

**2018-2019 EXECUTIVE COMMITTEE**  
**Minutes of the Meeting of February 5, 2019**  
**3 pm, 275 Sacramento Hall**  
***Approved: February 12, 2019***

**Call to Order:** 3:06 p.m.

**Roll Call:** Roll was taken.

Adam Rechs, Amber Gonzalez, Andrew Hertzoff, De-Laine Cyrenne, José Arias-Ruiz, Julian Heather, Kitty Kelly, Rafael Diaz, Antonia Peigahi, Sue Holl, Sylvester Bowie, Tony Sheppard, Tracy Hamilton

**Guests:**

College of Engineering and Computer Science: Associate Dean Shafizadeh

Office of Academic Affairs: Interim Provost Perez, AVP Wallace, Dean German, Interim Vice Provost Miller

Office of the President: President Nelsen, Special Assistant DeGraffenreid, Executive Director Vermeire, Executive Director Dragna

Senate Parliamentarian: Tom Krabacher

University Advancement: VP Frisone Jennifer Barber and Lisa Woodward-Mink

**Agenda:** Approved. Added Item 16: Athletic Absences. Approved as amended.

**Minutes – January 29, 2019:** Approved.

**Open Forum:**

- **Web Stewardship Project:** Concern was expressed about the lack of information provided to departments, staff, and faculty about what is being asked of them for reworking their web pages, including timelines. It was also noted that the IRT help page link for this project was broken. Bowie stated the Project needs to better inform the departments.
  
- **Excused Absence Policy – Graduate Students:** Gonzalez requested that GSPC and APC work in collaboration to review the Excused Absence Policy to address excused absences for graduate students athletics and missing 6 units. The Student-Athlete Handbook was referenced. Rechs expressed concern about separating out graduate students and felt that the policy did not need to be amended. Sheppard stated that the process should be better coordinated in Athletics. The item was added to the agenda and Maureen Smith, Faculty Athletics Representative to the NCAA, will be invited to a future Exec meeting. Gonzalez requested information on how many graduate students are student athletics.

- **Early Start Major Graduation Rate:** Holl asked why students are classified by Early Start and if there was a way to search for these students by class?
- **Approval process for faculty time sheets:** Concern was expressed about information provided by HR for approving time sheets.
- **Student Leaves of Absence:** Holl asked if Department Chairs are able to request a report listing the students in the major that completed coursework a year ago but have failed to find an internship and so will be “kicked out” in mid-February. The Senate Chair will follow-up.
- **Development of On-line Courses:** Diaz stated Professor Markovic would like be scheduled to present information to Exec. Diaz was asked to have Professor Markovic contact the Chair or Senate Analyst to schedule the presentation.
- **Jump Bikes:** City of Sacramento is imposing \$15 fines for badly parking Jump Bikes. How is the campus handling this?

**From the Chair:**

- **Senate Office Meeting Space:** The Chair stated that the meeting space I now available in the Senate Office (254 Sacramento Hall) for 6-8 people. The Senate Staff are not available to support meetings. Reservations may be made through the Senate Analyst, Kathy Garcia.
- **Program Impaction Reapplications:** The Chair asked if the Senate Chair has a role, if any, in the follow-up to the Senate action language for each of the programs that were approved for reapplication in Spring 2017. The Provost stated that Academic Affairs is responsible for this process and requested that inquiries be forwarded to Academic Affairs.
  - Faculty Senate minutes: [February 16, 2017](#) and [February 23, 2017](#)

**From the President:**

- **Priority Registration Policy – Amendments:** The President stated that additional amendments were needed for clarification and compliance regarding the California Promise. The item will be placed on the Feb 7 Senate agenda as the second First Reading item. DeGraffenreid will present the item at Senate.

**Provost:**

- **Searches – Faculty:** 47 searches are in process.
- **First Year Full-Time Registration Proposal - Draft:** The Provost spoke about a draft proposal that offers First Year Full Time students suggested courses based on their academic interests/goals. This is a substantial change in the processes and practices and attempts to separate orientation from registration. It further uses newly acquired technologies to nudge students to register for a full, fifteen or sixteen-hour, schedule. The item will be added to the Feb 12 Exec agenda.

**Alumni Affairs** – The discussion revolved around Department Chairs and/or Deans being able to request a list of the alumni contacts that University Advancement maintains. These lists would help departments further cement their strong alumni relationships by notifying alums of signature events and to work with their alumni to be more engaged. Alum’s perception is different with Alumni Association contact vs. department contact. With alumni responses higher for department contacts. Concern was expressed about the working relationship with the Alumni Associating and departments mailings to alumni are handled by University Mail and that mail list are not provided to the department.

VP Frisone provided a handout addressing the use of donor and alumni data and the process for communicating electronically with department’s graduates. He stated that quality control is important and Alumni Affairs is willing to work with units on any communication they wish to have with alumni. He also stated that the Alumni Association is transiting into University Advancement and that every college has an

alumni director to support the Dean and the college for getting alumni more engaged and supportive of the university. Advancement needs to have a stronger outreach with faculty and departments and their alumni.

The President suggested that the process for requesting mailing lists and University Mail's role be reviewed.

**Provost Search Committee – Faculty Representatives:** The following faculty names will be placed on the Feb 7 Senate agenda on Consent Action.

Carolyn Gibbs, Design

Boniface Michael, Management and Organizations

Stephanie Biagetti, Teaching Credentials

Ramzi Mahmood, Civil Engineering

Items #9, #10, #13, #14, and #15 will be placed on the March 12 agenda.

**Adjourned:** 5:04 pm