

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

**Thursday, November 15, 2012  
3:00 – 5:00 pm, Foothill Suite, Union  
MINUTES**

*Approved: December 6, 2012*

**ATTENDEES**

Akutsu (Psychology); Barakatt (Physical Therapy); Barrena (Biological Sciences); Bayne (Theater and Dance); Biagetti (Teacher Education and CPC Chair); Blumberg (Music); Boulgarides (Temporary Faculty); Bowie (Social Work); Buckley (Computer Science and ASCSU Representative); Carroll (Student Services); Chanda (Nursing); Cortez (ASI President); Dang (Nursing); Dillon (Government); Dym (History); Diaz (Kinesiology & Health Science); Echandia (Bilingual/Multicultural Education and Executive Committee At-large Member); Egbert (Special Education, Rehabilitation, School Psychology & Deaf Studies); Escobar (Criminal Justice); Fanetti (English); Fell (Civil Engineering); Gale (Communication Studies); Gherman (Chemistry); Gibbs (Design); Green (Ethnic Studies); Hamilton (Mathematics and Statistics, and GSPC Chair); Hammersley (Geology); Harvey (Art); Hecsh (Teacher Education and Faculty Senate Chair); Ingram (Mathematics & Statistics); Judge (ASI Vice President); Kornweibel (California State University, Sacramento Retiree Association); Krabacher (Geography, Parliamentarian, and ASCSU Representative); Liu, C. (Business Administration); Liu, O. (Business Administration); Marbach (Mechanical Engineering and Executive Committee Vice Chair); McCormick (Philosophy); Michael (Management); Migliaccio (Sociology and APC Chair); Miller (Communication Studies and ASCSU Representative); Moylan (Family & Consumer Sciences); Peigahi (Library and GE/GRPC Chair); Pieretti (Speech Pathology and Audiology); Quirarte (Student Services); Rechs (FPC Chair); Schmidlein (Geography); Sergan (Physics & Astronomy); Sessoms (Teacher Education); Sheppard (Recreation, Parks & Tourism Administration and Executive Committee At-large Member); Strasser (Anthropology); Vacant (Athletics); Wang (Economics); Wassmer (Public Policy & Administration); Vacant (Foreign Languages)

**ABSENT**

Anderson (Construction Management); Baird (Bilingual/Multicultural Education); Bogazianos (Criminal Justice); Gunston-Parks (Teacher Education), Horobin (Child Development); Lee Keller (English); Matthews (Electrical & Electronic Engineering); Moni (Women's Studies); Moore (Finance); Nystrom (Humanities and Religious Studies); Reveles (Educational Leadership and Policy Studies); Scott-Femenella (Temporary Faculty); Stevens (Environmental Studies); Taylor (Social Work)

**MOMENT OF SILENCE**

**NICK TRUJILLO**

Faculty  
Communication Studies

**BONNIE KAY**

Faculty  
Communication Studies

**NGUYEN PHUONG TRINH**

Student  
Mathematics and Statistics

## APPROVAL OF THE AGENDA

*A motion was made and seconded to add the following items---in the following sequence--- to the agenda, at the beginning of First Reading. A motion was then made and seconded to move to 10 minutes equally between pro/con; the motion was not agreed to. The body voted on the main motion, which carried unanimously.*

*A motion was made, seconded and carried to approve the agenda as amended, which carried. Senator Sheppard requested the UARTP resolutions, if not addressed during the meeting, be placed on the November 20 Executive Committee agenda.*

FS 12/13-58/  
UARTP/FL      UARTP POLICY AMENDMENT OF SECTIONS AFFECTED BY CHANGES  
IN THE COLLECTIVE BARGAINING AGREEMENT (2012) APPROVAL OF

FS 12/13-59/  
UARTP/FL      GIVING EFFECT TO SECTION 15.15 OF THE COLLECTIVE BARGAINING  
AGREEMENT (2012), RECOMMENDATION TO DELAY

FS 12/13-60/  
UARTP/FL      UNIVERSITY ARTP POLICY, SECTION 5.05.E.1.C (1) ELECTRONIC  
EVALUATIONS, AMENDMENT OF

## ACTION ITEMS

FS 12/13-57/EX      UNIVERSITY APPOINTMENT  
COMMITTEE FOR ADMINISTRATIVE REVIEW

The Faculty Senate recommends Carolyn Gibbs (Design) for appointment to the Committee for Administrative Review. Term: 2012-2015

*Carried.*

[MINUTES – NOVEMBER 1, 2012](#)

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

*A motion was made, seconded, and carried to move immediately to vote on adopting the substitute resolution. A motion was made, seconded, and carried to approve the resolution.*

The Faculty Senate establishes a task force to conduct a study of policies and procedures relating to program impaction and directs its Executive Committee to define and appoint its membership as deemed appropriate. The Faculty Senate charges the task force to:

1. Review the Impaction Policy recommended in FS 11/12-93/EX, and amended by FS 12/13-27 with the goal of recommending revisions, as needed, to:
  - a. Minimize the workload on impacted programs and the Faculty Senate associated with annual reporting and re-approval of impacted programs;
  - b. Provide clearly defined, efficient and enforceable processes for timely submission, and approval of program impaction requests (initial, annual, and reapplication);
  - c. Provide improved guidance to programs proposing impaction and to the Faculty Senate on the criteria that should be used to evaluate whether impaction should be proposed by the program and recommended for approval by the Faculty Senate.
2. Review CSU policies and procedures on impaction (e.g., CSU Coded Memorandum: AA-2011-23: Impacted Campus/Programs, 2013-2014 <http://www.calstate.edu/AcadAff/codedmemos/AA-2011-23.pdf>), with the goal of recommending a schedule, which allows for:
  - a. Timely and careful review by the Faculty Senate of initial requests for program impaction in accordance with the campus's Program Impaction Policy before the campus submits such requests to the Chancellor's Office for preliminary approval;
  - b. Notice to the campus community about the schedule of public hearings required under AB 2402 for initial program impaction requests,
  - c. Opportunity for the Senate to review comments from public hearings and to make a recommendation on the final proposal prior to the campus's submission of its final request to the Chancellor's Office for approval of initial requests for program impaction;
  - d. Timely review of annual reports from impacted programs as provided in the Impaction Policy prior to their submission to the Chancellor's Office
3. Prepare a report of findings and recommendations on the above for the Faculty Senate, which shall be submitted by no later than April 1, 2013.

CPC/EX ~~COURSE PROPOSAL POLICY, AMENDMENT OF COURSE INACTIVATION AND SUSPENSION, AMENDMENT OF THE COURSE PROPOSAL POLICY (FSC00060, SECTION A. 7)~~

*A motion was made, seconded, and carried to move to Second Reading. A motion was then made, seconded, and carried to amend the resolution title from “Course Inactivation and Suspension, Amendment of the Course Proposal Policy (FSC00060, Section A. 7)” to “Course Proposal Policy, Amendment Of”.*

*A motion was made, seconded, and carried to approve the amendment of the Course Proposal Policy.*

The Faculty Senate recommends amending the Course Proposal policy as indicated below:

- 7. New course proposals must include a statement which affirms either: (a) that the department currently (without any additional funding or resources) has the necessary faculty, facilities, support materials and support staff to offer this course on a regular and continuing basis. **A minimum offering of once every three academic years constitutes “regular and continuing basis.”** or (b) from where the additional funding, facilities, support materials and staffing expenditures required to provide the new course are expected to come and a breakdown of these additional costs.

Proposed Amendments	Current Policy
<p>A. <b>New Course Proposal Policy</b></p> <p>7. New course proposals must include a statement which affirms either: (a) that the department currently (without any additional funding or resources) has the necessary faculty, facilities, support materials and support staff to offer this course on a regular and continuing basis. <b><u>A minimum offering of once every three academic years constitutes “Regular and continuing basis.”</u></b> or (b) from where the additional funding, facilities, support materials and staffing expenditures required to provide the new course are expected to come and a breakdown of these additional costs.</p>	<p><b>Course Proposals</b></p> <p>Policy Administrator: Vice President for Academic Affairs                      Authority:                      Effective Date: 3-15-01 (Revisions approved by Faculty Senate)                      Updated:                      Index Cross-References:                      Policy File Number: FSC00060.htm</p> <p><b>A. New Course Proposal Policy</b></p> <p>7. New course proposals must include a statement which affirms either: (a) that the department currently (without any additional funding or resources) has the necessary faculty, facilities, support materials and support staff to offer this course on a regular and continuing basis (i.e., a minimum of once every two academic years), or (b) from where the additional funding, facilities, support materials and staffing expenditures required to provide the new course are expected to come and a breakdown of these additional costs.</p>

Background Information: [FS 12/13-34a](#)

COURSE INACTIVATION, GUIDING PRINCIPLES, AMENDMENT OF (FSC00060.5) OF THE GUIDING PRINCIPLES REVISING ACADEMIC PROGRAMS AND CURRICULAR OFFERINGS

*A motion was made, seconded, and carried to move to Second Reading.*

*A motion was made and seconded to amend 5c. by adding after “inactive” the following language: “such a suspension may be renewed through the same process”. A motion was made to amend the amendment by adding the word “one” after “renewed”. The amendment to the amendment was not agreed to. The body then voted on the main motion which carried.*

*A motion was made and seconded to approve the amendment of the Guiding Principles Policy, with the amended language. The motion carried.*

The Faculty Senate recommends amending the Guiding Principles Policy (FSC00060.5) as follows:

1. If the offering of courses and programs regularly is not possible within existing resources, departments are to modify offerings or resources.
  - 5a. Academic units should review their course offerings periodically and formally request course deletion when it is no longer possible or pedagogically desirable to offer a course.
  - 5b. Courses that are not offered for three academic years will be subject to course inactivation by Academic Affairs during periodic catalog review. Reactivation of a course will require a new course proposal.
  - 5c. In situations in which the department is temporarily unable to offer a course regularly, i.e. at least once every three academic years, the department may request from the Curriculum Subcommittee and Academic Affairs a “suspension” of the course for a period of time not to exceed 2 years from the time it would have otherwise been made inactive; such a suspension may be renewed through the same process. A suspended course could be made active through a formal request to the Curriculum Subcommittee and Academic Affairs. Courses that exceed their period of suspension will be subject to course inactivation by Academic Affairs during periodic catalog review. Reactivation of a course will require a new course proposal.

Proposed Amendments	Current Policy
<p>Guiding Principles</p> <ol style="list-style-type: none"> <li>1. The Academic Senate develops and recommends to the President policy related to academic programs and curricular offerings.</li> <li>2. Decision making in curricular matters is to remain as close to departmental and school faculty as possible.</li> <li>3. Inherent in the decision making process is the implicit trust that those making curricular decisions will act responsibly and in good faith toward the goal of offering the best academic program possible given existing resources and constraints.</li> </ol>	<p><b>Guiding Principles</b></p> <p>Policy Administrator: Authority: Effective Date: Updated: Index Cross-References: Policy File Number: FSG00040.htm</p> <ol style="list-style-type: none"> <li>1. The Academic Senate develops and recommends to the President policy related to academic programs and curricular offerings.</li> <li>2. Decision making in curricular matters is to remain</li> </ol>

<p>4. Departments and schools are accountable for their curricular decisions and are to offer approved courses and programs regularly.</p> <p>5. If the offering of courses and programs regularly is not possible within existing resources, departments are to modify offerings or resources.</p> <p><b><u>5a. Academic units should review their course offerings periodically and formally request course deletion when it is no longer possible or pedagogically desirable to offer a course.</u></b></p> <p><b><u>5b. Courses that are not offered for three academic years will be subject to course inactivation by Academic Affairs during periodic catalog review. Reactivation of a course will require a new course proposal.</u></b></p> <p><b><u>5c. In situations in which the department is temporarily unable to offer a course regularly, i.e. at least once every three academic years, the department may request from the Curriculum Subcommittee and Academic Affairs a “suspension” of the course for a period of time not to exceed 2 years from the time it would have otherwise been made inactive. A suspended course could be made active through a formal request to the Curriculum Subcommittee and Academic Affairs. Courses that exceed their period of suspension will be subject to course inactivation by Academic Affairs during periodic catalog review. Reactivation of a course will require a new course proposal.</u></b></p> <p>6. The approval procedures are designed to ensure review at each level. Sending a signed proposal forward implies concurrence of thought at prior levels.</p>	<p>as close to departmental and school faculty as possible.</p> <p>3. Inherent in the decision making process is the implicit trust that those making curricular decisions will act responsibly and in good faith toward the goal of offering the best academic program possible given existing resources and constraints.</p> <p>4. Departments and schools are accountable for their curricular decisions and are to offer approved courses and programs regularly.</p> <p>5. If the offering of courses and programs regularly is not possible within existing resources, departments are to modify offerings or resources.</p> <p>6. The approval procedures are designed to ensure review at each level. Sending a signed proposal forward implies concurrence of thought at prior levels.</p>
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## INFORMATION

- Enrollment Update: Presented by Ed Mills, AVP for Enrollment Management and Lori Varlotta, Vice President for Student Affairs, Office of Student Affairs  
<http://www.csus.edu/student/images/regions/resources/facultysenatetfffinancialaidupdate.pdf>
- Athletics Update: Presented by Steve Perez, Economics Professor and NCAA Faculty Athletics Representative <http://www.csus.edu/acse/Senate-Info/2012-13-Agendas-Minutes/111512-Agendas-Minutes/Athletics.pdf>

The following items were not addressed prior to adjournment and will be taken up at First Reading at the December 6 Faculty Senate meeting.

FS 12/13-58/  
UARTP/FL

UARTP POLICY AMENDMENT OF SECTIONS AFFECTED BY CHANGES  
IN THE COLLECTIVE BARGAINING AGREEMENT (2012) APPROVAL OF

FS 12/13-59/  
UARTP/FL

GIVING EFFECT TO SECTION 15.15 OF THE COLLECTIVE BARGAINING  
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FS 12/13-60/  
UARTP/FL

UNIVERSITY ARTP POLICY, SECTION 5.05.E.1.C (1) ELECTRONIC  
EVALUATIONS, AMENDMENT OF

FS 12/13-36/  
CPC/EX

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

FS 12/13-55/EX

ELECTRONIC VOTING, ENDORSEMENT OF  
PROCEDURES FOR 2012-2013

FS 12/13-56/EX

TIMELY INSTRUCTIONAL MATERIALS POLICY FOR ACCESSIBILITY  
AND AFFORDABILITY, ESTABLISHMENT AND IMPLEMENTATION OF

### DECEMBER SENATE MEETINGS

- December 6: Regular Senate meeting
- December 13: Regular Senate meeting - TBA