



SACRAMENTO STATE

Faculty Senate

FACULTY POLICIES COMMITTEE

Wednesday, March 7, 2018
Sacramento Hall 161

MEMBERS

Cardenas-Dow, Melissa (Library, LIB)
Cyrenne, De-Laine (Psychology, SSIS)
Ives, Sarah (Undergraduate Studies, EDU)
Lee, Hellen (English, A&L)
Nevarez, Carlos (Ed.D., EDU)
Smith, Gerri (Communications Studies, A&L)
Wang, Ta-Chen (Economics, SSIS)
Zeigler, David (Mathematics and Statistics, NMS)

NON-VOTING/EX-OFFICIO MEMBERS

Heather, Julian (Faculty Senate)
Oppy, Brian (Academic Affairs)
O'Neal-Watts, Jennifer (United Staff Assembly)
Vacant (Associated Students)
Vacant (CSU Sacramento Retirees)

AGENDA

1. Call to Order

2. Open Forum

(Brief period for members to raise issues related to the committee charge that are not on the meeting's agenda.)

3. Approval of the Agenda

4. Approval of Minutes: February 21, 2018

5. Subcommittee Liaison Reports:

- Livingston Annual Faculty Lecture Committee: Vacant
- Pedagogy Enhancement Awards Subcommittee (PEAS): Wang
- Research and Creative Activity Awards: Vacant



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- Visiting Scholars Subcommittee: Ives
- Center for Teaching and Learning Advisory Board: Smith

BUSINESS

6. ONGOING ITEM (from faculty): **Administrative Appointments, Search Committee Composition.**

- Review current list of MPP positions.
 - i. **List:** All MPPs on campus - David Zeigler request_ 02-08-18.pdf
- Documents held in SacCT 9.1:
 - i. FS 15-16-87 Admin Appts Search Comm Composition, UPM, Policy 2015.06.17 Proposal 2018.01.23.docx
 - ii. FS 15-16-87 Admin Appts Search Comm Composition, Memo 2015.05.15
 - iii. FS 15-16-87 Admin Appts Search Comm Composition, UPM 2015.06.11
 - iv. FS 15-16-87 Admin Appts Search Comm Composition, UPM, Draft 2015.12.10
 - v. FS 15-16-87 Admin Appts Search Comm Composition, UPM, Policy 2015.06.17
 - vi. FS 15-16-87 Admin Appts Search Comm Composition, UPM, Procedures 2016.01.04
 - vii. All MPPs on campus - David Zeigler request_ 02-08-18.pdf

7. ONGOING ITEM (from Chair): **Human Subjects Research Policy Referral**

- Review revised policy proposal. Please note: Upon adding in the action language and in trying to locate the exact titles and numbers of the policies (both extant and interim) that our policy amendment proposal (“Original Proposal”) seeks to replace, I noticed that there is some guiding-principle and committee-composition language in the extant policy that Interim policy (on which our current proposal is based) omitted. I added some of it back in (“Revised Proposal”), so we can discuss and have a more fulsome review of both the extant and interim policies before we approve any final proposal to submit.
- Attachments
 - i. **Memo:** FPC referral re Human Subjects 2018.01.31.pdf



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- ii. **Revised Proposal:** PROPOSAL POLICY IRB DRAFT DC-MCD-HSL 2018.02.28.doc
- iii. **Original Proposal:** POLICY IRB DRAFT DC-MCD 2018.02.21.docx
- iv. **Current Policy:** Campus Policy on the Protection of Human Subjects (2011).pdf
- v. **Interim Policy:** Human Subjects Policy Interim 2017.docx

- Documents held in SacCT 9.1:
 - i. FPC referral re Human Subjects 2018.01.31.pdf
 - ii. PROPOSAL POLICY IRB DRAFT DC-MCD-HSL 2018.02.28.doc
 - iii. POLICY IRB DRAFT DC-MCD 2018.02.21.docx
 - iv. Campus Policy on the Protection of Human Subjects (2011).pdf
 - v. Human Subjects Policy Interim 2017.docx

8. ONGOING ITEM (from Chair): Graduate Education Task Force Report. *Review and comment on GETF Report, work with GSPC.*

- i. Updates: There is a survey happening.

9. ONGOING ITEM (from Chair): Electronic Devices (due to Senate Exec: Oct 15, 2018).

- Review documents indicating the possible superfluity of developing a campus policy.
- Attachments
 - i. **Referral:** APC referral re. electronic devices.pdf
 - ii. **Policy:** POLICY Faculty Responsibilities to Students in the Instructional Environment.pdf
 - iii. **Policy:** POLICY Student Conduct Code-STU-0116.pdf
 - iv. **Policy:** POLICY Dealing with Incidents of Disruptive Student Behavior in the Classroom-UMD03250.pdf
 - v. **Policy:** Student Rights and Responsibilities-STU-0119.pdf



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- vi. **California Education Code:** Cal. Ed Code 66452 Authorization to record acad presentations required.docx
 - vii. **California Penal Code:** Cal. Penal Code § 632 All party consent required.docx
 - viii. **CSU Memorandum, Student Discipline and Intellectual Property:** AA-2004-06 Recording and Intellectual Property.pdf
- Documents held in SacCT 9.1:
 - i. APC referral re. electronic devices.pdf
 - ii. POLICY Faculty Responsibilities to Students in the Instructional Environment.pdf
 - iii. POLICY Student Conduct Code-STU-0116.pdf
 - iv. POLICY Dealing with Incidents of Disruptive Student Behavior in the Classroom-UMD03250.pdf
 - v. Student Rights and Responsibilities-STU-0119.pdf
 - vi. Cal. Ed Code 66452 Authorization to record acad presentations required.docx
 - vii. Cal. Penal Code § 632 All party consent required.docx
 - viii. AA-2004-06 Recording and Intellectual Property.pdf

10.

ONGOING ITEM (from Senate Exec): **Course Syllabi online** (due to Senate Exec: Dec 3, 2018).

- Review ASI request to put course syllabi online. Lee met with Mia Kagianas, President of ASI (2/27/2018), and suggested alternative methods of making course information online.
- Attachments
 - i. **Memo, draft:** FPC response to Course Syllabi Online 2018.02.27.doc
 - ii. **Referral:** REFERRAL re online syllabi.pdf
 - iii. **Policy:** POLICY Faculty Responsibilities to Students in the Instructional Environment.pdf
- Documents held in SacCT 9.1:
 - i. FPC response to Course Syllabi Online 2018.02.27.doc

- ii. REFERRAL re online syllabi.pdf
- iii. POLICY Faculty Responsibilities to Students in the Instructional Environment.pdf

11. NEW ITEM (from Chair): Academic Calendar, returned to Committee (due to Senate Exec: Spring semester 2019). *Revise calendar policy to include significant academic dates and deadlines, minimum duration of summer sessions,*

- At First Reading, Senate determined that the Calendar Policy lacked important dates pertaining to the normal running of the academic year, thus is sending it back to Committee for additional review, consultation, and possible revision before resubmitting the item.
- Attachments.
 - i. **Referral:** REFERRAL FPC referral re Academic Calendar 2018.02.02.pdf
 - ii. **Academic Affairs proposed calendar (continuing current model):** AY 2019 2020 CALENDAR DRAFT Taylor.DOCX
 - iii. **FPC Proposed Calendar (with week off):** APPENDIX 2 AY 2019-20 Calendar Exemplar 2017.10.05.pdf
- Documents held in SacCT 9.1:
 - i. REFERRAL FPC referral re Academic Calendar 2018.02.02.pdf
 - ii. AY 2019 2020 CALENDAR DRAFT Taylor.DOCX
 - iii. APPENDIX 2 AY 2019-20 Calendar Exemplar 2017.10.05.pdf

*NVL: Non-Voting Liaison; VM: Voting Member