

**2017-2018 EXECUTIVE COMMITTEE**  
**Minutes of the Meeting of February 6, 2018**  
**3 pm, 275 Sacramento Hall**  
*Approved: February 13, 2018*

**Call to Order:** The meeting was called to order at 3:03 pm.

**Roll Call:** Roll was taken.

Amber Gonzalez, Andrew Hertzoff (absent), Ching-Hua Wang, Chris Taylor, De-Laine Cyrenne, Dimitri Bogazianos, Hellen Lee, Julian Heather, Kathy Garcia, Kitty Kelly, Noel Mora, Liam Murphy, Reza Peigahi, Robert Nelsen, Sue Escobar, Sue Holl, Tom Krabacher

**Guests:**

Academic Affairs: Chevelle Newsome, Dean, Undergraduate and Graduate Programs, Brian Oppy, AVP Faculty Advancement  
College of Arts and Letters: John Williams, faculty member, Melinda Wilson Ramey, Associate Dean  
President's Office: Lisa Cardoza, Chief of Staff, and Jim Dragna, Executive Director of University Initiatives and Student Success

**Open Form:**

- **Commencement** – Professor Taylor stated that he had heard software will be used at spring commencement to read the students' names. The President reported that software is being considered.
- **Class Size:** Chair Peigahi reported that at the GE/GRPC Committee's last meeting, concern was expressed about class sizes for Composition and World Languages. A resolution regarding this is being drafted.
- **Faculty Research Incentive Grant Award:** Professor Cyrenne expressed concern about lecturer eligibility for FRIG Awards.
- **Late Registration and Success:** Professor Escobar requested an analysis of the performance of students who add classes during late registration. Jim Dragna will follow-up.
- **Graduation Fees:** Professor Gonzalez asked if a payment plan could be set-up to assist students with graduation fees. The Chair will follow up.

**Agenda:** The agenda was amended to add the GE Survey on College Composition II Draft Outcomes. The item was placed as a new #8 to follow From the Provost. The agenda was approved, as amended.

**Minutes – January 30, 2018:** Approved.

**From the Chair:**

1. **Senate Agenda – Feb 22:** If the Senate disposes of the Department Chair policy at the Feb 8 meeting, the Senate meeting on Feb 22 will be canceled. The Senate will then return to meeting every other week until Spring break, beginning March 1.
2. **Record Retention Workgroup – Faculty Representative:** The Executive Committee is still working on filling the vacancy.
3. **The following items will be placed on the Feb 8 Senate Agenda as Information.**
  - ASCSU Report
  - Chancellor White’s Memo on the CSU Commitment to Inclusive Excellence
  - EVC Blanchard’s Memo on 2018-19 Enrolment Planning
  - AVC Hanley’s Memo on AB 798 and the Open Educational Resources Adoption Incentive Program—Bonus Funding

**From the Provost:** An update was provided on the Placer Ranch site, the Downtown Center, and revisions to the Policy on Centers and Institutes.

**GE/GRPC Survey - College Composition II Draft Outcomes:** Exec asked to review the survey before it was sent out. The item will be placed on the Feb 13 agenda.

**Referral: Supplemental Instruction Report:** Exec asked for the following items be included in the memo:

- a request that CPC consider the need for an interim policy;
- if CPC determines an interim policy is necessary, it should include a brief preamble explaining why the policy is needed, a sunset date for the interim policy;
- a deadline of early April 2018 for receiving an interim policy. This deadline will allow time for the item to go before the Senate this spring.

**Referral: Electronic Devices Policy:** The memo was approved to be sent out.

**Online Course Syllabi:** ASI Representative Mora spoke to Exec about course syllabi being available on-line. Exec discussed the request and referred it to the Faculty Policies Committee with a response due by December 2018. ASI Representative Mora will be invited to attend the FPC meeting for that discussion.

**Spring Commencement Chief Marshalls:**

A&L/CBA/EDU/NSM: Julian Heather  
SSIS: De-Laine Cyrenne  
HHS: Sue Escobar

**Adjournment:** 4:50 pm.