Senate Minutes
September 30, 2004
3:00 – 5:00 Commons

Abstract

Chair Report and Correspondence. Agenda approved. Minutes of 9/16/04 approved. Changes to Nursing MS approved. Revision of Single Subject Waiver Program in English approved. Misconduct in Research Policy approved. Faculty Emeritus Policy approved. Course Outline Policy first reading. Procedures for Faculty Trustees Nomination referred to Structure & Functions. Questions for President. Reports from Associated Students, Statewide Senator, APC, EPC, FSAC, SAC, Senate Budget committee.

Present: Melanie Dreisbach, Elizabeth Stanny, Catherine Nelson, Jan Beaulyn, Robert McNamara, Robert Karlsrud, Noel Byrne, Michael Pinkston, Steve Wilson, Elizabeth Burch, Elizabeth Martinez, Eric McGuckin, Robert Train, Tim Wandling, Liz Thach, Steve Cuellar, Bob Vieth, John Kornfeld, Raye Lynn Thomas, Tia Watts, Edith Mendez, Richard Whitkus, Sam Brannen, Wanda Boda, Myrna Goodman, Glenn Brassington, Bruce Peterson, Sandra Shand, Ruben Armiñana, Caitlin Hicks, Jonathan Peacock, Greg Tichava, Robert Coleman-Senghor, Elaine McDonald, John Wingard, Brigitte Lahme

Absent: Susan McKillop, Heidi LaMoreaux, Eduardo Ochoa, Larry Furukawa-Schlereth, Brad Mumaw, Charlene Tung

Proxies: Jason Spencer for Brad Mumaw, Melinda Mulligan for Charlene Tung

Guests: Bill Houghton, Rose Bruce, Tony Apolloni, Cynthia Tasker, Liz Close, Melissa Vandeveer

The Chair announced that a Senator requested that the meeting begin at 3:00 as many people are not able to extend the meeting beyond 5:00. She asked the body to make every effort to be on time so the meeting can begin at 3:00.

Correspondence: The Chair reported that she received a letter from the Chair of the Statewide Academic Senate, David McNeil regarding nominations for faculty trustee. This was included as a business item.

Chair's Report

The Chair noted that yesterday was the Excellence in Teaching Award reception that the Academic Senate sponsored. This was the first year we've had a reception. It was a nice gathering. Next year she hoped to have more Senate members and faculty attend. She reminded the body about the upcoming Faculty Emeritus Dinner. The evening starts at 6:30 and costs $29. Invitations are out and information is on the Senate website.

Consent Items

Approval of the Agenda – ***Approved.***

Minutes of 9/16/04 – one typo on first page. ***Approved.***

Changes to Nursing MS – E. McDonald gave a brief overview of the item. This is a new concentration in the Leadership and Management track called Clinical Nurse Leader – *Approved.*

BUSINESS

From EPC: Revision of Single Subject Waiver Program in English – Second Reading – attachment

E. McDonald introduced the item and noted there were several matters Senators raised at the first reading. She pointed out how the concerns had been addressed.

Minor clarifications were made in the discussion.

Vote on Revision of Single Subject Waiver Program in English – ***Approved.***

Misconduct in Research Policy – J. Wingard – Second Reading – attachment

J. Wingard introduced the item. Tony Apolloni and Cynthia Tasker joined the body to answer any questions.

A Senator noted that one of the sentences concerning the committee to investigate misconduct states that ". . .must include two faculty members who service is voluntary" was not understandable. T. Apolloni responded he assumed that the Dean would be able to entice someone to take part in the investigation if no faculty volunteered to serve.

A Senator noted the short timeline for faculty who are charged with misconduct to respond. T. Apolloni responded that he would have the discretion to waive or extend timelines for extenuating circumstances, such as a faculty member being away on a research project, etc. The intent is to get it right and do it fairly, not keep timelines that are not required. Some of the timelines in the policy are required by law.

A Senator asked if there was a grievance process for a person for the recommendations or sanctions that resulted from a misconduct charge. T. Apolloni responded that if the sanction was inconsistent with the collective bargaining agreement, it could be grieved. The policy does not provide a grievance process.

A Senator asked who would be the equivalent of a School Dean for administrators. T. Apolloni responded that he supposed it would be the appropriate administrator that person reported to.

Motion to add "or appropriate administrator" after School Dean in first line of section five. Second.

It was noted that Deans are appropriate administrators, so adding "or other appropriate administrator" might be more accurate in the policy.

Question called on motion. *Approved*.

Vote on motion to add "or appropriate administrator" after School Dean in first line of section five – Yes = 22; No = 7, *Approved*.

Motion to add "other" to the previous motion to amend – "or other appropriate administrator." Second.

Question called. *Approved*.

Vote on motion to add "other" to the previous motion to amend – "or other appropriate administrator." – *Approved*.

Vote on Misconduct in Research Policy as amended – *Approved*.

Faculty Emeritus Policy – J. Wingard – Second Reading – attachment

J. Wingard introduced the item. The change in the policy notes that faculty eligible for emeritus status will be identified in Fall and Spring.

Vote on Faculty Emeritus Policy – *Approved*.

Course Outline Policy – J. Wingard – First Reading – attachment

J. Wingard introduced the item. The SSU catalog lists a course requirement policy and despite the existence of this policy there was no complimentary faculty policy. FSAC was asked to develop one. In addition to FSAC, SAC, the GE subcommittee, and Campus Climate committee reviewed the policy. We started with the course requirements policy that already existed and then factored in the feedback we got from other committees that reviewed it. We had the goal of keeping it as short as we could. It was passed unanimously by FSAC.

A Senator asked for the distinction between a syllabus and course outline. J. Wingard responded that FSAC operationally separated the two terms and used course outline policy to address strictly those informational items that need to be given to students separate from course philosophies, or methodologies, other things people do include in their syllabus.

A Senator asked what would happen if a faculty member was not in compliance with the policy. J. Wingard said his understanding was that this would require that faculty make this information available the first week of class. He was not clear how policies are enforced.

A Senator noted that she never put university policies on her syllabus. J. Wingard said that provision reflected requests made by other committees. They did reduce those down to URLs only.

A Senator voiced a concern about adding policies to the syllabus. She understood the importance of students having access to the information, but two factors are involved that made her not want to be told to put particular URLs on her syllabus. One is that the information is readily available to students in the schedule and catalog. Students have some responsibility to find out the information on their own. Second, she had academic freedom issues with being told what policies of a specific content should be on her syllabus. She asked for the committee's reasoning why any specific policy should go on a syllabus. J. Wingard said this does not limit what can be put on the course outline. He said all he knew was that the committees requested these policies.

The former Chair of FSAC noted that the policies listed were relevant to a course. That's why they were added. This was sent back to FSAC by the Executive committee because it didn't have enough references to things like this.

A Senator stated that he thought it was an expectation that students were supposed to be aware of these policies before hand. All he had to do was remind them. If he didn't include the Cheating and Plagiarism policy on his syllabus does that mean he can't charge a student with cheating or plagiarism? Aren't students required to know the policies before they come to class?

A Senator noted that all the policies listed in the course outline policy are readily available on the web. He complained that all the information required to put on a course outline now creates syllabi that are multiple pages long.

A Senator asked of the items in the policy were suggested by the faculty on the committees or given top down. J. Wingard responded that the policy suggestions came from faculty on the committees.

A Senator asked the student representatives their feedback on the policy.

A Student Senator responded that reminders of important policies or dates are always important for students.

A Senator asked the committee to revisit the policy in terms of "tentative schedule" and when there is a change in the course outline students need to be notified.

A Senator noted that in the Executive Committee the Provost described some legal issues related to this policy and thought the body should wait for guidance from the Provost on these legal issues.

A Senator noted that many lecturers do not have email and asked FSAC to consider that.

A Senator suggested that all the required information be put on one URL, so that with one click all the students could reach it.

First reading concluded.

Procedures for Faculty Trustees Nomination

M. Dreisbach introduced the item. If someone or someone(s) from this campus were to be nominated we need some kind of procedures. We don't appear to have procedures in place. The Senate would need to come up with procedures. The deadline for nominees to the Statewide Senate office is December 10th. From the letter from the Chair of the Statewide Senate, at least one of the options for nomination shall allow for nomination by petition. Each nomination shall require the signed concurrence of at least 10% of the full time teaching faculty or 50 such faculty members whichever is less. For us 10% is around 30 faculty members. The Senate then forwards the nominees to the Statewide Senate.

It was moved to refer the item to Structure and Functions. Second.

Question called. ***Approved.***

Vote on referring Procedures for Faculty Trustees Nomination to Structure and Functions – ***Approved.***

REPORTS

President of the University – (R. Armiñana)

Passed.

A Senator asked for a brief report on YRO from the President.

The President responded that not much has changed. At the Executive Council in October they will decide if we all implement jointly YRO the summer of '06 or if the non-YRO campuses have the freedom to do it sooner. The President said he would prefer to do it sooner than later.

A Senator asked if there were plans to expand the summer program.

The President responded that with YRO as he understands it, a FTE target is set and we have three semesters to meet it. The question will be then how much of the increase enrollment should the summer absorb. He understood that the Provost has asked the Deans to let him know what classes they would want to offer in the coming summer.

A Senator asked if the classes would be compressed or cover the whole summer.

The President responded they would have to cover a minimum set of hours to qualify as a bona fide course. How that is organized could vary. Special sessions cannot run at the same time or look like the summer session.

A Senator asked if we will be mandated to have a specific calendar or will there be flexibility.

The President responded that the summer session has to be between the time of commencement and the beginning of the new semester. He thought that there would be flexibility within that time frame. The Senator asked if we would still have January intersession. The President said if the necessary minimum hours could be put in, then we could.

The Chair asked if summer session is six weeks, does it need to be the same six weeks for the entire campus.

The President thought no. If the course meets the minimum contact hours, scheduling is flexible.

A Senator noted concern about the work speed up if we go to YRO this summer. She noted this as another instance where fiscal issues are driving curriculum. She argued for plenty of time for faculty to be able to consider the impact of these changes on curricular issues. She also asked what was the rationale for pushing the campus to go YRO in '05 rather than '06.

The President responded given the finances there will not be much of a session anyway. The Provost says we cannot afford a non-YRO summer the way we've been doing it in the past due to the arbitrator's decision. Transition money will not be available. The summer session will have to come out of our FTE targets.

Associated Students report

President Jason Spencer gave the report as proxy for Brad Mumaw. He commented on the discussion about the Course Outline Policy. He noted that a few years ago when students approached the Deans about the Academic Advising policy, half didn't even know about the policy. He argued that constant reminders are always a good thing. He appreciated the Senate's support of the Associated Students voter registration drive. He noted that Oct. 14 is a statewide day of action for students and voter registration. The proposition is for faculty members to take a few minutes of class time on Oct. 13th and 14th and register students who are not registered and remind them why it is important to vote. He stressed that students look up to faculty and it would help create civilly engaged students which is in line with the Academic Affairs mission. Our hope is that this initiative would be unanimously voluntary. They are working to institutionalize voter registration. There is a group of students that can come into classes and help register students, but not all classes.

Concerned was voiced that more organizations would want to have access at the beginning of class and that would be a problem.

J. Spencer responded that by having faculty do it and having it be an annual thing, it's not like having someone ask to come into your class.

A Senator suggested voter registration be sent to departments and that faculty could ask a student in the class to do the registration.

Chair-Elect Report

E. Stanny reported that there was a great response to the request for faculty to serve on the search committee for the AVP of Academic Affairs. We now have eight people who want to serve and the election begins next week. Voting begins Oct. 4th until Oct. 8. She encouraged everyone to vote. We've had ten people respond to the call for service on the Campus Planning Committee. Two people will be appointed. We are waiting for statements. She reported on Structure and Functions work on the evaluation of the Senate's effectiveness. At their last meeting, they started talking about it and are in the information gathering stage. She will update the body as the process continues. At this stage they plan to invite Statewide Senators and former chairs to give an overview of other Senates in the CSU and what their impression is of what's effective and not effective. Then we plan to invite all chairs of Standing Committee who can decide to represent their subcommittees or have chairs of subcommittee come as well. They are designing a list of questions to ask all Chairs. The meetings are open. If anyone has any concerns or questions, let her know.

Statewide Senator

R. McNamara reported on resolutions passed at the Statewide Senate meeting earlier in the month. He put them on Senate-Talk. One had to do with a student fee policy asking the Board of Trustees to keep in mind the Master Plan and that we are a public institution. The other issues was the Lower Division Transfer pattern. 90% of the meeting was spent on budget. Included with that was compensation. There was a lot of concern about where we are at a systemwide level in terms of compensation. It was encouraging to see all parties recognizing and addressing that, not only because we're worthy of better compensation, but it will also impact the quality of CSU recruitment. It's become a very big issue.

APC report

R. Coleman-Senghor reported that APC has divided its work into subgroups. The Strategic Plan group asks that all faculty look at the Long Range Plan of the Senate in relation to the Strategic Plan. The other groups are Residential Life, YRO, and Diversity. Materials from these groups will be posted on the web.

EPC report

E. McDonald reported that EPC just had a report from the Chair of the GE subcommittee. They have been working over the summer and up to now on a proposal for a freshman year experience package. They have a web site now that posts minutes of their meetings and the drafts of proposal they are working on. (http://www.sonoma.edu/ge_initiative/) She encourage everyone to look at the website. They will be having a GE fair from Dec. 6th through 10th. That will be a forum to talk about issues of GE. She encouraged everyone to be in touch with their School representative to the GE subcommittee to keep track of what is being proposed, what discussion are all about. Concerns can be voiced to them. EPC will be adding language to the forms for new programs and revision of existing programs concerning learning outcomes. If Senator are aware of any programs coming with proposals to EPC in this semester, she would like a heads up. There are quite a few major issues coming through EPC this semester.

FSAC report

J. Wingard reported that FSAC is working on an Endowed Chair policy. The Academic Freedom subcommittee is revitalizing itself and he hoped to come back with more information on that next time.

A Senator asked if there had been a discussion with the Provost about the relationship between the emerging Endowed Chair policy and the search which has been going on for an Endowed Chair.

J. Wingard said the Provost came to FSAC last year. We forwarded the draft of the policy to the Provost for comment. He couldn't speak to the direct linkage between the policy and the search.

The Senator argued that it was important for the Senate to take a position in this area and encourage that there not be a search without the policy being in place. He was concerned whether the monies of the endowment would actually support a position.

SAC report

B. Lahme reported that SAC along with the Professional Development subcommittee worked together to put on an advising workshop two weeks ago. The workshop was very successful. About 40 faculty attended and we had good discussions. They plan to follow up with a lunch organized by the Professional Development subcommittee closer to the next registration cycle to give faculty the opportunity to ask questions. They are working on a survey for students to get more input on student use of advising. So far the feedback from students is anecdotal. They would like more precise data. They are working on the Cheating and Plagiarism policy and the Grade Appeal policy.

Senate Budget Committee

R. Karlsrud reported that the new chair of the Senate Budget committee is Andy Merrifield. One of the major concerns is that we may not have scheduled VPBAC meetings this year. Apparently the Provost has addressed that and one meeting is scheduled.

A Senator asked if there were minutes of the VPBAC. It was clarified that the meetings are recorded and put online. No written minutes are produced.

Meeting adjourned 4:50

Respectfully submitted by Laurel Holmstrom