

Executive Committee Minutes

September 17, 2020

Via Zoom

Abstract

Agenda amended and approved. Minutes of 9/3/2020 approved. Chair Report. President Report. Provost Report. Vice Chair Report. Request for clear guidelines and procedures on selection and removal of department chairs – postponed to next meeting. Vice President for Student Affairs Report. Associated Students Report. From SAC: Revised Negotiated Cheating and Plagiarism form – approved for Senate agenda. Vice President of Administration and Finance Report. From EPC: New MA in Early Childhood Education program- approved for Senate Agenda. From S&F: Revision to Standing Rule: Faculty Governance Distance Meetings- approved for Senate agenda. APARC Report. Senate Agenda approved. EPC Report. FSAC Report. SJSU resolution on AB 1460 – taken under advisement.

Present: Jeffrey Reeder, Laura Krier, Carmen Works, Bryan Burton, Elita Virmani, Emily Asencio, Paula Lane, Hilary Smith, Sam Brannen, Amal Munayer, Judy Sakaki, Karen Moranski, Joyce Lopes, Erma Jean Sims

Absent: Wendy Ostroff, Wm. Gregory Sawyer

Guest: Noelia Brambila-Perez

Approval of Agenda – item added: SJSU response to AB 1460. **Approved.**

Minutes of 9/3/2020 – Approved.

Chair Report – J. Reeder

J. Reeder asked the members to keep their reports brief, particularly if they're going to be things that are also going to be discussed at the full Senate. He found himself being the most egregious offender in the last couple of weeks. This time he would hold true. He had very few things to report because everything will be discussed more thoroughly and fully at the next Senate meeting. One of those is specifically related to AB 1460 and how the Chancellor's Office is moving forward with some guidelines on how it will be implemented. We have the text of the law as it currently exists, and the implementation will be rolled out to the different campuses. We're particularly interested in how the Chancellor's Office in consultation with the Ethnic Studies councils rolls out the implementation of that assembly bill. A key point is that the assembly bill does require consultation with the ASCSU and the Ethnic Studies council of the CSU.

A member said, as a new committee chair, she was still not totally clear where she should provide reports at the Ex Com or provide them at Senate. She hadn't provided one yet and wanted to be prepared. The Chair said we do put in time for

reports from each of the standing committees on the agendas, but unfortunately, we haven't always gotten down that far in our reports, partly because those of us on the higher end of the reports have either spoken more or been asked more questions.

President Report – J. Sakaki

J. Sakaki reported that one of our students was selected for the CSU Trustees Award for Outstanding Achievement for 2021. Her name is Theresa Acevedo. She's a statistics major and a first gen student from the Central Valley and a McNair scholar who went to Purdue on a summer research program. She has received great support from Dr. Shott in Math and Stats. All the awardees will be recognized next week, September 22nd at 4:00. This time, of course, the reception will happen on Zoom. The new Chancellor will be announced on September 23rd. On the 25th, at a time to be determined, the new incoming Chancellor will speak directly to the members of the CSU family. The Green Music Center will have its first virtual concert which is part of the Black Music series. Some interesting things are going on as we try to adapt to this COVID environment. There is a fundraiser for the Green with John Cleary playing New Orleans style music that is on Saturday, September 26th. We have one identified COVID positive staff that has caused us to take some precautions in the library. We're doing everything possible to keep everyone as safe as we can, doing extra cleaning and some may think we don't need to close the whole building down, but we think, with an abundance of caution, that we would much rather take that approach rather than have someone else get exposed unnecessarily. She appreciated everyone's patience as we go through these changes as things pop up.

A member noted that he is an At-Large Senator and his constituency is the entire faculty and so he's often asked to ask questions of that President that might sound a little bit aggressive, so he hoped the President would take them in that context. One question is that there was a hope when the President came to campus that the number of MPPs would actually go down and there is a sense now that perhaps they have actually gone up and there was a request for a report on the net change and MPPs since the President started. The President said she knew that that was an issue and it's something that we're looking at. As we looked at the need for layoffs because of lack of work, we also laid off 18 MPPs. Just this week she had an extensive conversation with an Assembly member who was concerned about our staffing and how things were going. She couldn't resist the opportunity to ask the Assembly member to help restore some of the budget cuts that came to the CSU, so we wouldn't have to look at some of these things particularly in this COVID-19 environment. She said she would report back on exactly where we are. She thought that we're shrinking the number of MPPs, but there have been some that have crept up in. I don't know if there were equity issues or looking at comparables on other campuses, but it's a good time to look at that.

The Student rep asked if the positive COVID-19 case would shut down library access for students. K. Moranski noted that the library is only shut down for an intensive cleaning and will be open again on Tuesday. We're not talking about a long term delay in students having access to materials or being able to get library resources. Tuesdays and Thursdays are the only days students can access the Library. A member asked how students would get this information. K. Moranski

replied that since the shutdown did not affect student access to the Library, we did not want to confuse people and did not think we needed to contact students. We only want to contact them if there's an interruption in service. The President noted she hears from students they get too many emails from campus, so they are trying to be sensitive about when to push serious information out to all employees and students.

Provost Report – K. Moranski

K. Moranski reported on the resources that the campus has made available to students for this semester. Through the CARES funding we purchased 175 hotspots, 175 12-month data plans, 40 Mac books and 60 headsets, however the headsets are backordered. We're also purchasing smart lockers for 24/7 pickup and return which will help to speed the delivery of those things. The funding supported the mailing for some of the materials This is good news in terms of making sure that we're getting students who need it, the resources that they need. Remember that Sonoma State has really excelled in this regard in terms of creating a program that is making sure that the students with the most need receive those materials as opposed to just being first come first serve. We were the only campus in the spring that did this. She thanked the wonderful library staff and faculty who are managing the distribution effectively. As a follow up from last Executive Committee, she had just received some data regarding class sizes for spring and fall and we're analyzing that data and she will be happy to report on that at a future meeting. It doesn't look, so far, that there are visible patterns across schools by school or by term.

The Chair thanked the Provost for the follow-up. A member asked for reporting on which classes has increased enrollment for the fall and by how much. The Provost agreed to provide that once the data has been analyzed.

Vice Chair Report – L. Krier

L. Krier reported that most of what she would report on is a business item. S&F is also looking at subcommittee charges and who decides what they are and who approves them. This question has raised some issues about gaps in the bylaws. S&F is gathering a list of areas where the bylaws are unclear or contradictory.

Request for clear guidelines and procedures on selection and removal of department chairs – B. Burton

B. Burton asked for the item to be postponed to the next Ex Com meeting. **No objection.**

Vice President for Student Affairs Report – given by K. Moranski

K. Moranski reported on the Basic Needs initiative. Over the past three weeks, 233 bags over three distributions have been provided. 108 of those bags were delivered off campus, 115 on campus. In those distributions, 2520 pounds of food was distributed. If you are interested in providing donations for the Basic Needs initiative, you can drop off those donations on Thursdays between 3:00 and 5:30 at

the flag poles. There will be collection points for your materials. They really need hygiene items, including, personal hygiene. Shopping bags are also a priority. We're excited about that and proud of all the work that's being done with the Basic Needs initiative in Student Affairs. Regarding CAPS and health initiatives, 29% of students have reported suicidal ideation, so that's a problem and we need to continue to address mental health issues in our student population. Fortunately CAPS is doing tele-a mental health effectively and they are working to make sure that students who need them have appointments. We do have a number of new followers on Instagram for the mental health issues. Information is out on Instagram, Snapchat and Tick Toc. These are the social media resources that students are paying attention to. The Student Affairs division has hired Peer Success Coaches, as they did in the spring when we went into remote mode. There was data that clearly indicated that those Success Coaches had a positive impact on continuation and on completion of course work in the spring. So those new Success Coaches, thanks to President Sakaki's approval, are now reaching out to 5600 of our undergraduates to make sure that they have the support that they need in this strange environment in order to be successful this semester. We anticipate equally positive results from the work of those Peer Success Coaches. She offered congrats to the Division of Student Affairs for that monumental effort.

A member voiced her appreciate for participating on the Ex Com and learning so much information about what is happening on campus.

Associated Students Report – N. Brambila-Perez

N. Brambila-Perez followed up on K. Moranski's report on the Basic Needs initiative. She highly encouraged people not to bring food, but instead to bring hygiene items and shopping bags because food is harder to distribute equitably. The Children's School just got their licensed renewed. They are doing good work. She wanted to touch base on civic engagement. September 22 is National Voter Registration day. We're pushing students to make sure that they're registered to vote. We're also helping students navigate the process if they have an issue with their faculty and they think the course material is not being presented well. We tell them the first step would be to talk to that faculty member, go to their office hours, and try to solve the situation. If that is unsuccessful, then students can go to the chair of the department and then eventually to the Dean. Surprisingly, we found that a lot of students don't know that process, they don't know how to report their issues and they don't really know where to go. We're trying to communicate in different ways to help students navigate this virtual environment.

A member asked what faculty can do to help students, given the high number of students with suicide ideation. N. Brambila-Perez thought more than half of the faculty are doing a good job of communicating with their students. But there are exceptions. One of the common issue that she hears from the students is that they send emails from Canvas and the faculty do not get back to them. Students really appreciate a blunt and honest conversation where faculty let them know, this is what happened, and we have some time to adjust. Meeting each other halfway is going to help. K. Moranski spoke to suicidal ideation and the mental health issues that B. Burton was raising. If anyone is noticing a student who is really struggling,

they can use the student of concern form on the CARES website. Our care team gets those reports and does respond quickly to issues that may arise.
(https://cm.maxient.com/reportingform.php?SonomaStateUniv&layout_id=12).

Time certain reached.

From SAC: Revised Negotiated Cheating and Plagiarism form – H. Smith

H. Smith provided an overview of the item and described the discussion in SAC. The DRB revised the form to clarify and streamline it, both to students and faculty. The revision removes the idea that students are admitting guilt and will help the campus track cheating and plagiarism issues in a more uniform way. In SAC, the form looked good and we only made a couple of suggestions. The larger conversation in SAC centered around pedagogy and teaching and making sure that we are adequately supporting students in terms of helping them to understand what plagiarism is and how to avoid it. Certainly there are instances where students know full well what they're doing and they are doing it intentionally, but she thought that there are far more incidences where students don't understand what plagiarism is and unintentionally stumble into it. Sometimes on the faculty side, there's an assumption that students should have known about plagiarism and that they should have been taught about cheating and plagiarism. Going forward SAC will have a larger conversation about how we support students in understanding that process and make this less of an adversarial criminalized process, where appropriate, and more of a student support and success process. She deferred to L. Holmstrom-Keyes for any specific questions about the form.

A member voiced support for the changes on the form and questioned whether reference to pandemic was needed. A member asked are we considering this for a first reading at the Senate next week? It was clarified that it was being asked to be put on the Senate agenda. She also asked if SAC would be taking about cheating as well as plagiarism to make sure our students understand both. H. Smith said SAC didn't focus much on cheating. She thought we make a lot of assumptions about what students know and don't know and it's really important to give them every chance to be successful. She would add that to the discussion. A member asked about the form being sent to the Student Conduct officer and if it should be explicit on the form that the Student Conduct officer will call a meeting with the student. L. Holmstrom-Keyes said she would talk to the Student Conduct officer about whether a meeting would be called for warnings. The warning is important so that we can capture how much is going on and so the Conduct Officer has that information. If a student gets a warning from one faculty member and also has a class with another faculty member who finds cheating happening as well, the Conduct Officer can let the student know that he knows a warning has been given. Once we know how many students are getting warnings we will have more information about how much support we need to give to students and how much more education we need to give them about cheating plagiarism. H. Smith noted her understanding of one of the benefits of this form is that it allows for recording an incident without leaving faculty in that position of having to decide if they want write it up and send it up the chain, which creates more stress for the student, or should the faculty not report it at

all, thereby creating a gap. This form helps to clarify that. **It was approved for the Senate agenda.**

Vice President of Administration and Finance Report – J. Lopes

J. Lopes reported that one COVID positive case has been found on campus earlier this week. We have taken the most intensive precautions around that and are going to be cleaning Schulz at a level three for the floor where that employee was and a level two for the rest of the floors for that facility. We do this every time we have a positive case on campus. We're working on a dashboard to put on the website about COVID on campus. Presently we have a total of 12 positive cases, only four of which were people who are actually on campus. The county does require us to report positive cases, even if the person was never on campus. If a student, for example, tells an advisor they have COVID, we have to report it. The student may be in LA, but we're supposed to report it for the campus. We'll set the dashboard up to show on campus and off campus cases. Our campus has done an extremely good job of trying to limit any cases and to contact trace when there are cases on campus and to notice people, so they go into quarantine if they had contacts. We did have to put in a report to the Chancellor's Office for athletics, because our athletics request was not approved as it was laid out. We had to update that. So we've done a new report that's in alignment with the state guidance, the NCAA guidance and CDC guidance, both for fall and for spring. We're waiting for the Chancellor's office feedback and hopeful that that will be approved it again. It is a very conservative approach. We are getting close to being able to announce our Chief of Police and we're hopeful that by next week, we can make an announcement about that position. She noted that the virtual budget forum would be released next week. It will be emailed out for your viewing pleasure.

The Chair asked, hypothetically, if we hear of a student or we now have a student who has contracted COVID, but who is outside of Sonoma County or California, are we still supposed to report that. J. Lopes responded it is helpful to let us know. The email she sent out last week reminded people that even if you haven't been to campus, you need to report. For employees, there are benefits available. If an employee contracts the virus, letting us know gives us the ability to connect them with Human Resources, who can identify for them if there are any benefits, leave statuses, etc. that they might be eligible for. For students, similarly, we want to provide support through the Health Center. We want to be sure that they have support for academic continuity purposes. There are ways we can be supportive and if we don't know, then we don't. We can't provide the support as quickly. K. Moranski followed up saying we have gotten questions about how faculty should report what they're hearing from students if they have COVID, but they're not on campus. The Dean of Students suggested using the student of concern form. Also, there is a phone number on campus to use: (707) 664-2880.

From EPC: New MA in Early Childhood Education program – E. Asencio

E. Asencio said this MA program was moving a former concentration in the Early Childhood Education MA to a standalone MA in Early Childhood Education that is fully online. The reason why they're doing the fully online is to address their decline

in enrollment. Overall, they tend to have in their graduate program, people who are also working full time as teachers, primarily, and it's very difficult for them to come to campus to attend courses, even if they're offered at 5:00 or 6:00 in the evening and they found that they do have a population who wants this online degree program. It has been approved unanimously through all the different levels.

A member said he had no problem with the proposal, except on page five where it says, recent research suggests that students who take coursework online have as good or better outcomes as those who take their classes in more traditional face to face formats. If that were true, then we're all going to be out of a job soon. He looked at the research. It's was written by the founders of Blackboard. He thought they have an implicit bias and if you actually look at what they mean by better outcomes, it's just higher grades. It's not has nothing to do with the overall experience. He personally preferred that that statement was not in proposal. He didn't think it was necessary, and undermined the hard work we do in our face to face classes as well as being not true. **Approved for the Senate agenda.**

Return to members with questions on previous items.

A member thought it sounds like students are really concerned right now with the variety of ways in which Professors are approaching the delivery of the curriculum. She noted that we talked at Senate last time about the SETEs and she encouraged the students, and even to work with the faculty, to come up with better ways of finding a venue to express these concerns, so that the professor's know these concerns are happening, and to help them do a better job. She knew that professors were told to teach asynchronously, because of the access and being more equitable, but teaching is all over the map. She encouraged the student leadership to work with the faculty leadership, so we can find a good way to communicate this out to the faculty and come up with some solutions.

A member addressed how faculty can do a better job in terms of intervention and approaching students when students exhibit feelings of sadness or suicidal ideation. She thanked all the faculty that really care about making sure that such issues are being addressed in the classroom. When thinking about humanistic approaches and interacting with students, it's the holistic approach to how students are interacting in this whole situation and some of the strategies that have worked well is that faculty share a little bit about themselves in their sessions. When e a student does have those feelings of sadness, they remember that they have a connection with you. If faculty can share a little bit about their story with students and how they are also navigating through what's happening right now globally, then they can see you as a model for how you're navigating through this and they can implement some of the strategies that you share. She also encouraged all faculty to highlight and feature their office hours everywhere. Please remind students that you will have office hours and then encourage students to come. It's helpful to take time and ask the students, how are you doing, what's new since the last time I saw you in class, how are you managing through the fires, how are you managing through this pandemic. If faculty can think about one or two open ended questions to ask before diving into the situation, or what the issue is in terms of the curriculum, that would be great.

A member noted that we are grappling with so many unknowns, both faculty and students. It was clear to her that we are going to have to legislate about what we think is acceptable and what we don't, what the process is to have a real online class or not. Previously, there was always a procedure. Due to the pandemic, many course had to move to online format. The training for Canvas was the button-ology of Canvas. It was not very much about how to teach or pedagogy. It was also supposed to help us with accessibility, which we failed miserably in our audit. Students tell me they cannot stand any 100% asynchronous classes. They are very disappointed with those. And yet the faculty member who teaches them always justifies them by saying it's so the students can have more flexibility. She thought we're going to have to get to a place where faculty need a certificate if a course is more than 51% or more online. It has to be approved. You have to demonstrate that you know how to do this. And you know how to do it well. She looked forward to the campus moving forward with how to do this well. There are some great examples with our colleagues and we have to keep sharing what those are in committees, and in department meetings.

Time certain reached.

From S&F: Revision to Standing Rule: Faculty Governance Distance Meetings – L. Krier

L. Krier noted the Senate passed these standing rules for distance meetings last spring, when we moved online to make it clear what processes should be followed, so that everybody was on the same page. Structure and Functions looked at them again and made just a few changes to clarify the process and make it a little easier. The first one is that instead of 24 hours and 48 hours for votes, S&F would rather use the language of two business days. The other change we made was to add a chain of command, if the Senate Analyst or the chair of the committee is not available. Those are the only changes to the standing roles and we're hoping to send them to the Senate again for approval.

A member noted concern about the dates on the document as they seemed out of date. It was clarified that the document was written before the announcement of continuing online through the spring. It was clarified that a standing rule continues until it is rescinded. It was agreed to change the language in the document to reflect these understandings. **It was approved for the Senate agenda.**

APARC Report – E. Virmani

E. Virmani reported that APARC had Heather Brown come and report on the Academic Resource dashboard and also UPRS came to the meeting. What APARC is trying to do right now is clarify our role around reviewing the self-study process guidelines for program review, with a focus on equity in terms of racial justice and thinking about how to adequately integrate those in an explicit way into the process. It looks like we have some work to do.

The Senate Analyst had heard from the Student Conduct officer about warnings on the C&P form and he said: "I believe I can still work within the parameters of the

Executive Order without calling the student to a formal “informal” process. This can be accomplished by sending a letter with a written warning as a proposed resolution and the opportunity to meet with me, if they either disagree with a proposal or want to discuss further or get clarification on what it all means. This would be done for cases in which a warning was issued by the faculty member”

Senate Agenda

AGENDA

Report of the Chair of the Faculty – J. Reeder
Special Student report
Approval of Agenda
Approval of Minutes

Consent Items:

Business

1. From S&F: Revision to Standing Rule: Faculty Governance Distance Meetings – First Reading – L. Krier TC 3:30
2. From SAC: Revised Negotiated Cheating and Plagiarism form – H. Smith – First Reading TC 3:45
3. From EPC: New MA in Early Childhood Education – First Reading – E. Asencio TC
4. From EPC: New BA in Physical Science - Second Reading – E. Asencio TC 4:00
5. From FSAC: Resolution Regarding Evaluation of Teaching Performance and RTP Review During the COVID-19 Emergency—Academic Year 2020-2021 – Second Reading – P. Lane TC 4:30

Approved.

EPC Report – E. Asencio

E. Asencio wanted to mention that EPC has been getting a lot of inquiries from faculty about the status of the credit/no credit options that students were given in the spring and as well as withdrawing late. She noted EPC is currently trying to work with Academic Programs and University Standards to find out if there are restrictions from the Chancellor's Office that prohibit us or limit us in what we can do. One of the things that has come up is that there are certain classes that are designated by departments as graded only and there is potentially a conflict with allowing credit/no credit to happen. It may be that departments may need to think about this internally, having to change the status of those courses before we would approve them. We're still working on it.

A member noted he thought there some concern from the Academic Freedom subcommittee that students having the option to change to credit/no credit when they were not given that option by the faculty, is a violation of academic freedom.

The Chair of FSAC noted that AFS has, in fact, written an official memo about this and they sent it directly to the Provost just 24 hours ago to declaring that consultative processes were not undertaken. She didn't know if they have filed a grievance. They have not brought it to FSAC. They went directly to the Provost.

FSAC Report – P. Lane

P. Lane noted that today that the notification came out about the Educational Experience Enhancement award that's funded by the Chancellor's office. She encouraged people to fill it out the form and apply. It's for one course buyout and we'd love to have more people apply. FSAC continues to work on the RTP policy, discussing concerns heard at the end of last year, and we hope to bring forward a set of things we're doing about some concerns they had about Dean's in the RFP process. We are continuing our work on revising RTP. PDS and AFS are both in different ways, looking at their charges. As you may recall AFS, PDS and FSSA are not standing committees, the Standing Committee, of course, is FSAC. AFS and PDS are looking at their charges and what they believe their work is and asking FSAC what is their work. A lot has changed, especially for PDS. PDS used to do lots of other things that no other body did on campus.

SJSU resolution on AB 1460 – E. Asencio

E. Asencio noted this resolution had just came to her attention today. She is on a list with all of the EPC or equivalent chairs for all the Cal States and those committees are currently communicating about how they're going to be implementing AB1460 and working through their campus curriculum committees. She had several faculty asking about different things related to our campus and it was suggested that she bring this to the Ex Com to see if our Senate wants to generate some similar sort of memo with regards to how this affects our campus. The main issues that seem to be coming up for us at Sonoma State is this being a lower division requirement and, although that's not stated in AB 1460, we're told that's going to be coming down from the Chancellor's Office as part of the Executive Order. And so that's an issue for our campus. Also, the FTE's are supposed to be staying an Ethnic Studies department, which is another problem. Another main issue is that these units are going to be coming out of area D which is a problem for Social Sciences, in particular. A lot of Ethnic Studies departments reside in Social Science schools, but that is not the case at Sonoma State, so that may have an impact on Social Sciences and it will be pretty severe. There may be a lot of other issues, but she wanted to bring this up here and see if there was any feedback or see if there's anything that our Senate wants to do to proceed with writing some type of memo.

The Chair said he read through the SJSU resolution and it does seem like a lot of what's contained there is highly localized and highly specific to their campus. They've done a lot of work putting that together, but he encouraged that, if somebody wanted to do something similar it be targeted to and specifically for our

campus. He thought that would be more relevant and useful. He asked the Committees to take it under advisement and share this out with our respective constituencies, to see if any further action is going to be taken.

The word of the day was “reach out” and the runner up was “buttonology.” See this for buttonology definition:

<https://www.youtube.com/watch?reload=9&v=a6OAMGJp8TU>

Adjourned.

Minutes prepared by L. Holmstrom-Keyes with help from Zoom transcript