



**2014-2015 Faculty Senate  
Executive Committee**

**EXECUTIVE COMMITTEE MEETING**  
**Minutes of the Meeting of December 16, 2014**  
3:00 – 5:00 pm, 275 Sacramento Hall  
*Approved: January 27, 2015*

**Call to Order:** The Chair called the meeting to order at 3:07 pm.

**Meeting Rules:** The meeting rules were reviewed.

**Roll:** Ryan Allain, Lorelei Bayne, Sylvester Bowie, De-Laine Cyrenne, Ben Fell, Fraka Harmsen, Julian Heather, Sue Holl, John Ingram, Dana Kivel, Tom Krabacher, Todd Migliaccio, Christine Miller, Reza Peigahi, Kent Porter (absent), Deidre Sessoms

**Guests:** Jim Prince, Vice Provost, Academic Affairs  
Steve Perez, Faculty Athletic Representative

**Brand and Identity Project:** The Executive Committee shared their concerns with the President regarding the new Brand and Identity guidelines for the use of the University's formal name, the University seal, and also the lack of consultation and/or consultation that seemed more of a *fait accompli* regarding the outcome. The President will follow-up with VP Garcia, Public Affairs and Advocacy, and provide an update to the Executive Committee at the beginning of spring semester.

**Open Forum:**

**Placer Ranch Project:** A question was raised regarding the recent news concerning the development of a 300 acre parcel of land in Placer County, as well as an agreement with Sierra College. The goal is to create a branch campus which has a transfer center. The Senate will be consulted what programs are offered. See 12/16/2014 press release:

<http://www.csus.edu/sacstatenews/Articles/2014/12/documents/SacState.Sierra.PlacerRanch.News.RIs.12.16.2014.pdf>

**Faculty Workload Reports:** Several campuses have collected data on faculty workload which includes campus tenure density, Student-to-Faculty ratio, and other data. Miller has requested that a similar collection of data be collected for Sacramento State. Peigahi will forward the faculty workload reports he has received via the Campus Chairs listserv to Miller.

**Probationary Faculty Development Grant:** A question was raised about the continuation of the Probationary Faculty Development Grant and how the granting department communicates with faculty whose proposals were not accepted.

**Annual Master Calendar Awards Calls:** The Faculty Policies Committee would like to have a master calendar of award calls. FPC Chair Holl will work with the Provost to create such a calendar.

**Faculty Rights and Responsibilities and Student Conduct Code:** Questions were raised about how to handle cheating during a final exam and procedures for handling the situation. It was noted that the Academic Honesty Policy may need to be reviewed to ensure it is clear that it is evidence based and a fair process. The item will be taken up again in Spring.

**Agenda:** The agenda was approved as published.

**Minutes:** The Executive Committee approved the meeting minutes of December 9, 2014 as published.

**From the Chair:**

- The Senate Office is in receipt of a memo from the Provost requesting personnel action file standardization/organization. The item will be referred to the UARTP Committee in the spring.

**From the Provost:**

- **Dean Searches - University Library and College of Business Administration Dean's:** The Search Committees have concluded the interview process and offers have been made to candidates.
- **College of Education Associate Dean.** Dr. Chris Boosalis, formerly at CSU Stanislaus, has accepted the position and will begin in January
- **December 11 Storm and Final Examinations:** The Provost reported that she, the President and the Deans received numerous phone calls and email from concerned parents about students attending classes for finals during the storm. Conducting final examinations on the week prior to Finals Week without prior approval from the Provost is a violation of University Policy. See Last week of instruction of policy below.

**Senate Subcommittees Standing Rules:** The following Standing Rules will be placed on Consent Action for the February 5 Senate agenda.

- Livingston Lecture Annual Faculty Committee: Attachment: [EX 14/15-61](#)
- Research and Creative Activity Awards Subcommittee: Attachment: [EX 14/15-62](#)
- Curriculum Subcommittee: Attachment: [EX 14/15-63](#)
- Readmission Subcommittee: Attachment: [EX 14/15-64](#)
- Academic Standards Subcommittee: Attachment [EX 14/15-65](#)

**Student Excused Absences Policy:** The policy was discussed. Allain stated that the ASI Board will meet over the winter break to discuss the policy and will report that discussion at the first Exec meeting in the spring. The recommendation will go forward to the Senate at a later February meeting. The Executive Committee may endorse the legislation pending the ASI Board discussion.

**Faculty Office Hours:** The policy was discussed and edits were suggested. Migliaccio will take the item back to the Academic Policies Committee and make revisions. The item will return to the Executive Committee at the beginning of spring semester.

**Last week of instruction of policy:** The policy was reviewed and will be updated to include a link to the Faculty Responsibilities to Students in the Instructional Environment Policy. The item will be placed at First Reading on the Feb 5 Senate agenda. A further conversation regarding the conduct of finals week may be necessary.

*Adjourned: 5:02 pm*