

Senate Executive Committee Minutes
January 28, 2016
3:00 – 5:00, Academic Affairs Conference room

Abstract

Agenda – Approved. Minutes of 12/10/15 – Approved. Chair Report. Revision to the POLS Major approved for the consent calendar for the Senate. Revision to the Reappointment, Tenure and Promotion policy approved as a business item for the Senate. Revision to Arts BA/BFA Photography concentration approved for the consent calendar for the Senate. President Report. Report from the Ad Hoc classroom upgrade group. Provost Report. Vice Chair Report. Vice President of Administration and Finance Report. Vice President of Student Affairs Report. EPC Report. FSAC Report. SAC Report. CFA Report. First pass on electronic agenda. Senate agenda approved.

Present: Richard J. Senghas, Carmen Works, Tom Targett, Laura Watt, Ed Beebout, Ron Lopez, Sam Brannen, Michaela Grobbel, Ruben Armiñana, Andrew Rogerson, Mathew Lopez-Phillips, Elaine Newman

Absent: Deborah Roberts, Kate Chavez, Larry Furukawa-Schlereth

Catherine Nelson sat in for Deborah Roberts for the first hour. Christopher Dinno was present for Administration and Finance.

(note: this meeting utilized a completely electronic agenda, see below for a discussion regarding this test)

Approval of Agenda – Approved

Approval of Minutes of 12/10/15 - Approved

Chair Report – R. Senghas

R. Senghas reported that Nirmal-Singh Dhesi donated \$1000 for the general use of the Senate. He reported that ACT had met the previous day and heard a report from Sean Johnson regarding the new course scheduling tool and initially it seemed to be effective. S. Johnson will continue to do research on it. Students who used it had a one-unit higher rate of enrollment than students who did not. This suggested that it was helping students find available courses that work with their schedule. ACT also heard a report on the degree career planner. This tool would provide students a sense of how long it will take to get through their program given their chosen course sequences. Five departments were piloting this tool.

Revision to the POLS Major – L. Watt, C. Nelson

L. Watt introduced the item noting that it was a very minor change which was adding one course to their American Government subfield. **Approved for the consent calendar.**

Revision to the Reappointment, Tenure and Promotion policy – E. Beebout, P. Hammett

P. Hammett said that FSAC appreciated the feedback and suggestions from the Senate on the policy revision. FSAC discussed those suggestions and now brought back FSAC's decisions with the intention of the revised document going forward for a first reading at the Senate. The packet included a revised RTP calendar, an overview of the changes and a draft of the policy itself. P. Hammett reviewed the changes: *(the numbering here does not follow the summary sheet. It follows the order spoken)*

1. For Peer Evaluations, they changed the language to *at least one* to allow for flexibility in departments.
2. In the case of contrary recommendations, the candidate may request a review by URTP.
3. Either the candidate or department could request another peer evaluation.
4. Service to the university and community are still both required, just combined into one category when reporting.
5. Two documents are required only when applying for early promotion.
6. Retain the first year meeting with department RTP committees to discuss departmental criteria and expectations, clarifying how the process works.
7. For the question about early notification dates, they found that it could be done and Faculty Affairs would review the calendar.

She asked if there were any areas they may have missed. A member thought there would be discussion at the Senate about whether school RTP committees would be included in periodic reviews. P. Hammett noted that the issue about alternating periodic and full reviews for faculty coming in with service credit had been sorted out except for faculty coming in with one year of service credit. Those faculty would have two short reviews in a row. FSAC thought that it was up to the department to make it clear to those candidates if there were any problems. There was further discussion about this issue. A member asked about the conversation at FSAC regarding the use of all the SETEs and how this reduced workload. P. Hammett said that the RTP committees have access to all SETEs, so they were helping avoid confusion for the candidates. There was further discussion about this topic. A member asked about the workload issues that changed the peer evaluations from two to one. P. Hammett reviewed the analysis that was done about how many faculty reviewers were needed for peer evaluations. **The policy revision was approved as a business item for the Senate agenda.**

Revision to Arts BA/BFA Photography concentration – L. Watt, J. Shaw, S. Benine

L. Watt introduced the item. S. Benine said the Photography department was having to revamp facilities and curriculum since they had not had a full time faculty member for a number of years in this field. The curriculum change was adding more digital photography and theory to the concentration. The darkroom technology was being elevated to advanced levels. They discussed more aspects of the curriculum changes. The members had a few comments for how the item was presented and requested clarifications about the changes. EPC reported it had unanimous consent all the way through. **It was approved for the Senate's consent calendar.**

Chair Report continued

R. Senghas reported on the Faculty Retreat. There were three discussions at the Retreat that did have input for the WASC process as well as for the faculty as a whole – Student Success, GE, and Program Review. Students from the Organization Development program facilitated the discussions and would be providing a report about their data gathering soon. There were a variety of workshops that were well attended. On the whole, the informal responses had been positive. A survey was available on the Senate Moodle site. A member was very excited about the Retreat and thought it was a great use of her time.

President Report – R. Armiñana

R. Armiñana reported that the Trustees had selected Dr. Judy Sakaki as the next President. She will take office on July 1. He said he had known her for years and thought she will make a superb President. They were arranging for her to visit campus on February 12th. The Chancellor gave his State of the CSU address and spoke strongly about inclusive excellence and wanted to close the achievement gap. He said the Trustees were serenaded by the CFA. The Chair voiced some concern about the open reception for the new President so soon. The President said she would be meeting with the cabinet, the search committee, and the extended cabinet with the afternoon reception around 3:00.

Report from the Ad Hoc classroom upgrade group – S. Horstein

The Chair had requested an update from this group. S. Horstein provided a history of the Ad Hoc group and discussed the membership. He said the upgrade work was planned over two years. Projects they currently looking included upgrading furniture and painting classrooms. They were at the point to try out new furniture in a few rooms on campus that were typically not used at capacity - Ives 35 & 78 and CH 10. They talked to a furniture vendors and departments that use those rooms regularly. He described the types of furniture they might try. The idea of the group is to provide input to facilities. He said the group thinks it has continuing utility as an aspect of academic planning. They have also been able to broker conversations between faculty and staff in facilities. C. Works reminded the group that if they need members, to consult with S&F. A member suggested that the group talk with DSS for accessibility related issues. A member noted that movable tables needed to have

good brakes. A member asked if dongles were available for Macintosh products. S. Horstein did not know. C. Dinno gave some background on how classrooms were meeting accommodation issue currently. A member noted that some parts of adjustable tables were not holding up to "student shenanigans". MLP supported moving more towards universal design in any new spaces. The Chair reminded again that if the Ad Hoc committee had membership changes to let the Senate office know. He thanked the committee for continuing to serve in the absence of APC.

Provost Report – A. Rogerson

A. Rogerson said the campus had received a record number of applications from freshman for the fall. It was 1000 higher than last year. The campus was holding to a high eligibility index as well – 3302. Another record was that 200 students were disqualified on academic grounds, with a further 86 for lack of payment. 450 students were on probation. He thought the campus needed to do something to help the ones on probation. They would put an advising hold on those as a band aid for now until the students met with advisors. The current FTES was 7940. The students are not taking any many units compared with previous semesters. He thought after contract courses it might go up and bring the campus to 102% of target, but they had hoped to go to the limit of 103%. The space that used to house SSALI would now be the office for the WEPT as well and "Primitivo", a student-operated public relations firm. He noted the large screen being installed in the Student Center courtyard. Academic Affairs had been invited to participate in using it. The only rule was that notices had to be of interest to the whole campus. The Chair said they may also use it for events as well. A member asked if the Provost knew how many of the 200 student disqualified were transfer students. He said he had a breakdown for the 104 freshman, but not that one. A member asked for the ethnic breakdown of the disqualifications. The Provost said Latinos were at 42% which was very high.

Vice Chair Report – C. Works

C. Works said she had meet with D. Leibinger and R. Senghas about the suggestions at the first reading of the Senate for the new standing committee and they incorporated quite a few of them. She reviewed what they changed. The name was changed to Academic Planning, Assessment and Resources Committee. The Chair noted that the call for nominations for the election had gone out.

Vice President of Administration and Finance Report – C. Dinno for L. Furukawa-Schlereth

C. Dinno offered to take questions back to A&F. A member asked when the campus would know the outcome of the asbestos testing. C. Dinno said he thought the results were being processed and the outcome would be communicated to the entire campus.

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

M. Lopez-Phillips welcomed everyone back. He noted that they had extended the application period for the Victim's Advocate position due to limited applications.

They now have four or five qualified applicants. He was hopeful for a successful search. He said applications for IRA eligibility will be due 2/29/16. He will be communicating directly to department chairs about this. He talked about the Red Folder project (<http://www.sonoma.edu/studentaffairs/red-folder/>) and noted that this would help with students in distress. He thought this information was important for faculty, especially lecturers teaching after 4:30pm. He said his workshop at the Retreat was a lot of fun and they had very good questions.

EPC Report – L. Watt

L. Watt reported that next week the public hearing for the discontinuance for the Kinesiology concentrations would be heard at EPC. She said no comments were forthcoming, so that that process should be smooth. She said they would work on their work groups – the curriculum guide, providing guidelines for TA and defining a certificate. She noted that a new routing and signing process (HelloSign) had been started that was a big improvement. The MCCCF had been changed from one to two – one for new courses and one for existing courses.

FSAC Report – E. Beebout

E. Beebout reported that FSAC would talk to a rep from IT at their first meeting about proposed changes to the faculty refresh program. They would also hear from Melinda Barnard who was asking for feedback on the absence policy. Since, they were almost done with RTP, they may have time to discuss a campus wide office hours policy.

SAC Report – R. Lopez

R. Lopez said that he thought the issue of student disqualifications should be addressed by SAC.

CFA Report – E. Newman

E. Newman said they were writing the report about the fact finding. If no settlement is reached after the report is completed, CFA will be actively planning for a strike. On Wednesday, February 10th at noon, there would be a membership meeting. Kevin Weir, chair of bargaining statewide will be the guest speaker and all faculty were invited. The event will be held in the Bennett Valley room.

First pass on electronic agenda

The Chair asked who felt they needed to print out their agenda materials. There was a suggestion to print the agenda itself as people make notes on that. A member requested that the minutes be printed. A member said she read the materials she printed and did not read what she did not print. It was noted that Word documents on Moodle did not appear correctly. All materials should be in pdf. There was a suggestion to have a training on how to make electronic notes. The Chair noted that this was a test case and IT had proposed providing iPads to members. A member noted that using pdfs on the Moodle app on a tablet meant it could be read

anywhere and was easy to travel with. It was noted that going completely electronic was not necessarily more "green" than providing iPads. The Chair thought the Ex Com could have a training. There was some discussion of using an opt in/opt out process.

Senate Agenda

AGENDA

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

Approval of Agenda

Approval of Minutes - emailed

Consent Items: POLS Major revision, Revision to Art Studio-Photography - emailed

BUSINESS

1. Proposal for new Standing Committee – Academic Planning, Assessment and Resources Committee – Second Reading - C. Works, D. Leibinger – attached TC 3:15
2. Revision to the Reappointment, Tenure and Promotion policy – First Reading – P. Hammett, E. Beebout – attached TC 4:00

Adjourned.

Minutes prepared by L. Holmstrom-Keyes