

Academic Senate Minutes

September 13, 2018

3:00 – 5:00, Ballrooms C&D

Abstract

Chair Report. Consent item moved to business. Agenda Approved. Minutes of 8/30/18 – Approved. Provost Report. Faculty Eligible for Emeritus Status Approved. Robert's Rules of Order presentation. Vice Chair Report. Vice President of Administration and Finance Report. Associated Students Report. Statewide Senator Report. Staff Report. APARC Report. EPC Report. Graduate Studies Surveys Report. FSAC Report. SAC Report. CFA Report.

Present: Laura A. Watt, Melinda Milligan, Catherine Nelson, Sam Brannen, Melissa Garvin, Sakina Bryant, Carlos Torres, Ed Beebout, Kim Mieder, Damien Wilson, Florence Bouvet, Rajeev Virmani, Laura Krier, Izabela Kanaana, Mary Ellen Wilkosz, Adam Zagelbaum, Michelle Goman, Rick Luttmann, Michael Balasek, Lisa Vollendorf, Joyce Lopes, Erma Jean Sims, John Dunstan, Fernando Mendoza, Mark Perri, Jenn Lillig, Rita Premo, Ron Lopez

Absent: Maggie Simms, Judy Sakaki, Wm. Gregory Sawyer

Proxies: Katie Musick for Arcelia Sandoval

Guests: Brenton Cartwright, Karen Moranski, Paul Gullixson, Laurel McCabe

Chair Report – L. Watt

L. Watt noted that the next Senate meeting will be held in the Sonoma Valley Room. She reported that she attended the kick off meeting for the Academic Affairs Strategic plan implementation group. The EPC Chair would be providing an update on the progress of GERS and L. Watt was pleased that they were taking their time to be deliberate about revising the GE program. She noted that the website regarding the Stevenson remodel was live: <http://web.sonoma.edu/afd/stevenson.html>. There was a short discussion about the search function on the SSU website at this time. She noted the new AVP of Research was already working with FSSP.

Approval of Agenda – Faculty Eligible for Emeritus Status moved from consent to Business. Approved.

Minutes of 8/30/18 – Approved.

Provost Report – L. Vollendorf

1. **Strategic Plan Implementation Group:** We launched our Strategic Plan Implementation Group for Academic Affairs this week. We will be posting consultation and input timelines soon.

2. **AVP of Research Steve Karp:** Steve is continuing to work on building out more support for pre-awards. He is starting to meet with chairs' councils and committees to learn more about research support needs and what we can be doing to support faculty and student research more effectively. Dr. Daniel Malpica has been named as the Project Director for the McNair Scholars program.

Question for Provost: A member asked about faculty status during sabbaticals and whether they have access to their offices, or can still do service or take advantage of professional development. The Provost responded that she would come back with verified information. Her understanding was that the general principle is that sabbatical meant that the campus is paying someone to have this privilege. Therefore, faculty are still treated as employees of the university during their sabbatical. However, the University doesn't want faculty on sabbatical doing service because they are supposed to be working on their sabbatical project.

Faculty Eligible for Emeritus Status

A member voiced concern about one of the names on the Emeritus list, citing that a former Dean did not appear to meet the qualifications in the Emeritus policy. There was some discussion. It was clarified that many administrators do hold written appointments as faculty. **First reading was waived. The list of faculty eligible for Emeritus status was approved.**

Robert's Rules of Order



Robert's Rules for the Academic Senate



Henry Martyn Robert (1837-1923)

“Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty.”

The basic principles of Parliamentary Procedure are:

- Take up business one item at a time.
- Promote courtesy, justice, impartiality, and equality
- The majority rules, but the rights of individual, minority and absent members are protected.



Motions are the primary way to make decisions.

Examples of Common **Motions** at the Senate:

- Amend
- Refer
- Postpone
- End Debate

Motions require a **second**. The person who **seconds** a **motion** is asking the Senate to discuss the **motion**.

To make a **motion**, raise your hand to be acknowledged by the Chair

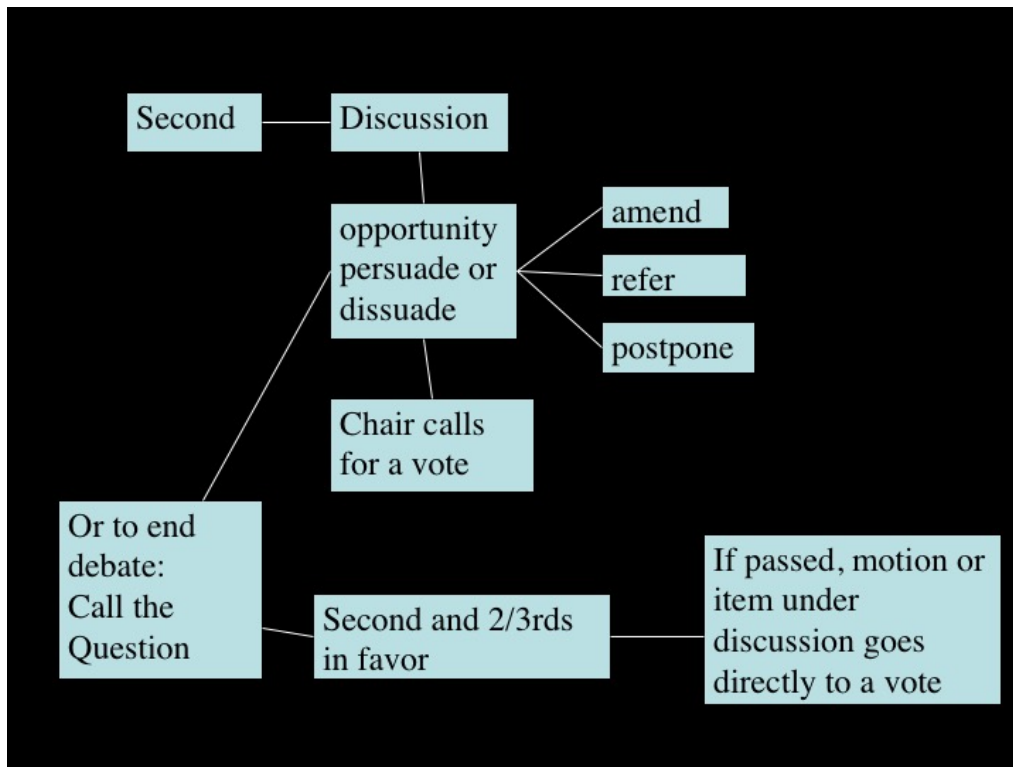


Speak to the Chair when stating your **motion**

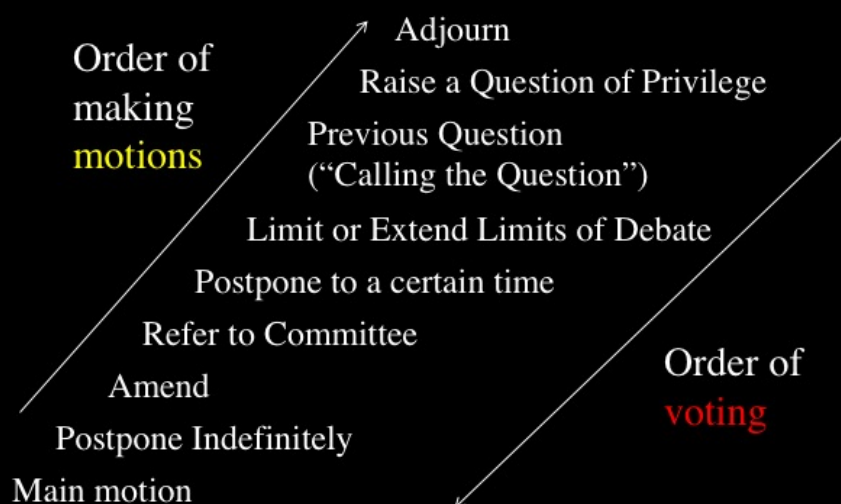
Begin by saying “**I move**” and then offer your reasoning.

Example:

I move that the Senate always adjourn to Lobos for an after meeting social.



Motions have orders of precedence.

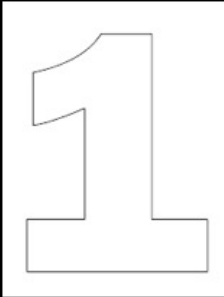


Business from Committees

Is agendaized by the Ex Com

Once announced by the Chair, it is “on the floor.”

Most items from committees will have a first and second reading.



First readings:

15 minutes for discussion

Ask questions, make suggestions,
raise concerns – no amendments

Get feedback from your constituency



Second Readings:

Unlimited time for discussion

All motions and amendments ok

Brings business to a **VOTE**

POINTS

A Point of Order notes an error in the PROCESS.

A Point of Information is a REQUEST for information about **process or the content of a motion.** *It is not an opportunity to give information.*

Points are always in order. They do not require a second or a vote. The Chair rules.

All **Points** that are Questions of Privilege are *requests* decided by the Chair.



More about RR at: <http://senate.sonoma.edu/governance/governance-resources>.

S. Brannen was nominated to serve as this year's senate parliamentarian and was approved.

Vice Chair Report – M. Milligan

M. Milligan reported that the Structure and Functions committee approved a change to the by-laws concerning proposed amendments to meeting times and days. This will come forward to the next Senate meeting. She reviewed the myriad of service calls currently for faculty.

Vice President of Administration and Finance Report – J. Lopes

The finalists for the **Director of Title IX** position were on campus this week. Please send your feedback to Joyce Lopes as she is going to make a hiring decision soon. Open forum announcements go out just as soon as we have finalized the schedule with our finalists. Vice President Lopes reminded the body that the position had an Interim Director in place and that this appointment will be for the position of permanent director.

The Student representative asked for further information to be circulated on open forums about the candidates. J. Lopes said that they can't always name the candidates due to privacy concerns and that her department aims to let the campus know to save these forum dates in their calendars as soon as the department is able to do so.

Associated Students Report – J. Dunstan

J. Dunstan reported that the AS Legislative Board had begun working on voter registration efforts. J. Lopes addressed the AS regarding the Steveson remodel and reflected that AS senators had posed many good questions. Senator Dunstan expressed his excitement about bringing more speakers to the Senate and continuing shared governance.

Statewide Senator Report – C. Nelson

ASCSU Leadership Retreat

Every August our Extended Executive Committee meets with the Chancellor, the Chancellor's Office (CO) leadership team, the CSSA leadership and student trustees, to build relationships, share priorities and discuss the challenges faced by this committee. This year's retreat was organized around the theme, "Student Success: Centering the Student Learning Experience." Using the ASCSU White Paper on Student Success to frame the discussion, the goal was to center the student learning experience in the classroom in our conversations about student success and find one specific goal we might pursue together. While we didn't end up with a specific goal, we had a robust conversation and identified several general areas where we can potentially agree.

I personally came away from the retreat with two observations. Firstly, everyone in the room has a profound commitment to student success even if we don't always agree on the best way to get there. Secondly, faculty are committed to ongoing, critical evaluation of CSU initiatives to support student success. We need to make sure that academic quality remains an important part of the institution's efforts in that direction.

ASCSU September Plenary

We spent our first meeting of the academic year by setting priorities, beginning work on resolutions and receiving updates from our partners in shared governance, about the issues likely to occupy us as we make our way through 2018-19.

Actions

We reviewed or acted upon two resolutions.

1. We approved by acclamation a Commendation for Eric Forbes, recently retired Assistant Vice Chancellor, Student Academic Support, commending him for his long tenure of outstanding service and accomplishments in the CSU.
2. We also had a first reading of a resolution observing the 20th anniversary of the CSU Center for Community Engagement. This Center encourages the Board, Chancellor, and campus presidents, including academic senates, to carry out an

appropriate observation of that anniversary that highlights and showcases 20 years of student success efforts in service learning and community engagement.

We elected the Faculty Trustee Recommending Committee that selects a pool of candidates from which the ASCSU chooses a minimum of two names to send forward to the governor as our nominees for the Faculty Trustee. Senator Jodie Ullman from San Bernardino will chair the Committee. Other members include Nola Butler-Byrd, San Diego, Steven Filling, Stanislaus, Mark Van Selst, San Jose and Cynthia Trevisan, Martine. Our colleagues at Chico and Fullerton will choose an additional campus faculty representative each, to subsequently join the committee. Those two campuses were chosen by lot after the campuses with elected representatives from the ASCSU were excluded.

We are in conversation with our CFA colleagues about an unconscious bias workshop for the ASCSU, and we continue our conversation about shared governance that emerged last year out of the controversy over the issuance of what are now referred to colloquially as “the EOs.”

GE Task Force

The task force will continue its work throughout this academic year. They currently have no consensus on (whether, or priority to the?) specific issues on which they should be resolving as part of the GE changes required by 2017’s EOs. The task force is working on a values statement and a communication plan. Representatives are reviewing different GE models, program learning outcomes and reducing hidden requirements (American Institutions, GEAR).

Graduation Initiative (GI) 2025

Last year the focus was Academic Preparation (EO 1100, 1110). This year the CO will take up the second arm of GI, enrollment management, with a focus on advising (where advising should take place, the role of faculty vs. professional advisors, the ideal ratio of students to academic advisors, a degree plan that’s visible to folks doing scheduling, etc).

Updating EOs: This year the CO will clarify how to implement last year’s redirection and impacted programs policies. The Student Affairs executive order governing immunization will be revised based on guidance from the CDC and public school immunization requirements from the State of California. Two executive orders related to Title 9 will be merged and an executive order regarding student organizations will be reviewed to clarify of the role of faculty in advising student organizations.

Staff Report – K. Musick

K. Musick reported that the Staff Council was moving forward and they would be holding open forums to collect staff input to the Council. Staff are missing (a number of /selected?) the Workplace emails and hoped a campus newsletter with information for staff would be returning to circulation.

APARC Report – M. Perri

1. We were referred to discuss faculty consultation in University Decision Making. We didn't see a need to change the current policy, but the policy that was passed in 2017 still isn't on the website. We recommend:

- Updating the website to reflect current policies
- Early involvement with ExCom and the Structure and Functions committee is requested when forming Working Groups that impact faculty.

2. If the Senate will be asked to review or endorse a recommendation, policy, or finding, that it be brought to the Senate with enough time to fully discuss it (perhaps no later than the 3rd-last meeting before end of year?)

3. We discussed communication across the University. We feel that communication is important for avoiding misunderstandings, confusion, and tension. We thank the administration for great communication involving the strategic plan and LMS transition. There is a webpage up regarding the Stevenson remodel, but it needs an FAQ and draft schedule to be added.

4. The budget office is rolling out new software, "Questica" over the next year that will enable our budget to be updated dynamically on a website where everyone can view it.

With all these webpages we request that there be some thought into how to organize them to be found easier. Perhaps there could be a link on the faculty and staff page, though there already are a lot of links on that page. There also needs to be an effective way to comment and contribute back to the working group.

We also recommended that the Senate organize a monthly communication that summarizes important information from Senate Meetings and Committee Reports.

5. We were asked to discuss scheduling modules, which are the times that classes can be scheduled into. Schools have complained that there are not enough classrooms available for their classes. The administration believes that the problem is due to inefficient scheduling caused by conflicts in the scheduling modules. There ensued a long conversation and recognition of both the innovative pedagogy enabled by our scheduling modules and the need to mount more class sections so that students can get the classes they need. The committee is going to continue the discussion next meeting and set goals to help guide discussion. AVP Lopez was asked whether the University could provide scheduling software to department chairs to help with scheduling and try to avoid conflict with pre-requisites and he is actively looking into the request.

A member asked if there was any procedure or process for determining if a website was user friendly. M. Perri was not sure, but thought that the move to Drupal might help. There was discussion about scheduling modules. The Provost noted that

minimum classroom standards would be rolled out soon and that will help with classroom use. Currently, the campus was at 53% space utilization. This rate will preclude any chance at any more capital projects for the campus.

EPC Report – J. Lillig

J. Lillig reported on the progress with GERS. Since they could not report today, an email will go out with an update. She stressed GERS is making recommendations, so there will be plenty of time for input. GERS wants to tweak their recommendations based on input they will receive. They have recommendations for GE learning outcomes, streamlining FLCs, definitions of upper and lower division GE, what general means as opposed to not general, and process for a met major idea. (ge.sonoma.edu) They will start doing roadshows and will be able to answer questions for “under the hood” issues. The GE subcommittee is working on establishing course content criteria and the process and implementation practices to put in place for the transition and new courses in the revised GE program A blog will be set up for capturing feedback as well. A member asked if the committee was looking at double counting. J. Lillig said they are having those conversations. K. Moranski noted there were multiple ideas in the mix about double counting.

Special Report: Graduate Studies Surveys – L. McCabe

L. McCabe provided background to the survey results from faculty and students of graduate programs. She highlighted that there is a report. The details relayed the fact that there are 15 graduate programs now. 60% of these are run via the state side of the University and the other 40% are delivered through Extended Ed. About 26 or 27% of faculty on campus are grad faculty. 7% of students are grad students.

The main finding that surprised her was that many graduate faculty think grad programs are invisible, unsupported and nothing was really being done to utilize these alumni in communications. Another finding was that grad faculty and students are broadly satisfied with their programs. Faculty said overwhelmingly that grad programs were not offering enough financial support. Grad students would like more professional development activities. She referred the entire report to the members.

Motion: To request a report from the Provost’s office to address issues in graduate studies and thank colleagues in GSS for their report. Second.

The Provost said that Academic Programs was already working on the issues brought up in the report and suggested it made more sense for the Grad Studies Subcommittee to return with a report since they were working closely with Grad Studies.

Motion to amend: Include in the update, the details of resources provided to grad programs. Second.

Motion to amend: Change “report” to “update.” Second.

Motion to amend amendment: Update at spring semester. Second. Approved.

Vote on amendment changing report to update. Approved.

Motion to amend: Include all available financial information and resources for grad programs. Second. Approved.

Change “Provost office” to “Graduate Studies Subcommittee.” Second. Discussion. Approved.

Main motion approved – To request an update from the Graduate Studies Subcommittee in the Spring semester, including all available financial information and resources for graduate programs and to thank colleagues in GSS for their report.

FSAC Report – R. Premo

FSAC is in the process of updating the Emeritus Faculty Policy, largely with an eye toward clarification. We will definitely consider the questions today about administrators whose written appointment also involves Faculty status.

We received a proposal into the RTP criteria, on pedagogical and other efforts targeting the inclusion of underrepresented minorities. We plan to bring it to a subsequent Senate meeting and to present to faculty / staff generally to receive feedback.

FSAC is preparing a document that will list the standard duties for Department Chairs and will begin the process by reaching out to the Council of Chairs to solicit existing documentation from each department at SSU. Proxy-Senator Musick will be sending staff-generated materials regarding the document on chair roles and asks that FSAC consider in its guidelines for how chairs are elected / selected.

SAC Report – R. Lopez

R. Lopez noted that SAC was reviewing the Cheating and Plagiarism policy and encouraged all faculty to report instances of plagiarism. SAC has been asked to help remind faculty and departments that syllabi should be collected for all courses. This helps the DRB and our accreditation efforts. R. Salamanca reported to SAC that the Undocumented Center changed its name to the Dream Center and expanded its charge. He also discussed an issue with the chair of a department not being aware of the disruptive student policy. A member who is the Chair of DRB emphasized the need to report plagiarism.

CFA Report – E. J. Sims

E. J. Sims reported that CFA sponsored SB960E which would increase the number of counselors on the CSU campuses. She discussed the reasons for the legislation. She noted that the event on campus “Tissues for Issues” highlighting the mental health

needs of students. SB#1421 was also sponsored by CFA and is now on the Governor's desk. It would make public cases of sexual assault or dishonesty / criminal investigations allegations sustained after due process. It would make available records of police shootings, etc. She also reported on various CFA events upcoming on campus.

Adjourned.

Minutes prepared by L. Holmstrom-Keyes