught each Fall and Spring term** unless a primary unit is able to offer compelling reasons for excepting a class from being evaluated by the students in it. **A primary unit may require that all courses regardless of enrollment numbers may be evaluated.**

Primary units desiring to except a class from being evaluated by the student or students in it shall seek to persuade the University ARTP Committee and the Provost, acting for the President, that its reasons for excepting that class are sufficiently compelling to outweigh the reasons assumed by the campus to support the requirement that every class taught shall be evaluated by the students in it.

Primary units seeking approval of a proposed exception shall submit to the University ARTP Committee the text of the amendment of its RTP document proposing the exception. With that text, the unit shall submit a supporting argument written to persuade the reader that the unit’s reasons for the exception sought are sufficiently compelling to override the reasons assumed by the campus to justify the requirement that all classes taught be subject to student evaluations.

**Procedures to govern student evaluations submitted online.**

. . .

**Background Information:**

- [President Gonzalez’s response to the Resolution \(FS 12/13-60\), January 8, 2013](#)
- UARTP Memo: [Dillon to Faculty Senate, March 6, 2013](#)
- University UARTP Policy: <http://www.csus.edu/umannual/hr/UARTP%2007-2012.pdf>

*The following items, not having been addressed prior to adjournment, will be placed on the agenda of a future meeting of the Faculty Senate, at First Reading.*

<b><u>FS 12/13-78/GSPC/EX</u></b>	<b><u>COURSE REPEAT POLICY, POST-BACCALAUREATE STUDENTS, ESTABLISHMENT OF</u></b>
<b><u>FS 12/13-77/EX</u></b>	<b><u>PROGRAM PROPOSAL</u></b> College of Health and Human Services: Criminal Justice Minor
<b><u>FS 12/13-88/EX</u></b>	<b><u>STANDING RULES: STANDING POLICY COMMITTEES WITH EX-OFFICIO MEMBERSHIP ON THE FACULTY SENATE, EXECUTIVE COMMITTEE AND THE FACULTY SENATE</u></b>
<b><u>FS 12/13-92/EX</u></b>	<b><u>PROGRAM PROPOSAL</u></b> College of Business Administration: Operations Management

**FS 12/13-100/GSPC/EX**

**MODIFICATION IN OR DELETION OF EXISTING PROGRAMS,  
AMENDMENT OF**

**FS 12/13-106/CPC/EX**

**SERVICE LEARNING COURSE DESIGNATION,  
ESTABLISHMENT OF**

**FS 12/13-107/CPC/EX**

**SERVICE LEARNING SUBCOMMITTEE,  
ESTABLISHMENT OF**

**FS 12/13-108/CPC/EX**

**E-LEARNING POLICY, AMENDMENT OF PM 95-01; FS 01-23; FS  
09-78 (FSD00010.htm)**

*Adjourned: 5:01 pm*