

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

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

Minutes

Approved: February 7, 2013

ATTENDEES

Akutsu (Psychology); Anderson (Construction Management); Barakatt (Physical Therapy); Barrera (Biological Sciences); Bayne (Theater and Dance); Biagetti (Teacher Education and CPC Chair); Bogazianos (Criminal Justice); Boulgarides (Temporary Faculty); Bowie (Social Work); Carroll (Student Services); Chanda (Nursing); Cortez (ASI President); Dang (Nursing); Diaz (Kinesiology & Health Science); Dillon (Government); Dym (History); Echandia (Bilingual/Multicultural Education and Executive Committee At-large Member); Egbert (Special Education, Rehabilitation, School Psychology & Deaf Studies); Escobar (Criminal Justice); Fell (Civil Engineering); Gale (Communication Studies); Gelus (Foreign Languages); Gherman (Chemistry); Hamilton (Mathematics and Statistics, and GSPC Chair); Harvey (Art); Hecsh (Teacher Education and Faculty Senate Chair); Horobin (Child Development); Ingram (Mathematics & Statistics); Judge (ASI Vice President); Krabacher (Geography, Parliamentarian, and ASCSU Representative); Lee Keller (English); Liu, C. (Business Administration); Liu, O. (Business Administration); Marbach (Mechanical Engineering and Executive Committee Vice Chair); Mayes (Philosophy); Michael (Management); Miller (Communication Studies and ASCSU Representative); Moni (Women's Studies); Moylan (Family & Consumer Sciences); Nystrom (Humanities and Religious Studies); Peigahi (Library and GE/GRPC Chair); Pieretti (Speech Pathology and Audiology); Quirarte (Student Services); Rechs (FPC Chair); Schmidlein (Geography); Scott-Femenella (Temporary Faculty); Sergan (Physics & Astronomy); Sessoms (Teacher Education); Sheppard (Recreation, Parks & Tourism Administration and Executive Committee At-large Member); Strasser (Anthropology); Wang (Economics); Vacant (Athletics);

ABSENT

Baird (Bilingual/Multicultural Education); Blumberg (Music); Buckley (Computer Science and ASCSU Representative); Fanetti (English); Gibbs (Design); Green (Ethnic Studies); Gunston-Parks (Teacher Education); Hammersley (Geology); Kornweibel (California State University, Sacramento Retiree Association); Matthews (Electrical & Electronic Engineering); Migliaccio (Sociology and APC Chair); Moore (Finance); Reveles (Educational Leadership and Policy Studies); Stevens (Environmental Studies); Taylor (Social Work); Wassmer (Public Policy & Administration)

MOMENT OF SILENCE

JOHN (JACK) STOCKMAN

Emeritus Faculty
College of Business Administration

APPROVAL OF THE AGENDA

A motion to approve the agenda as amended was made, seconded, and carried.

FS 12/13-59/FL/EX:

- First paragraph, the word “in” was added “... which would require that student evaluations be conducted in all classes taught by a faculty member.”

FS 12/13-58/FL/EX:

- #4 – Eliminated track changes: ~~M.O.U.~~ revisions of language in M.O.U. 15.28 and 15.29. The correct language is “4. 6.04: Incorporates revisions of language in M.O.U. 15.28 and 15.29 dealing with appointment and evaluation of temporary faculty holding 3-year appointment.”
- #8 – M.O.U. 15.28 should read M.O.U. 15.29

ACTION ITEMS

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

Carried.

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 in 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](#)

Carried.

REGULAR AGENDA

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

MINUTES – NOVEMBER 15, 2012

INFORMATION

From the Chair

- SafeConnect: SafeConnect is the campus designated software for wireless security. It has been rolled out "softly" beginning with the residence halls and to students on campus. ASI VP Judge met with IRT and IRT is making more assistance available to students. SafeConnect is due to be rolled out to staff later in the academic year and faculty sometime in the spring. The AITC Committee has been working with IRT to facilitate the development of user-friendly FAQs and workshops/help desk assistance.
- Transition from SacCT to Blackboard 9: AVP Bayard and AVP Jackson met with the Executive Committee and discussed the tradeoffs and risks of retaining SacCT for use with students and determined that if possible, SacCT as an archive would be maintained through September 13. The Executive Committee felt that it would be preferable to use one LMS for active courses. Since there is no longer SacCT tech support available, it would be problematic to have a course on SacCT without technical support. Therefore, the Executive Committee supported the transition to Blackboard 9 for active courses as scheduled for spring 2013.
- December 13 – Senate Meeting: The Senate will meet on December 13 to continue the discussion on Area D and any old business from the December 6 meeting.
- Faculty Endowment for Student Scholarship: The Faculty Senate was requested to complete a form for making a contribution to the scholarship fund sponsored by the Faculty Senate. Chair Hecsh noted that 25 people at \$10/mo equals 1 additional scholarship.

FIRST READING (NEW BUSINESS)

FS 12/13-58/

UARTP/FL/EX

UARTP AMENDMENTS INCORPORATING POLICY CHANGES WORKED BY THE 2012 M.O.U.

A motion to move to Second Reading was made, seconded, and carried. A motion to close debate was made, seconded, and carried. The body voted on the main motion and FS 12/13-58 was agreed to unanimously.

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 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. 15.29 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

A motion to move to Second Reading was made, seconded, and carried. The body then voted on the main motion and FS 11/12-60 was agreed to unanimously.

Senator Barrena requested the Senate be notified once the President responds to the resolutions.

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](#)

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

A motion was made, seconded, and carried to amend item #5 to read:

*“Faculty members ~~that~~ **who prefer to use paper ballots or** have difficulty accessing ~~the~~ e-mail or using the electronic system **may** ~~can~~ receive **a paper ballot or** assistance from the Faculty Senate Analyst (currently Kathy Garcia) or the Faculty/Staff Resource Center (ARC 3012).”*

The body voted on the main motion, and FS 12/13-55 was agreed to unanimously.

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~~ **who prefer to use paper ballots or** have difficulty accessing ~~the~~ e-mail or using the electronic system **may** ~~can~~ receive **a paper ballot or** 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 following items will be taken up at Second Reading at the December 13 Faculty Senate meeting.

FS 12/13-36/
CPC/EX

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

FS 12/13-56/EX

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

FS 12/13-61/
CODE/EX

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

Adjourned.