



**2015-2016 Faculty Senate
Executive Committee**

EXECUTIVE COMMITTEE
Minutes of the Meeting of December 8, 2015
275 Sacramento Hall
Approved: January 26, 2016

Call to Order:

The Chair called the meeting to order at 3:01 pm.

Roll Call:

Roll was taken.

Lorelei Bayne, Sylvester Bowie, Tucker Caruso, De-Laine Cyrenne, Jeff Dym, Sue Escobar, Ben Fell, Kathy Garcia, Julian Heather, John Ingram, Tom Krabacher, Reza Peigahi, Kath Pinch, Adam Rechs, Fraka Harmsen, Sue Holl

Guests:

Academic Affairs: Chevelle Newsome, Dean, Graduate Studies; Jim Prince, Vice Provost; Don Taylor, Interim AVP Academic Programs and Global Engagement
ATCS: Mark Rodriguez, Administrator in Charge, and Shawn Sumner, Staff Member
CBA – Lan Liu, Finance, faculty member
CSUS Academic Senate: Christine Miller, CSUS Senator
Human Resources: Jackie Kernan, Manager of Academic Personnel
Library: Amy Kautzman, Dean

Open Forum:

- **Engineering Senior Project Showcase:** The event will be held Friday, December 11 from 10 am to noon.
- **Administrative Search Committees – Faculty Representatives:** Concern was expressed about the short time line from Administrators for the Senate to identify faculty representatives for search committees.
- **Background Checks – New Faculty:** An inquiry was made about possible changes to the policy/process for background checks on new faculty. Jackie Kiernan responded that the policy has not changed and the process is the same. VP Lovely will be invited to the Exec meeting in January to update Exec.

Agenda: The agenda was approved as published.

Minutes: December 1, 2015: The minutes were approved as published.

Ithaka S+R Local Faculty Survey: Dean Kautzman spoke about the Ithaka S+R Faculty Survey – a national, tested, reliable survey that looks at faculty research patterns and library use. This survey will be rolled out in February 2016 and will be accompanied by a robust communication plan. The goal is to have as much participation in the survey as possible. The Senate will be asked to serve as conduits of information and to allow for reminders to the body regarding participation. Exec suggested strategies for enhancing communication and stressed that we need to distinguish this from the ongoing National Faculty Survey from Ithaka S+R.

On-line Evaluations: At the Dec 1 Exec meeting concern was expressed about online evaluations for faculty due the issue of low response rates, negative comments, and the issue of control and timing. ATCS Rodriguez and Sumner presented a handout on Course Evaluation Response Rates. Bowie stated that some of the concerns expressed about low response rates was not the case in the data provided by ATCS.

Escobar shared questions from a faculty member and with ATCS representatives:

- Timing for the release of on-line evaluations: Would faculty be able to decide when to release the on-line evaluations for each class?
- What are the overall response rates for students across the board and how do those from recent years since the implementation of online evaluations compare to the response rate from the past, before the online process was instituted?
- Students filling out the wrong evaluation where the wrong course or professor is listed. How can faculty be sure that the correct course/professor information is reflected on the evaluations? ATCS will look into this issue.
- Classes with a high response rate. Have students been surveyed how that rate was achieved? ATCS will be asking about this.
- Access to the survey prior to the finals.
- Class Climate App on a Smart Phone: ATCS responded that emails are received on smart phones/tablets/computers with the link to the evaluations.

From the Chair:

- a. **50th Anniversary Celebration:** The Senate is celebrating 50 years as a Senate this year. The event will be held in the spring and will be sponsored by the President's Office and University Advancement. The Vice Chair, Lorelei Bayne, and Senate Analyst, Kathy Garcia, have been asked to serve on the Planning Committee. Exec was asked to think about faculty who have participated over the years that would be recognized. A plaque with the names of all of the Senate Chairs for the first 50 years will be presented at the event. It was suggested the plaque be placed where it is more visible to the campus community. The Senate Chair was asked to follow-up on the request from Dr. Shattuck's family.
- b. **Fob access to Sacramento Hall for APC Committee Members:** The Chair advised Exec that the CPC Committee members will receive forbs for access through the locked external doors of Sacramento Hall.
- c. **Sacramento Hall External Doors:** The Chair advised Exec that the security for Sacramento Hall will remain as it is now with locked external side doors. The Chair was asked to address open access to the building again.
- d. **Administrative Appointment Policy:** The President's revised policy will be placed on the December 10 Senate agenda on Consent Action. Exec asked the Chair to provide background information on the policy and briefly address President Nelsen's edits.
Senate Action Language: The Faculty Senate receives the President's revised Policy on Administrative Appointments. The policy will be referred to the Faculty Policies Committee for their review and comment.
- e. **Email Privacy Access by Administrators:** The Chair stated that concern had been expressed about issues regarding email privacy. Sac State does not have a policy on email privacy. The Chair will share with FPC and APC a series of documents based on research on issues of privacy. It was suggested that AITC be consulted on the issue.

- f. **Email Privacy the Freedom of Information Act Request:** The Chair stated that State representatives are requesting emails and that campuses need to enact policy to address these requests. The Provost will consult with the Senate Chair and Legal Counsel. The Chair will share with the Provost communication from Legal Counsel and Larry Gilbert.

GSPC – Duplicate Graduate Degrees Policy: Heather stated that the Graduate Council had referred the item to GSPC due to the lack of a policy to address the number of applications for duplicate degrees and the impact on finances. The proposed policy provides a means for a graduate coordinator to evaluate and challenge decisions and the criteria for establishing that. The item will be placed on First Reading on the February 4 agenda.

Proposal for Amending the Professional Leave Policy: Professor Liu spoke to Exec about revisions to the policy and presented her suggested changes (EX 15/16-57 and EX 15/16-57e). The item was referred to FPC.

Program Review – Department of Kinesiology and Health Science: The item will be placed on Consent Action on the December 10 Senate agenda.

Standing Policy Committee Updates:

APC: The Committee is working on the Timely Declaration of Major policy. APC also requested, in a formal referral, the Student Retention and Graduation Subcommittee (SRGS) to look at general characteristics of impacted programs and, if possible, high demand majors such as Sociology and Social Work, such as time to degree and GPAs, to assess how these factors may have changed since becoming officially impacted.

CPC: The Committee expects to forward revisions to Exec in February for the e-Learning Policy. The Committee is also working on the Assessment Policy and standardizing course descriptions for the catalogue.

FPC: The Committee is working on the department chair policy. The Committee is looking at extending the vote to non-tenured faculty.

GE/GRPC:

The Committee will be working on a proposal for a Supervenient Global Cultures Graduation Requirement. The Committee will be:

- Completing, and proposing to the Senate a set of new GE Area A Learning Goals/Outcomes.
- Completing, and proposing to the Senate a set of American Political Institutions Learning Goals/Outcomes Consult with stakeholders around possible revisions to the Area C learning outcomes.
- Reviewing the status of the Comprehensive Writing Proposal and decide if legislation is needed.
- Continuing to explore the feasibility of GE “pathways” and other integrated GE program options.
- Maintaining oversight of the GE Assessment Process and convene GE Area Assessment Coordinator Council.

GSPC: The Committee is working on the Graduate Learning Goals and expects to forward this to Exec in the spring. They are also writing the report from the Summit on Graduate Education, developing a blended learning policy, and expanding the GVAR policy into a comprehensive graduate-level writing policy that includes a campus-wide writing rubric.

Adjourned: *The meeting was adjourned at 5:00 pm.*