

2012-2013 FACULTY SENATE EXECUTIVE COMMITTEE

Tuesday, April 9, 2013
3:00 – 5:00 pm, Sacramento Hall, Room 275

MINUTES

Approved: April 16, 2013

Attendees: Biagetti, Echandia, Gossett, Hamilton, Hecsh, Judge, Marbach, Migliaccio, Miller, Peigahi, Porter, Rechs, Sheppard, Strasser

Absent: Buckley, Krabacher

Guests: Juanita Barrena, Biological Sciences; JP Bayard, Director, AVP Academic Affairs Technology Initiatives and Director of ATCS; Monica Lam, College of Business Administration; Sheree Meyer, Associate Dean, Academic Affairs, Chevelle Newsome, Dean, Graduate Studies;

1. **Approval of the Agenda:** The agenda was approved as published.
2. **Executive Committee Minutes – [April 2, 2013](#):** The minutes were approved.
3. **From the Chair**
Administrative Review Committee: The nomination of Michelle Dang (Nursing) will be placed on the April 11 agenda as Consent Action. Term 2013-2016.

FS 12/13-69 Bylaws Amendment: At the April 4 Senate meeting, the resolution was referred to the Executive Committee to perfect the language and return it to the Senate at a later date. Exec reviewed the resolution and determined that more deliberation was necessary to develop language that accurately reflects the intention of the Executive Committee in bringing forth the resolution and gives effect to the sentiments expressed by the Senate during debate. The At-large members will draft language and bring it back to Exec for review. Hecsh will advise the Senate of the status of the resolution and that in the meantime, the Bylaws published on the homepage are in effect.

FS 12/13-65 Course/Proficiency Requirements in Writing, Second Semester Composition: Senator Barrena's proposed amendment was shared with Exec. The amendment will be introduced at the April 11 meeting.

FS 12/13-78 Course Repeat Policy: Senator Buckley's amendment was shared with Exec. Hecsh will advise the Senate for the April 18 meeting.

4. **From the Provost:** Gossett reported the position description for the Dean of Graduate Studies was posted and provided an updated timeline for the search. Hamilton, a member of the Search Committee, asked when the Search Committee would be informed of the updated timeline. Gossett will follow-up.

Gossett will be establishing two small work groups, as a follow-up from the President's Retreat, and asked for volunteers from Exec to assist him with:

- 1) Developing a short questionnaire for incoming students to get a sense of their intentions and expectations. The questionnaire will be administered at Orientation. Strasser and Hamilton will work with Gossett and Meyer.
- 2) Identify additional items/information to be included in the new faculty orientation packet. Barrena stated that the Graduation Initiative has specific recommendations regarding faculty orientation. Sheppard requested the New Faculty Orientation be scheduled on a day when the

faculty are officially working. Currently the Orientation is scheduled a few days before their official start date. Biagetti, Marbach and Sheppard agreed to serve.

Hecsh asked that the work from 1 and 2 above be shared with Exec for additional feedback.

5. **From the ASI Vice President:** Judge reported the data from ASI's student survey on the College Composition resolution will be presented to the Senate at the April 11 meeting.
6. **Program Proposals - College of Business Administration:** International Master of Business Administration (IMBA), Master of Business Administration (Executive), MS Accountancy Program, and the MS in Finance (MSF): The proposals were referred back to the Curriculum Subcommittee; Newsome will work with the Chair of the Curriculum Subcommittee.

Hecsh expressed concern that the steps in the review process are not always completed before a program proposal is forwarded to the Executive Committee. This has been an on-going issue for the last three years and suggested that during the summer Exec discuss the review process and identify areas for revision.

7. CPC

Service Learning Course Designation Policy and a Service Learning Subcommittee: Exec reviewed the updated documents and discussed the need for establishing a subcommittee. Concern was expressed about the difficulty in populating existing committees and creating another subcommittee. The items will be placed at First Reading on the April 18 agenda. Sheppard stated there are two items coming forward, a definition and a proposal to create a policy that are two separate issues and that will need to be made clear to the Senate.

E-Learning Policy: Biagetti presented the amended policy and stated a review of the e-Learning Policy is to be done every 3 years by the Curriculum Policy Committee. Bayard stated the two additions to the policy are: 1) University policy courses must be declared in CMS at the item of registration and 2) the ability for ATCS to be able to periodically conduct surveys for planning purposes for e-learning courses. Exec requested edits: in 2.2 inserting the word "normally" after "shall" and correcting the formatting of 10.3 and 10.4. Marbach suggested a description of the changes, including hybrid and on-line courses, be added to assist the Senate in understanding the policy amendments. The item will be placed on the April 18 agenda at First Reading.

8. **SB 520 (Steinberg) Resolution:** Statewide Senator Miller presented a Resolution recommending amendment of California SB 520 (Steinberg) and asked for Exec's endorsement. Hecsh stated that Statewide Senator Krabacher had provided information on the ASCSU's concerns at the April 4 Senate's meeting. Exec suggested minor edits to the language. Exec endorsed the resolution and placed it on Consent Action for the April 11 agenda. Hecsh will advise the Senate via email following the Exec meeting.

Next meeting:

IPP Work Group Update

Program Proposals:

- Arts and Letters: MA in English – Plan A / Thesis: Composition
- Education: MA in Education – Multicultural Education and the BA in Child Development: Elementary Pre-Credential
- Social Sciences and Interdisciplinary Studies: BA in Economics
- College of Continuing Education: Bully Perspectives and Prevention Strategies – Certificate of Academic Achievement

Open Forum:

University Policy Manual (UPM): Barrena voiced concern about the lack of timeliness in the publication of policies in the University Policy Manual and asked who is responsible for updating the UPM once the Senate and the President have approved a policy. She stated the UPM has not been updated with the UARTP policies, approved this year. The Provost will follow-up.

Electronic Signs in Tahoe Hall: Sheppard asked about the status of the advertisements on the electronic signs in Tahoe Hall. Gossett responded that the videos are Sac State promotional videos.

Adjourned.