

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

**Thursday, December 6, 2012
3:00 – 5:00 pm, Foothill Suite, Union
Updated: December 5, 2012**

MOMENT OF SILENCE

JOHN (JACK) STOCKMAN
Emeritus Faculty
College of Business Administration

OPEN FORUM

Consistent with FS 08-43/EX (October 2008) the open forum is a time when any member of the campus community can address the Senate on any issue not included in the Senate agenda for that meeting. Persons wishing to utilize the open forum are encouraged to notify the senate chair of such intent at least 24 hours prior to the senate meeting, indicating the topic to be addressed. Presentations at the open forum shall be limited to no more than 3 minutes. Issues raised during the open forum may be placed on the agenda as first reading items at the time the agenda is approved.

APPROVAL OF THE AGENDA

CONSENT ACTION

FS 12/13-62/EX COMMITTEE APPOINTMENT – SENATE
PEDAGOGY ENHANCEMENT AWARDS SUBCOMMITTEE

The Faculty Senate recommends the following faculty members for appointment to the Pedagogy Enhancement Awards Subcommittee.

Julie Thomas, Library – 2012-2015
Vera Margoniner, Physics and Astronomy – 2012-2015
Kath Pinch, Recreation, Parks & Tourism Administration – 2012-2015

FS 12/13-59/
UARTP/FL/EX IMPLEMENTATION OF 2012 M.O.U. PROVISION 15.15 ON STUDENT
EVALUATIONS-REQUEST FOR DELAY

The Faculty Senate requests that the President undertake to meet and confer with the local representatives of the CFA with a view to delaying until the beginning of the Fall 2013 term the putting into practice of Section 15.15 of the newly approved bargaining agreement, which would require that student evaluations be conducted all classes taught by a faculty member, unless a departure from the requirement is approved.

Rationale:

Section 15.15 requires that each class taught by a faculty unit employee shall be evaluated every year. Delay until the beginning of the Fall 2013 term will enable departments currently conducting written student evaluations instead of electronic ones in fewer than all courses each year to order the additional scantron forms and other supplies required to comply with the “all classes” requirement of Section 15.15. Delay will also enable a department choosing to conduct student evaluations by electronic means to arrange with AITC to enable the department to comply with the “all classes” requirement of Section 15.15 if the department currently evaluates fewer than all classes taught by any means. Finally, delay will enable departments to amend their RTP documents to depart expressly from the “all classes” requirement, a departure allowed by the Section with the President’s approval.

Background Information:

UARTP Memo: Dillon to Faculty Senate, Nov. 14, 2012: [Attachment FS 12/13-59a](#)

REGULAR AGENDA

[MINUTES – NOVEMBER 15, 2012](#)

INFORMATION

From the Chair

- Campus wireless security (SafeConnect) update and rollout
- Blackboard and SacCT update

FIRST READING (NEW BUSINESS)

[FS 12/13-58/](#)

[UARTP/FL/EX](#)

[UARTP AMENDMENTS INCORPORATING POLICY CHANGES WORKED BY THE 2012 M.O.U.](#)

The Faculty Senate recommends amendment of the following sections of UARTP Policy to incorporate Policy changes worked by the new collective bargaining agreement:

1. 5.01. A.: Incorporates additional groups in the non-discrimination clause, as required by changes to M.O.U. 16.1.
2. 5.05.E.2.c.1) para 1: Incorporates changes required by revisions to M.O.U. section 15.15 dealing with electronic student evaluations and number of courses/year that are subject to evaluation.
3. 5.05.E.2.c.1): Adds procedures on how electronic student evaluations shall be conducted on this campus as agreed to through meet and confer between the local CFA and the campus Administration.
4. 6.04: Incorporates ~~M.O.U.~~ revisions of language in M.O.U. 15.28 and 15.29 dealing with appointment and evaluation of temporary faculty holding 3-year appointment.
5. 8.01. C., E.: Incorporations language changes to M.O.U sections 14.2 and 14.4, respectively.
6. 9.03. A.: Adds a new number “4” to include temporary faculty unit employees on three-year appointments to the list of faculty employees subject to periodic evaluation, based on changes to M.O.U. provision 15.24.

7. 9.03: Adds new section F. based on M.O.U. 15.28 to govern periodic evaluation of temporary faculty eligible for a three year appointment.
8. 9.03: Adds new sections G. based on M.O.U. 15.28 to govern periodic evaluation of temporary faculty holding a three year appointment.
9. 9.05. A and 9.05. B: renumbering of reference section of M.O.U dealing with these matters.
10. 9.06. 2: Expressly excludes FERP faculty from being required to undergo periodic evaluation as specified in M.O.U. 15.34.
11. 9.07: current provisions of 9.07 dealing with the Post Promotion Increase Program are deleted since the program is no longer provided for in the M.O.U., and subsequent sections are renumbered accordingly, and where necessary references to renumbered M.O.U provisions have been made.

Background Information:

UARTP Memo: Dillon to Faculty Senate, Nov. 14, 2012: [Attachment FS 12/13-58a](#)

UARTP 11-2012 Draft Policy - amended language: [Attachment FS 12/13-58b](#)

FS 11/12-60/
UARTP/FL/EX

UARTP POLICY—AMENDMENT OF SECTION 5.05.E.1.C. (1) TO
PROVIDE UNITS FLEXIBILITY TO VARY THE NUMBER OF CLASSES
TO BE EVALUATED WITHIN THE REQUIREMENTS OF SECTION 15.15
OF THE NEW BARGAINING AGREEMENT

The Faculty Senate recommends amendment of Section 5.05.E.1.c (1) of University ARTP Policy by adding the following at the end of the discussion of campus policy about electronic evaluations:

On this campus, each faculty unit employee who teaches shall conduct written or electronic student questionnaire evaluations in all classes taught each year. Primary units may, however, require, with the President’s consent, the evaluation of as few as two classes each year. Primary units may vary the number of classes to be evaluated by category of faculty; e.g., probationary faculty, tenured faculty not yet promoted to professor, tenured full professors, lecturers on one-year appointments, lecturers eligible for an initial three-year appointment, lecturers eligible for a subsequent three-year appointment. Each primary unit shall specify in its RTP policy its choice or choices as to the number of courses to be evaluated and whether that number shall vary from category to category of faculty teaching in the unit.

Rationale:

As the Committee reads Section 15.15 of the new bargaining agreement, the campus President may act on the recommendation of the Senate to approve a requirement to evaluate fewer than all classes taught in a year. The amendment sets forth the text of such a regulation. Because the regulation as written would be applicable to every instance of evaluation, adoption of it would relieve the Committee and the Provost of the difficulty of deciding in a particular case whether to approve or disapprove a department’s proposal to evaluate a particular number of classes fewer than all classes taught each year so long as the number fell between all classes and two classes a year. In operation, the amendment would, as currently written, work an approval of any department’s currently approved choice to evaluate as few as two classes a year provided the department has previously stated that choice in its currently approved RTP policy. Where a department has relied on the old default rule of “two classes a year” without expressly stating it in its RTP document, that department would now be bound by the new “all classes a year” default

rule until it amended its document with the approval of the President (obtained through the usual channels) to evaluate something fewer than all classes a year. Of course, departments that make expressly stated provision in their currently approved RTP document to evaluate all classes a year will not have to obtain the President's approval unless they decide to amend their policy to require evaluation of fewer than all classes.

Section 15.15 of the new bargaining agreement states:

“Written or electronic student questionnaire evaluations shall be required for all faculty unit employees who teach. All classes taught by each faculty unit employee shall have such student evaluations unless the President has approved a requirement to evaluate fewer classes after consideration of the recommendations of appropriate faculty committee(s). In cases where student evaluations are not required for all classes, classes chosen for evaluation shall be representative of the faculty unit employee's teaching assignment, and shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her department chair. In the event of disagreement, each party shall select 50% of the courses to be evaluated. The results of these evaluations shall be placed in the faculty unit employee's Personnel Action File. Results of evaluations may be stored in electronic format and incorporated by extension into the Personnel Action File provided that individuals involved in evaluations and personnel recommendations or decisions are provided secure access for these purposes.”

Background Information:

UARTP Memo: Dillon to Faculty Senate, Nov. 14, 2012: [Attachment FS 12/13-60a](#)

FS 12/13-36/

CPC/EX

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

The Faculty Senate recommends amending the Degree Program Minimum Unit Requirement, Amendment of AS 84-85 (UMD03050.) as indicated below:

Bachelor of Arts Degree majors require a minimum of 24 upper-division semester units in the major with at least 12 units at upper division and are limited to 48 units in the major field, including lower division prerequisites. The comprehensive liberal studies degree program which includes both major and general education requirements is currently exempt from the 48 unit limitation. Exemptions to the unit limitation are granted only upon the recommendation of the ~~Academic~~ **Faculty** Senate's Curriculum Committee and approval of the ~~school~~ **college** dean and the Vice President, Academic Affairs.

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 upper-division units in the major with at least 18 semester units at upper division,** and are limited to no more than one half the total degree unit requirements in the major field, inclusive of both lower and upper division units, but exclusive of co-requisite requirements. Exemptions to the unit limitation of Bachelor of Science programs are made in the same fashion indicated for Bachelor of Arts programs.

Bachelor's degrees in designated disciplines such as Bachelor of Music ~~or Bachelor of Vocational Education~~ 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. **Bachelor of Music majors require a minimum of 36 semester units in the major with at least 18**

semester units at upper division. Major requirements including all prerequisites and co-requisites may not exceed the difference between the units specified in the general education program, other all-university requirements, and the total number of units required for the Bachelor's degree. **Exemptions to the unit limitation of Bachelor of Music programs are made in the same fashion indicated for Bachelor of Arts programs.**

Background Information: [FS 12/13-36a](#)

Proposed Policy	Current policy
<p>Bachelor of Arts Degree majors require a minimum of 24 upper division semester units in the major with at least 12 units at upper division and are limited to 48 units in the major field, including lower division prerequisites. The comprehensive liberal studies degree program which includes both major and</p>	<p>Degree Programs</p> <p>Policy Administrator: Vice President for Academic Affairs Authority: Effective Date: July 1, 1987 Updated: Index Cross-References: Policy File Number: UMD03050.htm</p> <p>In the Bachelor of Arts programs, primary degree objectives are:</p> <ol style="list-style-type: none"> 1. to provide the student with a balanced and coherent liberal arts education that expands one's knowledge and appreciation of the world and enhances his or her ability to deal constructively with life's experiences; and 2. to provide the student with appropriate content, methodology and applications in a recognized discipline sufficient to support entry into related vocations or advanced study, or to enhance one's own personal knowledge or skill. <p>The liberal arts function is provided through the university's general education program and related liberal arts electives. The second function is provided by academic major and minor requirements.</p> <p>Bachelor of Arts Degree majors require a minimum of 24 upper division units and are limited to 48 units in the major field, including lower division prerequisites. The comprehensive liberal studies degree program which includes both major and general education requirements is currently exempt from the 48 unit</p>

general education requirements is currently exempt from the 48 unit limitation. Exemptions to the unit limitation are granted only upon the recommendation of the ~~Academic Faculty~~ Senate's Curriculum Committee and approval of the ~~school~~ college dean and the Vice President, Academic Affairs.

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 upper-division units in the major with at least 18 semester units at upper division**, and are limited to no more than one half the total degree unit requirements in the major field, inclusive of both lower and upper division units, but exclusive of co-requisite requirements. Exemptions to the unit limitation of Bachelor of Science programs are made in the same fashion indicated for Bachelor of Arts programs.

Bachelor's degrees in designated disciplines such as Bachelor of Music or ~~Bachelor of Vocational Education~~ 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. **Bachelor of Music majors require a minimum of 36 semester units in the major with at least 18 semester units at upper division**. Major requirements including all prerequisites and co-requisites may not exceed the difference between the units specified in the general education program, other all-university requirements, and the total number of units required for the Bachelor's degree. **Exemptions to the unit limitation of Bachelor of Music programs are made in the same fashion indicated for Bachelor of Arts programs**.

limitation. Exemptions to the unit limitation are granted only upon the recommendation of the Academic Senate's Curriculum Committee and approval of the school dean and the Vice President, Academic Affairs.

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 upper division units, and are limited to no more than one half the total degree unit requirements in the major field**, inclusive of both lower and upper division units, but exclusive of co-requisite requirements. Exemptions to the unit limitation of Bachelor of Science programs are made in the same fashion indicated for Bachelor of Arts programs.

Bachelor's degrees in designated disciplines such as Bachelor of Music **or Bachelor of Vocational Education** carry the same primary objectives as the other baccalaureate degrees, but are more structured and prescribed in major content in order to meet specific vocational or professional goals. Major requirements including all prerequisites and co-requisites may not exceed the difference between the units specified in the general education program, other all-university requirements, and the total number of units required for the Bachelor's degree.

The Faculty Senate endorses the electronic voting procedures for 2012-2013 for campus-wide elections (such as temporary faculty representatives to the Senate, statewide academic senators, initiatives and referendums) held during the 2012-2013 academic year, to be re-visited in fall 2013.

Electronic Voting Procedures for 2012-2013

1. Elections Committee provides the Director of ATCS (currently J.P. Bayard) with ballot text and list of faculty eligible to vote.
2. ATCS obtains e-mail addresses of the faculty eligible to vote from IRT, after receiving approval from the Provost.
3. ATCS uses the Class Climate system to administer the election, the same system used to perform course evaluations online.
 - a. Electronic ballot is created with text provided by Senate.
 - b. Random identifier is created for each e-mail address.
 - c. E-mails are sent to each voter with the unique link.
4. Faculty receive the e-mail, click on their link and submit their vote in the online system. Several reminder emails can be sent to faculty members who have not yet submitted their responses.
5. Faculty members that have difficulty accessing the e-mail or using the electronic system can receive assistance from the Faculty Senate Analyst (currently Kathy Garcia) or the Faculty/Staff Resource Center (ARC 3012).
6. After voting closes, ATCS sends electronic election results to the Senate Elections Committee. Elections Committee determines the outcome of the election and notifies the Senate Chair of the election results.

Electronic Voting FAQ: [FS 12/13-55a](#)

Background Information: [FS 12/13-55b](#)

The Faculty Senate establishes 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 insuring 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](#)

FS 12/13-61/
CODE/EX

ASSOCIATED STUDENT, INC. RESOLUTION ON GRADUATION
INCENTIVE FEES, ENDORSEMENT OF

The Faculty Senate endorses the principles of Sacramento State Associated Student, Inc. (ASI)
Legislation ID: 2012/2013-10-31.

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

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

DECEMBER SENATE MEETING

- December 13: Senate Meeting