

**Senate Executive Committee Minutes**  
May 7, 2015  
3:00- 5:00, Academic Affairs Conference room

**Abstract**

Agenda – Approved. Minutes of April 23 – delayed. Chair Report. President Report. Provost Report. Statewide Senator Report. Vice Chair Report. Vice President of Administration and Finance Report. French Language for Wine Business certificate approved for Senate consent calendar. Vice President of Student Affairs Report. Revision to the Biochemistry BS program approved for Senate consent calendar. Quorum for summer Executive Committee approved. FSAC recommendation regarding staff input on Department Chair. EPC Report. Reassigned time for '15 – '16 with addition of EPC proposal – approved. FSAC Report. Associated Students Report. Ex Com representative to SEC Report. Senate agenda approved.

**Present:** Richard J. Senghas, Tom Targett, Andrew Rogerson, Matthew Lopez-Phillips, Melinda Milligan, Laura Watt, Julie Shulman, Richard Whitkus, Margaret Purser, Kirsten Ely, Christian George, Catherine Nelson, Jason Wenrick for Larry Furukawa-Schlereth

**Absent:** Sam Brannen, Elaine Newman

**Guests:** Carmen Works, Suzanne Toczyski

**Approval of Agenda – Approved.**

**Minutes of April 23 – delayed.**

**Chair Report – R. Senghas**

R. Senghas reported that the Council of Statewide Senate Chairs had a teleconference meeting to draft another letter to the Community College Chancellors regarding their proposed bachelor degrees. They voiced concern about the perfunctory nature of consultation. He said he had been hearing that legislators, becoming aware of the situation, had been appalled. He thought the Statewide Senate was also working on a resolution.

**President Report – R. Armiñana**

R. Armiñana said the May revise of the budget would come out the next week. The Chancellor thought there might be some movement from the Legislature on the budget for the CSU, but had no indication that the Governor would support that.

**Provost Report – A. Rogerson**

A. Rogerson announced that Robert Elyer was officially the interim Dean of the School of Extended and International Education, and that Richard Whitkus would

be the interim Associate Vice President of Undergraduate Studies. He provided a quick update on Admissions.

### **Statewide Senator Report – C. Nelson**

C. Nelson said the ASCSU would meet the next week. She continued to work on the upper division transfer issues.

### **Vice Chair Report**

R. Senghas said Structure and Functions discussed the issue of SSPs as faculty. It was likely that D. Leibinger would be Chair again.

### **Vice President of Administration and Finance Report – J. Wenrick for L. Furukawa-Schlereth**

The Chair asked that A&F consult with the classroom upgrade working group about the classrooms in Zinfandel. J. Wenrick said that they were looking at various configurations for the space and awaiting a bid. Once they knew the cost, then they could begin discussing the details. The space would require some creativity to make technology work for a classroom setting given its structural layout. He welcomed input on the project.

### **French Language for Wine Business certificate – M. Milligan, S. Toczyski**

M. Milligan introduced the item. She noted that this academic credit certificate was brought jointly by Business and Modern Languages. It was approved unanimously through all levels so far. S. Toczyski provided the background to the certificate and said that it included various levels of French proficiency. The certificate was for students undertaking the Wine Business program already. A member asked if it would be difficult for French faculty to tailor projects to wine business. S. Toczyski said the number of students anticipated to enroll in the certificate was relatively small, so she did not think that would be a problem. A member asked about the three tiers of certificates. S. Toczyski said that was designed to meet the needs of all students and to clarify what level students already had. **Approved for the Senate consent calendar.**

### **Vice President of Student Affairs Report – M. Lopez-Phillips**

M. Lopez-Phillips said it had been a month of trainings at the Chancellor's office for him. They had training regarding behavioral intervention teams. He noted that SSU had two teams, one was the crisis intervention team and the other was the students of concern team. They had a two day Cleary training. He said Housing was full. He said a group of students from the Santa Rosa Junior College came to the President's Diversity Council to talk about the Dreamer's project they had started. They were talking about how to create that kind of synergy at SSU. A member said she had read a news article talking about universities that removed students who said they were suicidal and wondered what SSU's policy was. M. Lopez-Phillips said that couldn't happen in California. The CSU did not have an involuntary withdrawal

program. The only way a student could be asked to leave would be if their behavior rose to a level of serious concern. He said the behavioral intervention teams use an ethic of care and provide a lot of support for students to help with severe psychological stress. The biggest issue was that southern California medical insurance did not always work in northern California. She asked what were the responsibilities of faculty members if a student states they are suicidal. M. Lopez-Phillips said to send the student to the Counseling Center and that it was helpful to walk them over to the office. A member asked if faculty were asked not to tell anyone, did they have an obligation to report it anyway. M. Lopez-Phillips said it was in best interest of faculty to tell the student there were professional and ethically consideration that compelled a faculty member to try to get help for them. It was clarified that such conversations were not confidential and that it was better to be disliked than to have a student commit suicide. A member asked about the size of the teams. M. Lopez-Phillips reported the membership of both teams. The Chair asked for a reminder about the QPR training in the fall.

#### **Revision to the Biochemistry BS program – M. Milligan, C. Works**

M. Milligan introduced the item. The proposed changes were in response to alterations in the Biology program. C. Works discussed the details of how the Chemistry department responded to the changes in the Biology department curriculum. The item was unanimous at all levels so far. **Approved for the Senate consent calendar.**

#### **Quorum for summer Executive Committee**

R. Senghas noted that the by-laws did provide for summer quorum. Since there would not be a Past Chair next year, he proposed that the Vice Chair, the Chair and the Secretary of the Senate be designated as those that can comprise a quorum over the summer. There was discussion. **It was proposed to set the quorum for the summer as any three members of the Executive Committee, with one being the Chair of the Faculty or Vice Chair. No objections.**

#### **FSAC recommendation regarding staff input on Department Chair – R. Whitkus**

R. Whitkus reminded members that the Staff representative at the Senate had requested that the Senate provide input on whether academic office staff and technical support could have input the appointing of Department Chairs. This question had been referred to FSAC. FSAC looked at all the relevant articles in the CBA and found that department was defined as faculty unit employees only and that department chair recommendations went to the President. The contract did not give any guidance about what happens between the department's decision and the President's decision. He described two possible interpretations. Then they looked at the procedures for appointing department chairs at SSU. They determined that at SSU, the practice was that there was additional input beyond the department for the recommendation of department chair. What FSAC recommended was that, given the contract language and SSU practice, other sources of information for the recommendation of department chairs could be considered. Staff have avenues to provide input through their Deans. There was discussion. A member voiced concern

about this recommendation and thought it needed a full discussion at the Senate. She thought the selection of department had been a faculty prerogative for a long time and was uncomfortable with Deans ability to provide input being extrapolated to the staff. She did not think staff should be part of the process, formally or informally. There was discussion about how to present the item to the Senate. **It was decided that the item be presented in the FSAC report.**

### **Orientation at First Senate meeting discussion**

R. Senghas said in addition to the Robert's Rules presentation, he wanted to have an orientation about the Senate as a whole at the first Senate meeting in the fall. This would also help with the reorganization project. He would invite all members of faculty governance to attend and add a social time after the meeting. He asked for other suggestions. Members thought this was a good idea. This could also provide professional development ideas to faculty. He asked for ideas about logistics or how the event should be presented. Members were enthusiastic about the "Whitkus evaluation" idea. A member suggested that it be straightforward and simple.

### **EPC Report – M. Milligan**

M. Milligan said she had enjoyed her service as Chair of EPC for the past two years. Applause. She said that at the last meeting of EPC, they would hear the end of year report from the Program Review subcommittee. They may have a discontinuance consultation. They would also be working on their response to the Senate reorg proposal and the revision to the GE course proposal form. She reported that Heather Smith would be Chair of GE next year. She asked for a time certain at the Senate. She had been asked by EPC to present a report on the curricular consequences of the resource reductions.

### **Reassigned time for '15 – '16**

R. Senghas asked for discussion about what would be put forward formally to the Provost for reassigned time for '15 – '16. A proposal from EPC was presented to the members. M. Milligan said EPC were requesting four additional units go to EPC. This would be a one time change for next year. These units would go to an EPC member who would take on the policy and planning activities that were linked to things that APC had been doing. There was discussion. **Motion to accept EPC's proposal with the request for reassigned time. Second. Approved.**

### **FSAC Report – R. Whitkus**

R. Whitkus said at their last meeting they heard a report about the Moodle pilot project for electronic RTP files. The pilot received a positive review. FSAC recommended that all the new faculty start with electronic files. All individuals in their 3<sup>rd</sup> to 6<sup>th</sup> year could use electronic files as well as those faculty up for Promotion. They also heard the end of year URTP committee report. URTP provided comments about what went right and what went wrong. A recurring issue has been incomplete files. He said by using electronic files, they did not have that problem. There was a request for greater uniformity or a template for how documents should be

completed in the RTP files. FSAC had begun discussion of the RTP policy revision. They decided that they would create a task force to start visiting departments and talking to department chairs councils to find out what they are thinking about since the online forum was not getting much traffic. They hoped to have a draft by December. At the next meeting, they would also do their end of year report and make a to do list for next year. The Chair thanked R. Whitkus for his work on FSAC.

### **Associated Students Report – C. George**

C. George reported that he had less than 24 hours in his official position. However, the new person would not be able to attend the Senate meeting, so he would attend as her proxy.

### **Ex Com representative to SEC Report – M. Purser**

M. Purser said that D. Soto was the primary PI on the "SSU as a Living Laboratory" grant. The SEC was excited about this. She reported on the Sustainable Enterprise conference and thought that financial sustainability would be added to SEC's work. She reminded the Ex Com that a new rep was needed to be sent to the SEC next year. The meetings were typically once a month on Tuesday afternoon. This was the 10<sup>th</sup> year of the conference and members voiced their enthusiasm for it. The Provost noted that David Orr would be the speaker at the October Sustainability event.

## **Senate Agenda**

### **AGENDA**

Report of the Chair of the Faculty – Richard J. Senghas

Approval of Agenda

Approval of Minutes - emailed

**Consent Items:** French Language and Wine Business certificate, Revision to the Biochemistry BS program - emailed

### **BUSINESS**

1. Election of At-Large members to Executive Committee TC 3:25
2. Human Development revision – Second Reading – M. Milligan, K. Jaffe TC 3:30  
(one new attachment, bring 4/30 agenda)
3. Direct Entry Master's of Nursing discontinuance – Second Reading – M. Milligan, D. Roberts –TC 3:55 (4/30 agenda)
4. Proposal to change Senate formula for representation and duties of Senators – Second Reading - R. Whitkus, D. Leibinger – new attachments TC 4:20
5. Changing of the Guard TC 4:50

Senate Budget Subcommittee – (M. Perri) TC 3:10

M. Purser said this was her last Ex Com and shared a story about talking to a new faculty member about faculty governance. She said that this had been the most rewarding thing she had done and that was due in large part to the way the Ex Com had been a team. She, at times, would miss being in the room. The Chair said they would always miss her. The Chair recognized that M. Milligan, R. Whitkus, J. Shulman and C. George were cycling off the Ex Com. He remarked that the difference from being Vice Chair to Chair was significant and thanked everyone very much.

**Adjourned.**

*Minutes prepared by L. Holmstrom-Keyes*