



**2016-2017 Faculty Senate
Executive Committee**

EXECUTIVE COMMITTEE
Minutes of the Meeting of August 9, 2016
275 Sacramento Hall
Approved: August 30, 2016

CALL TO ORDER: The Chair called the regular meeting to order at 1:02 pm.

ROLL CALL: Roll was taken.

Dimitri Bogazianos, De-Laine Cyrenne (absent), Jeff Dym (absent), Sue Escobar, Kathy Garcia, Andrew Hertzoff (absent), Julian Heather, Sue Holl, Hellen Lee, Mike Lee, Liam Murphy (absent), Reza Peigahi, Matt Schmidtlein, Chris Taylor (absent), ASI Representative (vacant)

Guests:

President's Office: Lisa Cardoza, Chief of Staff

Academic Affairs: Steve Perez, Vice Provost

Smart Planner Team Members: Todd Migliaccio, Marc Fox, Shivakumar Pillai, and Lucinda Parker

Statewide Academic Senator: Christine Miller, Communication Studies

APPROVAL OF THE AGENDA: The agenda was approved as published.

ACTION ITEMS

- **Minutes – July 11, 2016:** The minutes were approved as published.
- **U.S. Immigration and Customs Enforcement Memorandum from Chancellor White, July 29, 2016:**
The memo will be referred to CODE and FPC for review and comment as appropriate with a response date of October 2nd. It will also be shared with the Senate as an Information Item.
- **Graduation Initiative 2025 Task Force – Faculty Representative:** The Executive Committee, acting on behalf of the Faculty Senate, recommended Julian Heather, Faculty Senate Chair, to serve as the faculty representative.
- **Field Experiences:** The Provost and Senate Chair will follow up on questions raised (*see Discussion Items below*).
- **Graduation Rate Reports and posting of Degrees:** The Senate Chair will follow up (*see discussion Items below*).

INFORMATION ITEMS

From the Chair

- **U.S. Immigration and Customs Enforcement Memorandum from Chancellor White, July 29, 2016:**
The memorandum will be referred to CODE and FPC for review and comment as appropriate by October 2nd. The memo will also be shared with the Senate as an information item at the next Senate meeting.
- **Top Hat:** In 2015/16 a Workgroup identified Top Hat as a vendor that would provide a clicker system that would be a recommended vendor and not a required vendor. Complaints have been received from faculty regarding the aggressive marketing by Top Hat. The vendor was asked to stop contacting faculty

by the Center for Teaching and Learning. CTL will send a notice to campus that Top Hat is not a required vendor for clickers.

- **Graduation Initiative 2025 Task Force – Faculty Representative:** The President is establishing a Task Force led by Jim Dragna, Executive Director of University Initiatives and Student Success, to respond to the “Call for Campus Student Success Plans” The Senate Chair, Julian Heather, will serve as the faculty representative.

From the Provost

- **Deans/Associate Dean Meetings and Department Chairs Meetings:** Beginning Fall 2016 the Senate Chair will attend the Deans and Associate Deans meetings (monthly) and the Department Chair’s meeting (twice monthly).
- **Classroom Scheduling:** The President has put together a Taskforce to look at ways to better utilize classrooms and meet the teaching needs for classes.
- **Technology Support Faculty and Staff:** CTL and ATCS will be working together to establish a system to support faculty inside and outside the classroom. In the fall, the Provost will consult with the Executive Committee about how to solicit faculty input on this.
- **Academic Policies:** Professor Tony Sheppard is working with the Provost to develop a list of all current policies and to assist the Provost with minor and editorial changes. Substantive changes will be forward to the Senate for review.
- **Placer Ranch:** An update was provided on the university’s plans for a satellite campus on land donated to the university.

DISCUSSION ITEMS

- **Smart Planner Implementation Update:** Members of the Smart Planner Team presented information on the implementation of “typically offered” into CMS production. Todd Migliaccio reported that all departments were consulted and have confirmed the options and preferences for courses in their roadmaps. It was emphasized that, at this time, the “typically offered” will only be listed in the CMS catalogue, it will not be published in the campus Web catalog. The next step will be to push it out into production.
- **New Faculty Orientation:** VP Hurley thanked Julian Heather and De-Laine Cyrenne for their participation on the Faculty Orientation Work Group. The New Faculty Orientation will be held August 17 through August 23.
- **Field Experiences:** Professor Holl inquired about field experiences and whether or not faculty should recommend them. A faculty member had informed her that the Office of Risk Management had encouraged the faculty member to not recommend field experiences as it opens the University up to liability. Exec thought the field experience might be addressed in the new Field Trip and Internship Policies. The Provost and Senate Chair will follow-up.
- **Graduation Rate Reports and posting of Degrees:** Professor Holl asked if the reports on increasing the four-year graduation rates could be updated. She also stated that students have reported that degrees are not being posted in a timely manner. The Senate Chair will follow-up.
- **Portable Emissions Acquisition Systems Study:** Questions were raised about the purpose of the field testing group positioned on State University Drive across from the entrance to Parking Lot 1 and if the campus was notified of the study. Cameras were set-up taking photos of license plates. The Vice Provost will follow up. Questions were also raised about a campus policy on electronic security. VP Hurley stated there is a system-wide discussion regarding a policy on security cameras.

- **Senate Committees**

Minutes: The Senate Analyst requested that the process for closing out Senate Committee business for the academic year be formalized with the Senate and reflected in the Standing Rules. Since 2014/15 the Senate and Senate Committees have circulated to their members, via email, the last set of meeting minutes for electronic review and approval. Statewide Senator Tom Krabacher suggested an alternative process based on practices adopted by the Statewide Senate. This process allows minutes to be approved by an in-person vote during the last meeting based on the Committee Chair's list of items to be included in the minutes; it allows for corrections to be made electronically by a pre-specified deadline.

Email: Because of concerns about inadequate archiving of Senate business when Committee Chairs use their campus email accounts, Exec discussed and approved the use of dedicated email accounts for the business of all Senate Committees, to begin Fall 2016. The Senate Chair will advise all Committee Chairs once the email accounts have been created.

ADJOURNMENT

The regular meeting was adjourned at 3:00 pm.