



**2018-2019 EXECUTIVE COMMITTEE**  
**Minutes of the Meeting of September 11, 2018**  
**3 pm, 275 Sacramento Hall**  
*Approved: September 18, 2018*

**Call to Order:**

The meeting was called to order at 3:04 pm.

**Roll Call:** Roll was taken.

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

**Guests:**

College of Arts and Letters: Melinda Wilson Ramey, Associate Dean

College of Engineering and Computer Science: Kevan Shafizadeh, Associate Dean

College of Continuing Education: Jenny Murphy, Dean

Office of Academic Affairs: Steve Perez, Vice Provost and Brian Oppy, AVP for Faculty Advancement

Office of the President: William DeGraffenreid, Specialist to the President

University Initiatives and Student Success: Jim Dragna, Executive Director

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

**Minutes – September 4, 2018:** The minutes were corrected as follows: Parliamentarian: A motion was made to appoint Tom Krabacher as Parliamentarian to the Executive Committee until such time as the Senate appointed a Parliamentarian. The minutes as amended were approved.

**From the Chair:**

- **Review of Executive Committee Charge:** The Charge was reviewed and discussed the following:
  - The Exec Committee will meet one week prior to a Faculty Senate meeting to set the agenda for the Senate meeting.
  - Information that is pertinent to the Senate will be posted.
  - All items on a Senate agenda will be reviewed by the Executive Committee prior to posting.
  - Items on the Senate's Consent Calendar should not be controversial.
- **SSWD – Service/Companion Animals:** The Chair reported that Mary Lee, Director of Services to Students with Disabilities (SSWD) would like to speak to the Senate regarding the Animals and Service Animals on Campus Policy. The Chair will be meeting with Director Lee and will update Exec for the purpose of placing the item on a Senate agenda.
- **Bursar's Office Book Loan Program:** Elena Larsen, University Bursar, has requested time to present information to the Senate on the program. Ms. Larsen will be invited to present to the Senate presentation will be scheduled for either the September 20 meeting or a future meeting this fall depending on Ms. Larsen's availability.

**From the Provost:** The Vice Provost spoke to Exec regarding the status of the 2019/20 Academic Calendar. A motion was made and carried for the Academic Calendar to be placed on the September 20 Senate agenda as

a Committee of the Whole item. He also asked about the status of the Supplemental Instruction item referred to the Curriculum Policies Committee. The CPC Chair acknowledged that the Committee will be working on the policy and gave prioritization of CPC items:

1) Honors Policy, 2) e-Learning Policy, 3) Supplemental Instruction.

**Hispanic Serving Institutions** –*Jim Dragna, Executive Director of University Initiatives and Student Success and Jenny Murphy, Dean, College of Continuing Education*

Dean Murphy stated the Sacramento State was selected with 15 institutions to participate in this survey. Sacramento State is the only CSU campus and the only institution in California that was selected.

**Program Proposals:**

- Program proposals placed on Consent Action on the September 20 Senate agenda.
  - [BA in Journalism](#)
  - [BS in Recreational Therapy](#)
  - [MS in Applied Behavior Analysis](#)
- Additional information requested:
  - [MS in Civil Engineering](#): The proposal looks like 3 different courses of study. Questions were raised about it being a specialty or one degree and if it is in violation of EO 1071. It was recommended that a document from the Chancellor’s Office be provided that accepts the argument that it does not violate EO 1071. The Department Chair, Ben Fell, will be invited to the September 18 Exec meeting.
- Program proposal returned to the Curriculum Subcommittee:
  - [BS in Human Development and Family Studies](#): It was acknowledged that Chair consultation had occurred as evident in the [attachment](#). A motion was made and carried to return the program proposal to the Curriculum Subcommittee for reconsideration given that the recent feedback and consultation that occurred were not present when the Subcommittee review the proposal.

**Statewide Senate Agenda Report:** Professor Holl reported on ASCSU’s Defining Tenets of Shared Governance policy for the Statewide Senate. The document is being sent to individual campuses for review. Exec will review the item at the September 18 meeting.

**Executive Committee Referrals from the 2017/18 Senate:**

- **Written Communication Rubrics:** Marcy Merrill and Hogan Hays, members of the Writing and Reading Subcommittee, will be invited to present at the September 20 Senate meeting.
- **Faculty Senate Work Group on Voting Structure:** Exec will review this item at the September 18 meeting.
- **Department Reorganization and Renaming Policy:** A Work Group was formed: Sheppard, Rechs, and Hamilton. Exec requested the Senate Chair speak with the President regarding placing a moratorium on academic unit reorganization (such as splitting of units into multiple units, amalgamation of multiple units into one unit, renaming or movement of an academic unit from one College to another) until the end of the 18/19 AY or until a new policy (interim or otherwise) has been adopted.
- Referrals not address will be discussed at the September 18 Exec meeting.

**September 20 Senate Agenda Items:**

Information Items - Presentations: Bursar's Office Book Loan Program and the Written Communication Rubrics and Implantation Guide

Consent Calendar – Consent Action: Program Proposals – BA in Journalism, BS in Recreation Therapy, and the MS in Applied Behavior Analysis.

Meeting of the Whole – Academic Calendar Policy

**Academic Information Technology Committee (AITC) – Executive Committee Representative:**

Sylvester Bowie was appointed to serve on AITC as the Executive Committee Representative.

**September 18 Exec Agenda:** The following items will be added to the agenda: Determining the pathway of substantive/non-substantive program changes, September 6 Senate Meeting Recap, and Oversight of Chair's Policy

**Adjourned:** 5:00 pm