

Executive Committee Minutes

April 23, 2020

3:00 – 5:00, via Zoom

Abstract

Agenda Approved. Minutes of 4/9/2020 – Approved. Chair Report. President Report. Provost Report. Statewide Senator Report. Vice President of Administration and Finance Report. Vice Chair Report. Vice President for Student Affairs Report. From FSAC: Policy revision: RTP policy - G. Levels and Sequence of RTP Review #2 and #3 – Approved for Senate Agenda. From EPC: Internship Policy – Approved for Senate Agenda. APARC Report. EPC Report. FSAC Report. SAC Report. CFA Report. Senate Agenda approved.

Present: Laura Watt, Melinda Milligan, Hope Ortiz, Wendy Ostroff, Sean Place, Jenn Lillig, Paula Lane, Hilary Smith, Missy Garvin, Amal Munayer, Judy Sakaki, Lisa Vollendorf, Joyce Lopes, Wm. Gregory Sawyer, Erma Jean Sims

Guests: Melissa Kadar, Jerlena Griffin-Desta, Richard Senghas, Merith Weisman, Michael Visser

Approval of Agenda – Approved.

Approval of Minutes of 4/9/2020 – Approved.

Chair Report – L. Watt

L. Watt reported that she had written a memo to the Academic Freedom and Professional Development subcommittees stating that the Ex Com didn't entirely understand what the purpose of this was of their statement on teaching sensitive materials or who it was actually addressed to. The Senate Analyst did some research on this matter which helped with context. She offered to share the memo with the Ex Com, if anyone wanted to see it. She reported that she and the Vice Chair participated in a Stevenson communication meeting yesterday with J. Lopes and the Deans and various others and J. Lopes will likely report further on that. She noted she had a zoom meeting with the other Senate chairs the next day and the only item on the agenda would be talking about campus strategies for fall. She asked the Ex Com to think about the transition of leadership in the summer. Ordinarily, the Ex Com needs to decide on the summer quorum for the Ex Com and the new leadership team is official on June 1. She noted that it might need to be a bit different this year due to the pandemic and the increased need for faculty input during the summer. She offered to write this up and asked the Ex Com to think about this and make a decision at the last Ex Com meeting.

President Report – J. Sakaki

The President reported that the campus continues to receive guidance from the Chancellor's Office on the Cares Act Higher Ed Emergency Relief Fund in terms of distribution of the monies to students. Joyce and her team are reviewing the Act and will create guidelines for distributing that money as soon as we can to eligible students. Decision Day is happening, so we need to continue to do things to bring in our next year's class. She appreciated Chairs and Deans and all that are participating in Student Affairs to help students choose SSU. She noted the announcement this week about the difficult decision that was made to eliminate three of our school athletic teams – women's water polo, women's and men's tennis. She said we have the highest number of teams of any campus in our conference and we are only required to have a minimum of 10 in our Athletic Conference. The three teams eliminated are not in the conference. She noted that, unfortunately, we were not in a good position to do the upgrades on the facilities that those sports needed as well. She reported on a meeting with the Chancellor's Office team and other campus Presidents. They discussed academic planning for next year, budgets, and the liquidity of the system.

A member asked if those athletes that receive scholarships will have some sort of transition process.

The President responded that the campus will continue their commitment and are helping students decide whether to transfer to colleges with their sport. Two of our sister campuses have women's water polo - Cal State East Bay and Cal State Monterey Bay. They are relatively close, so it is possible for students to transfer there. Scholarships will continue for those students who elect to stay here.

Provost Report – L. Vollendorf

L. Vollendorf reported that the COVID-19 projections are more numerous than they were even two weeks ago. The predictive modeling is only as good as the data that comes in and the data is based on all of us continuing to shelter in place. She noted the difficulties during this time to plan. This week, it was reported that both Fullerton and San Jose were looking into going to virtual teaching in the fall. She noted Sonoma State is more in the category of Chico and Humboldt than it is with any other campus in the system, except Cal Poly SLO. Our latest numbers show that we draw 56% of our students from more than 50 miles away. The current discussions focus on how to provide appropriate social distancing or contact tracing, if the campus opens in the fall, which would be very challenging.

A member asked if the campus was considering a late start to fall and could students be accepted in the Spring.

The Provost expressed the difficulties starting late, and the challenges around housing students. Spring admissions is going to be even more important. A late start is not probably functional because of our relationship with community colleges and being part of the CSU system. The member followed up by noting the

difficulties that faculty with children are having juggling their courses with caring for their children.

The Provost responded that this is also an issue for many staff and HR is putting out a whole spectrum of things to help people.

A member asked if faculty could be allowed back into their offices, especially if the campus moves to online teaching in the fall. It could be quite helpful if faculty can at least get back into their office and deliver their curriculum from their office.

The Provost responded that she had a planning meeting with HR and part of what we're hearing is frustration from the people in our community about how the JC has different rules currently from us. We're following the shelter in place orders and we feel good about making that decision. Our public health officer in Sonoma County did say that Sonoma County will move with the other six Bay Area counties. This means making the decision collectively. It was clear to us, because we have people who live in different areas, even coming to work to pick up essential items in this shelter in place order was disallowed. But consideration for faculty to be allowed back in their offices at some point in the mix. She thanked the member for understanding that what we have right now is really restrictive and hard on everybody.

A member asked about a staged re-opening in the fall.

The Provost responded that no one had been able to come up with any way that a staged re-opening plan would make sense for our students. It would make sense for staff and admins because we live here. She wouldn't know how to tell students how this would work who live far from campus. She noted the added concern about potential PSPS's in the fall due to wildfires which complicates planning.

A member asked if the campus had heard from the K-12 system about their fall plans and she was hearing complaints from students that some faculty were teaching asynchronous classes that interfered with other classes. She also expressed concern that students need to recognize that faculty are human beings that are dealing with what everyone else is dealing with.

The Provost responded that at a meeting this morning, they talked about having focused on employees and putting out a lot of resources for faculty. But we have not developed a training for students to be good online learners. She welcomed ideas about how to do that. J. Lopes noted nothing had been sent out about Fall yet and she would be looking to the Governor's guidance about when large groups can be brought back together.

A guest asked about lab classes needed by students and voiced support for a tight relationship between faculty governance and the EOC during the summer.

The Provost noted many of these issues are difficult and she would communicate as soon as plans are made.

A member asked if Sabbaticals will be temporarily ended.

The Provost said that Sabbaticals are not on the table in terms of budgetary cutbacks. This didn't mean they would never be on the table, but there are other areas they can look at first.

Statewide Senator Report – W. Ostroff

W. Ostroff reported that the Statewide Senate is preparing for the second ever virtual plenary session for Statewide Senate in May. We received notification that the Chancellor's Office is moving forward with a search for a permanent assistant Vice Chancellor/State University Dean. The position will report to the Associate Vice Chancellor Allison Rin and the person will work closely with the General Education Advisory committee. We also heard that the CSU ERFSA, the Emeritus and Retired Faculty and Staff Association, has registered a complaint with CALPERS regarding mismanagement of investments. She reported on a webinar being offered tomorrow through the CSU. It's called Being a Virtual Mental Health Ally in the COVID- 9 era. It will be held Friday, April 24 from 10 to 11am. The rates of depression and anxiety among college students has increased during the pandemic. They are going to present tools and strategies to help identify students who may need assistance and also to help students suffering with mental health and substance abuse.

Vice President of Administration and Finance Report – J. Lopes

J. Lopes reported that the Cares Act monies have not been received by the campus yet. However, we are working with the system office on getting the application process out to students and offering them more time to submit applications. The campus continues to work with the county as an alternative care site. Patients are not on campus yet. She noted support from the Federal Government by adding additional time to medical and family leave. There are a lot of resources available and Renee Senander can support faculty and staff with leave options. Currently we have 1000 telework agreements and those have been extended to May 31. Dr. Sakaki is supporting providing two-weeks notice to staff and faculty for returning to campus. They would be easing people back and not bringing everyone back at the same time. She said the CSU continues to support the Stevenson remodel, but now the move out of Stevenson might not happen until later in the summer or the fall. This assumes the shelter-in-place orders are lifted. An alternative is to postpone the whole project to summer of 2021. She was working on getting communication about the planning out to the full campus next week.

Vice Chair Report – M. Milligan

M. Milligan reported that S&F was contacted by the URTP committee with a request to increase the membership of the committee. She discussed the process for such a request. She has also received a request from FSAC chair asking about the possibility for training for committees on issues related to confidentiality or legal issues that particular committees might face. M. Milligan said she was exploring this idea with the Senate Analyst.

Vice President for Student Affairs Report – Wm. Gregory Sawyer

Wm. Gregory Sawyer reported that the campus has 237 students and staff on campus that are still living in our residential communities. Our numbers in terms of food service were: 10 people being served a breakfast, 20 people being served at lunch and 20 people being served dinner. It's just grab and go at this point. He noted that Edie Brown was elected to be the Statewide President for APC.

A member asked about what happens to the Children's School, if students are not on campus.

Wm. Gregory Sawyer responded that discussions are on-going with Student Government. It's a very difficult conversation right now. The students are looking at whether they can afford to do that as a student government. J. Lopes noted that the reason the childcare center is closed now is because under the shelter in place order it is required to be closed, and it may still remain closed, depending on county and state ordinances.

Associated Students Report – M. Kadar

M. Kadar reported that this Monday, the AS will be approving their budget with the hope that the student headcount is correct and they are also starting to think of different scenarios for the fall semester and what it may bring. On the following Monday on May 4, the AS will have our transition for our new officers and outgoing officers. If anyone wants to join that meeting, contact M. Kadar for the zoom link.

From FSAC: Policy revision: RTP policy - G. Levels and Sequence of RTP Review #2 and #3 – P. Lane

P. Lane introduced the item. She hoped that the document spoke for itself and represents what people believe took place this past year. This seems to be one way to rectify the issue of FERP faculty serving on our RTP committees. It seems quite clear that removing a couple of words in two places would alleviate the problem. The Chair of S&F noted that there was language in the Senate Constitution that prohibited FERP faculty from serving on peer review committees. This will have to be dealt with when we finalize all the revisions to the Constitution, but should not prevent this change from going forward. **It was approved for the Senate agenda.**

From EPC: Internship Policy – J. Lillig

J. Lillig began by summarizing the memo. The Internship Policy development started back in 2010 or 2011 when there was an Executive Order that we needed an internship policy that would dictate how our campus handles the establishment of internships. The previous attempt made a few tries to get passed, but we got midway through the process decided we needed to start over. At that point we completely scrapped everything and started again. The first draft back was sent out for feedback. Once we started getting feedback we organized the feedback

and started to research answers to the questions. EPC did that for a long time and we put out multiple iterations of the policy. Then we made an FAQ document and we started directly responding to every piece of information or question that came in. All of that documentation has been provided to the Ex Com. She thought the process had gone well. What people are really concerned about is that having this policy is going to stop current internships from happening or faculty are going to get sued. The purpose of this policy is not to decide which internships get approved or not. This policy has no bearing on whether or not internships pass the risk management threshold. That has to do with the risk management questionnaire developed by the Chancellor's Office. It's not a Sonoma State issue since the insurance policy is for the whole CSU. The second piece about the fear that faculty are going to be held liable for something bad that happens is not addressed in this policy, however, not having this policy makes that more likely to occur. When we have a policy and a process as is the requirement from the Chancellor's Office Executive Order, it puts us in compliance and that's where our protection comes from. The other two big things that came up during the discussion were the 45 hours on site requirements and about the distinctive roles of faculty versus the Center for Community Engagement in establishing internships. We did a lot of research and decided based, on our research and the CS number, which is 36 for internship classes, and how we interpreted CS number 36, the 45 hours on site requirement per credit hour made sense. To sort out the Community Engagement issue, we took out any parts of the policy that people thought meant that the Center for Community Engagement would have some sort of power to create a curriculum for internships. However, faculty can always go for help to the Center for Community Engagement. The CCE can help faculty facilitate internships, can help with curriculum and communicate what's out there in the country in terms of what makes a good internship. EPC highly recommends that departments create their own internship policies. It was unanimously approved at EPC. **It was approved for the Senate Agenda.**

APARC Report – S. Place

APARC received the revised changes to the syllabus policy that ATISS had worked on. He said he would try and get the policy on the Ex Com agenda next time around. APARC continues to work on finalizing the priority recommendations.

EPC Report – J. Lillig

EPC talked quite a bit this past week about a policy for online modalities in the fall. J. Lillig is drafting such a policy based on the discussion and then EPC will look at that on Thursday and decide what to do with it. EPC had already dealt with the withdrawal policy and the modality change problem. EPC received a question about the finals policy. She said there's been a problem with faculty not respecting class time and requiring students to attend zoom meetings outside of their class time, which is a no no! Now, there is a question about who should remind people that it's not an okay thing to do. EPC needs to revise the finals policy because it's from 1985, but EPC can't revise the policy on final exams in time for it to count, even if we did it all next week. That's still not enough time to get it through governance before

the end of the semester. So, EPC will deal with that policy and University Standards will to deal with lapsing incompletes.

FSAC Report – P. Lane

P. Lane reported that FSAC continues to work with the campus to support how SETE information goes out and to work on increasing response rate. That effort will continue in the fall. FSAC will help look at what are things we can do to remind folks of what to do and also what the banner will say in Canvas. FSAC will take up reviewing the actual SETE questions. P. Lane thought it would be good to have representation from across the University on sort of sub group. The entire URTP committee will visit FSAC on April 30. FSAC has already discussed, just passing, that the number of the members of the committee seems small for the given workload and an additional aspect is that there is no requirement that representation be from all the schools, which was also a little bit surprising to some of us. She noted she is not going share chairing with M. Wegmann. There is no way for library folks to use release time. M. Milligan pointed out that there is a provision in the by-laws for committees, to elect a secretary.

The Chair of S&F noted that the representation issue would be much more complex because of the need to mesh together the current members of the committee with what the envisioned representation might look like. She was even less confident the change would be able to be in place next year. She thought that would be important to discuss this with Faculty Affairs as well. The Chair noted the problems currently with finding enough full professors to serve on URTP. P. Lane observed that the upper tier of senior faculty is a small percentage across our campus. Maybe people are unwilling, but almost every tenure track full professor person she knew was in a leadership position of some sort. There's no middle band of faculty anymore.

SAC Report – H. Smith

H. Smith reported that SAC met this week and the Priority Registration subcommittee completed their job of deciding on whether or not to recommend a group for priority registration. SAC will write up that recommendation and send it on to the President. SAC is working on having an election for next year's chair. SAC had some interesting reports. The Scholarship committee has finished its work for the year, but one of the members brought up some concerns about equity in the distribution of the scholarships and that there might be some unintentional bias. The Scholarship subcommittee is going to look at that more closely in the coming year, and see if it's actually happening and if there's a way to mitigate it.

CFA Report – E. J. Sims

E. J. Sim reported that she sent out a letter to all faculty with COVID-19 updates. And one of the things that she shared in that email was the fact that we know that Sonoma State will be receiving \$9 million from the Federal Care Act stimulus bill and that \$4.5 million is slated for students. They discussed on their Council of Presidents call that CFA intends to find out how the discretionary money on each of the 23 campuses is going to be spent. CFA's recommendation, and what we will be advocating for, is

that the \$4.5 million be spent on direct instruction for faculty and classes and for the retention of our lectures. We'll be watching for transparency from the Sonoma State administration about how that \$4.5 million will be spent. CFA statewide will hold unemployment benefits webinars on Wednesday, April, the 29th from 12 to 1:30, Thursday, April 30 from 6:30 to 8:00 and Tuesday, June 2 from 5:00 to 6:30. Registration is on the CFA website. CFA is developing a department reps system and they are asking for volunteers from the departments here at SSU to become a department reps. The role of department reps is basically to share at department meetings CFA information, to make announcements and to encourage non-members to join us, help ensure the turnout of our faculty librarians and coaches and counselors at CFA events, and to share resources. She reminded the members that the CFA contract is in full force during the pandemic. CFA will be asking for a meet and confer about the coaches affected by the elimination of three sports. CFA will hold another virtual happy hour on May 7 at 5:30 on Zoom. There was a discussion about shadow classes and how faculty would be assigned to those sections.

Senate Agenda

AGENDA

Report of the Chair of the Faculty – L. A. Watt
Approval of Agenda
Approval of Minutes

Consent Items:

Special Report: Graduation Initiative Group (GIG) TC

Business

1. From University Standards: Revision of Withdrawal Policy – Second Reading – M. Jolly TC
2. From FSAC: Policy revision: RTP policy - G. Levels and Sequence of RTP Review #2 and #3 – First Reading – P. Lane TC
3. From EPC: Internship Policy – First Reading – J. Lillig TC

Approved.

Adjourned.

Minutes prepared by L. Holmstrom-Keyes with help from Zoom transcript and reviewed by Senate Secretary