



**2015-2016 Faculty Senate  
Executive Committee**

**EXECUTIVE COMMITTEE MEETING**

**Minutes of the Meeting of July 22, 2015**

11:00 am – 12:30:00 pm, 161 Sacramento Hall

*Approved: August 10, 2015*

**Call to Order:**

*The Chair called the meeting to order at 11:05 am.*

**Roll Call:**

*Roll was taken.*

Lorelei Bayne, Sylvester Bowie, De-Laine Cyrenne, Jeff Dym, Sue Escobar, Ben Fell, Kathy Garcia, Julian Heather (absent), John Ingram (absent), Reza Peigahi, Kath Pinch (absent), Adam Rechs, Fraka Harmsen (absent), Sue Holl, ASI Representative (vacant)

**Guests:** CSUS Academic Senator: Tom Krabacher

Academic Affairs: Chevelle Newsome, Dean, Graduate Studies; Don Taylor, Interim AVP, Academic Programs and Global Engagement

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

- A reminder was received to include Open Forum on the agenda.

**Minutes:** [June 24, 2015](#): The minutes were amended to include Kathy Garcia, Senate Analyst, in the list of attendees. The minutes were approved as amended.

**From the Chair:**

- **Faculty Senate Parliamentarian:** Tom Krabacher will serve as the 2015/16 Parliamentarian. The appointment will be placed on the August 26 Retreat Agenda on Consent Action.
- **Faculty Senate Standing Rule:** Krabacher will review the Standing Rules and suggest edits. Exec will review at the August 10 meeting. The item will be placed on the August 26 Senate Retreat Agenda at First Reading.
- **Livingston Lecture:** Krabacher reported that no names came forward to the Call for Nominations that was sent out in spring 2015; and that this has happened the last few years. Spring is a busy time of year, and so it was suggested to adjust the timeline for the Call for Nominations: In the spring a notice will be sent out to faculty that the Call for Nominations will be sent out at the beginning of the fall semester. Garcia reported that due to the increase of events on campus, a meeting room is not available to hold the Lecture in the fall and that the event would need to be held in the spring. Exec asked the Senate Analyst to send out the Call at the beginning Fall 2015 and to schedule the event for spring 2016.
- **Executive Committee Meetings:**

- o **August Meetings:** Exec will review the draft Faculty Senate Retreat agenda at the Aug 10 meeting and determine then if additional meetings are needed prior to the August 26 Retreat.
- o **2015/16 Meetings:** Exec discussed whether or not to cancel a meeting if there were either “no or non-priority” business items on the agenda. It was determined that meetings will always be held the week of Senate meetings to discuss legislation before the Senate, to review program proposals and program reviews.
- **Standing Policy Committees – 2015/16 Legislative Actions:** Bowie thanked the Standing Policy Committee Chairs for forwarding their committee’s draft legislative actions lists and advised them that Kathy Garcia, Senate Analyst, will be working with them to finalize the document. Exec will review the final draft at their September 1 meeting. The Chairs were encouraged to call on the Senate Analyst or their Committee’s past Chair if needed when working on legislation.
- **Folsom Hall/CNU Lease:** If Exec notices any inaccuracies or violations of the terms of the contract/lease agreement they were asked to make a list and forward to Kathy Garcia, Senate Analyst. Bowie has asked that Kathy be the point person for Exec for tracking concerns and following-up to make sure they are addressed. Ben Fell has offered to take the lead on curriculum issues as it relates to the overlaps with Sacramento State’s course offerings.

VP Lee has assigned Sara Whyte, senior director of Business & Administrative Services ([whytes@csus.edu](mailto:whytes@csus.edu) / 8-7450), as the point person for all communication about the sublease from the campus, CNU and the community. In order to make sure Exec has the most up to date and accurate information going forward, Exec was asked to copy the Chair and Kathy when emailing Sara or Ben about any perceived or observed violations.

Holl requested Exec be provided, by the end of the AY, a report on the net benefit in dollars from the Folsom Hall lease and suggested that the Senate ask for an accounting. Bowie will advise the President of concerns and also will make a request to VP Lee for an internal auditing in order to report to the senate as requested.

**From the Provost:**

**Equity Program for Faculty:** Information was provided on behalf of the Provost regarding her intent to ensure that all promoted faculty will see equity adjustments above and beyond the usual 7.5% increase if compression had caused or affected the faculty's salary.

**Department Chairs Meeting:** Concerns were expressed that the Department Chairs meetings are no longer held with the Provost. Preference would be to have the Directors and Chairs meetings once a month in addition to the Department Chairs lunches. Bowie will follow-up with the Provost.

**Faculty Senate Standing Rules:** Exec will review the 2015/16 Faculty Senate Standing Rules at the August 10 meeting for placement on the August 26 Senate Agenda at First Reading.

**Committee Appointments:** The Executive Committee approved, on behalf of the Faculty Senate, the following university committee appointments. The items will be placed on the August 26 Senate Retreat agenda on Consent Information.

- **Visiting Scholars:** Bin Lu, Mathematics and Statistics (NSM) - Term 2015-2018
- **Institutional Scholarship Committee:** Euisuk Kim, Foreign Language (A&L) – Term 2015-2017
- **Student Health Advisory Committee:** Jesse Catlin, Marketing (CBA) – Term: 2015-2016
- **University Sustainability Steering Committee:** Tabzeera Dosu, Library – Term 2015-2016
- **Well Advisory Group:** Ann Leber, Graduate Studies (EDU) – Term: 2015-2018
- **UEI Board of Directors:** Exec was advised on past practices, by the Senate and UEI Board, of how faculty representative vacancies are filled on the UEI Board of Directors. Prior to 2006 the Senate

would put forward three faculty names to the President for appointment of a faculty representative to the Board. From 2006 to the present, the Senate has put forward only one name for the President's consideration. The UEI Board's preference is to have members serve three two-year consecutive terms. Information on the Senate's process for appointment of faculty representatives to University committees has been provided to Jim Reinhart, Executive Director, UEI.

Board Vacancy: The term of Yan (Joni) Zhou ended June 2015. Professor Zhou will be contacted regarding serving another two-year term. If she is willing to serve, her nomination will be placed on the August 26 Senate Agenda on Consent Action.

Exec will discuss faculty representation on Boards and the process for forwarding nominations to the President at either the August 10 or September 1 meeting. The Chair will then discuss the process with the President.

**Internship Policy and Field Trip Policy:** Exec was updated on the status of the two draft policies and the new information gathered from the Colleges. Next steps were discussed and finalized.

- In 2014/15 a Work Group (*Peigahi, Kivel, Krabacher, and Taylor*) worked on the draft Internship Policy. Feedback was received from Suzanne Schwartz, Contract Management Specialist, Procurement and Contract Services, Kurt Stout, Director, Risk Management Services and Jill Peterson, University Council. At Exec's request, Stout and Peterson were asked to review the latest version of both draft policies; their feedback has been forwarded to the Senate Office.
  - *Peterson asked about aspects of EO 1064 that were removed from the current version of the draft Internship policy. It was also not clear what suggestions Peterson provided originally which were not incorporated into the document.*
- Bowie advised Exec that he had invited Mimi Lewis (Social Work, HHS) to serve on the Work Group and asked Exec if an additional member was needed. An Education faculty member was suggested in order to have a perspective of programs that are exempt from EO 1064.
  - *Bowie asked Taylor to obtain clarification from the Chancellor's Office on the Terms and Definitions guiding the exemption from EO 1064 such as Teaching and Clinical Placement and to then forward that information to the Senate Office prior to the Aug 10 Exec meeting.*
- Taylor reported that he had asked the Colleges to provide a list of internships for their programs and had forwarded the information to the Senate Office.

**2015/16 Work Group:** A Work Group will be convened to draft an Internship Policy and a Field Trip Policy. The intent is to build on the work that has been done previously as well as ensure that the university is in compliance with the Chancellor's executive order issued more than four years ago. In order for the policies to be before the Senate by the end of fall semester, Exec will review the draft policies at their November 3 meeting.

It was also decided that the Work Group (*see below*) will be chaired by a member of the Executive Committee. A letter of appointment and referral will be forwarded to the members in mid-August. The Senate will be advised of the make-up of the Work Group at the August 26 meeting.

**Chair:** Jeff Dym *Executive Committee At-Large Member (History A&L)*

**Members:** Reza Peigahi, *GE/GRPC Committee Chair (Library)*  
Tom Krabacher, *(Geography, NSM)*  
Dana Kivel *(Recreation, Parks & Tourism Administration, HHS)*  
Mimi Lewis *(Social Work, HHS)*  
Chevelle Newsome *(Office of Graduate Studies)*  
Don Taylor, Ex-Officio *(Academic Affairs)*

**Statement on Shared Governance and Consultation at California State University, Sacramento:** Exec reviewed and approved the Statement on Shared Governance and Consultation. The item will be placed on the August 26 Senate Retreat agenda at First Reading. Upon approval, the document will be signed by the President Nelsen and the Senate Chair.

**Administrative Appointment Policy:** It was noted that the new policy had been approved by the President at the end of spring semester. Peigahi reported that the Faculty Policies Committee's comments were forwarded to President Gonzalez towards the end of spring semester. The Senate's voice was not listened to and policy was not brought back to the Senate for discussion. The Executive Committee directed the Chair to discuss this matter with the President and that the item be taken up by the Senate in the fall.

Questions were raised regarding the AVP for Academic Enrollment Management and Data Analytics Search Committee—whether the new search committee would be constituted based on the old policy or the newly approved policy.

The recruitment for this position was canceled in the spring due to applicant pool inadequacy. The position will be reopened in fall 2015 and the search will be activated once again. Provost Harmsen had asked the Faculty Senate, at the end of spring semester, to reappoint the current faculty members on the spring search committee to serve on the new search committee. Those faculty members are being contacted by the Senate Office.

In light of the new policy being implemented, it was not clear whether or not the search committee was to be convened under the old or new policy. Taylor will contact University Counsel for guidance on which policy the search committee would be constituted under and advise the Senate Chair prior to the Aug 10 Exec meeting. Exec will continue the discussion at the August 10 meeting.

**Faculty Senate Retreat Agenda:** Exec reviewed the draft agenda. Items are still being finalized and a updated agenda will be reviewed at the August 10 Exec meeting.

**Adjournment:**

*The meeting was adjourned at 1:00 pm.*