

**Executive Committee Minutes**  
September 6, 2018  
3:00 – 5:00, Academic Affairs Conference Room

**Abstract**

Agenda Approved. Minutes of 8/23/18 Approved. Chair Report. President Report. Provost Report. VP of A&F Report. VP of Student Affairs Report. APARC Report. EPC Report. Faculty Eligible for Emeritus status approved for the Senate's consent calendar. Appoint Ex Com member to SEC – no volunteer. Charge APARC/ATISS with Stevenson Remodel – referred to both APARC and ATISS to send chair or designee. Refer module discussion to APARC – Approved. Senate agenda approved. Graduate Studies Subcommittee reports received. FASC Report. SAC Report.

**Present:** Melinda Milligan, Carmen Works, Elizabeth Stanny, Mark Perri, Jenn Lillig, Rita Primo, Ron Lopez, Carlos Torres, Judy Sakaki, Lisa Vollendorf, Joyce Lopes, William Gregory Sawyer, John Dunstan

**Absent:** Laura Watt, Laura Krier, Erma Jean Sims

**Approval of Agenda – item added: GSS Reports. Item amended: Refer module reform to Refer module discussion. Approved.**

**Approval of Minutes of 8/23/18 – Approved.**

*Chair Watt was out of town and the Vice Chair chaired the meeting.*

**Chair Report – M. Milligan for L. Watt**

M. Milligan said she had a brief report and would also give her Vice Chair report during this time. She noted that ERFA had notified the Senate Analyst that a previous Senate chair, Robert Brown, had passed away recently. She reported that she had given Structure and Functions the referrals from the previous Executive Committee meeting and they were working on prioritizing their business. At the recent S&F meeting, the main discussion concerned a request from GERS to add their alternate members as regular members. A decision had not been made yet. She reviewed the current calls for service. She noted that John Kunat had been appointed to serve as our statewide Senator for fall 2018.

**President Report – J. Sakaki**

1. President Sakaki will be attending the **Board of Trustees** meeting next week. There are many important agenda items coming up, including research, international education, and the Graduation Initiative 2025.
2. **Awards: Mariah** Chastain is a junior in Environmental Studies and a biology minor and she will be receiving a \$6,000 scholarship at the Board of Trustees meeting as well.
3. **ERFA** is sponsoring the brown bag luncheon on Tuesday September 11 in the ballrooms with Congressman Mike Thompson and Professor David McCuan.

4. October 15 from 4-5:30 p.m. we will **commemorate the anniversary of the fires** at an exhibit and reception in the Schulz Information Center hosted by the library. We are thinking of adding an interactive exhibit so people can post their own thoughts about resilience, memory, and the collective experience of the fall 2017 fires.

### **Provost Report – L. Vollendorf**

1. **President's Budget Advisory Council** met this morning for the first time this year. The budget forum this fall will be on November 27 from 2-4 p.m. Everyone is invited!
2. Provost Vollendorf attended **Provost meetings** (Academic Council) this week. GI2025 and the reporting requirements were important agenda items. This year we will have time to gather information on reporting requirements before reports are due later in the fall. The \$75M in new GI2025 base funding is really an incredible infusion to our system and this year we had new reporting requirements added as part of a requirement of the funding.

### **Vice President of Administration and Finance Report - J. Lopes**

1. **SSU hosted a countywide emergency management** exercise today, and we are glad to play our part in helping our broader community be prepared for the next emergency.
2. **Finalists for Title IX** position will be coming to campus soon. Everyone is encouraged to please attend the open forum for each candidate.
3. Craig Dawson has taken the position of **Director of Operational Sustainability** at SSU, so we will be posting a position for the Director of Environmental Health and Safety. With this shift we have someone focused on operational sustainability including such important things as composting, types of bins we use for waste and recycling, etc.
4. **Sustainability!** We will not be selling bottled water any more at SSU. We are looking into portable water stations for events and games so we can have ample opportunity for people to refill their own containers. We have moved away from plastic straws! We will provide paper straws if asked but we are also distributing reusable straws and are encouraging people to use those. Vice President Lopes addressed questions about the ways in which we still need to advance our sustainability commitment and practices on campus.
5. **Campus Planning Committee:** VP Lopes and other leadership have been listening to people asking for more input on space and we are excited to revive the Campus Planning Committee. This is a standing university-wide committee at the presidential level but the committee has not met for years but we are ready to launch again now that we have our AVP for Facilities. Some possible items for the committee include a five-year capital plan and other guidelines. We anticipate that the charge and the membership likely will change once we gather the group.

A member asked about the previous Space Committee and if this would be part of the revive of CPC. J. Lopes said they would likely fold that into the charge of the new CPC. The student rep asked about the campus providing more compost bins and J. Lopes updated the progress so far. A member asked if the campus knew its

carbon footprint. J. Lopes said the campus does track its energy use and during the strategic plan implementation phase there will be quite a bit of discussion about the campus goals for sustainability.

### **Vice President of Student Affairs Report - Wm. Gregory Sawyer**

1. **Student Affairs Division Address:** Vice President Sawyer held a state of the division address last week. He is happy to speak to groups /committees about the organizational structure of the division as it stands now.
2. **Assistant Vice President** position will be posted soon to cover assessment and evaluation in the division. This is not a new position: Matt Benny is now an Associate Vice President and he is retiring in December. This position will replace him in a newly constructed job.
3. **Director of Housing** will be hired soon as well.
4. **AVP of Student Affairs** position that Stacy Heldman-Holguin is in now as an interim will soon post. She will continue as an interim as we launch and search.

Dr. Sawyer clarified that all of his positions he is posting are replacements for current positions.

### **APARC Report – M. Perri**

M. Perri reported that APARC would be working on: Long Range Planning, the best ways to communicate with faculty, creating a budget dashboard, faculty governance model and framework for working groups, update Faculty Consultation for University Decision making policy. He reported on the PBAC meeting and praised the move towards an all funds budget. He said there will be an EO 1100 working group created and that the campus is moving towards a five-year budget. He noted that Academic Affairs had received the largest allocation he's ever seen, but also noted that the cut to Academic Affairs would follow that allocation percent. The VP of A&F said that the finance office was putting together a budget dashboard.

### **EPC Report – J. Lillig**

J. Lillig reported that the Internship policy was in process. It would go back out to campus this fall. They were discussing WIC and WEPT and whether to replace the WEPT with WIC. She provided the general timeline for GE Reform – bus has left the



parking lot. She provided background to all the moving parts of the GE Reform project. The general timeline is that GERS presents to the Senate next week a high level look at what the new model looks like, after the Senate, GERS will hold mini forums to discuss the model in more detail, on October 11 it would come to EPC for a first reading, on October 25<sup>th</sup> EPC would hold a two hour forum for campus, on November 8<sup>th</sup>, EPC will have a second reading. If it passes at EPC, it would get on the Senate agenda for November 20<sup>th</sup> for a first reading and hopefully be approved by the last Senate meeting of the Fall. Then in the Spring, EPC would work on new course proposals. A member asked if EPC would stay with a 15 minute first reading. J. Lillig said that was her intention. She also noted that EPC would take a look at the WEPT policy. It was suggested that communication to

faculty should be clear that as this GE reform process progresses, it can still bring in input and change. It was noted that the Associated Students would also be brought in to the process. A member voice concern about courses being approved in the Spring, when scheduling will have already commenced. J. Lillig said EPC needs to get those courses by March 13<sup>th</sup>. The GE subcommittee was already looking at the various processes that will need to happen. The Student Rep asked what the goals are for the GE reform. J. Lillig said the goals are to make GE more important and to help students understand why they are taking GE courses and how those connect. The new program would have built in assessment.

### **Faculty Eligible for Emeritus Status**

There was some discussion about a previous Dean on the list of faculty eligible for emeritus status. It was noted that FSAC would be reviewing and updating the Emeritus policy. After some discussion, the list of eligible faculty was approved for the Senate consent calendar.

### **Appoint Ex Com member to SEC**

M. Milligan asked if any members would be the liaison to the Sustainability Executive Committee. No one volunteered.

### **Charge APARC/ATISS with Stevenson Remodel**

M. Milligan said this came as a request from APARC. M. Perri said due to the feedback and questions at the Senate during the Stevenson Remodel presentation, he wanted to see ATISS connect with the Stevenson remodel working group and to solicit more faculty feedback around the “hotelting” spaces and spaces for faculty research during the remodel. The Provost said they would like the Chair of ATISS to sit on the Stevenson Remodel work group. There was some discussion. It was decided to invite the Chairs of APARC and ATISS or their designees to the Stevenson Hall remodel work group.

### **Refer module discussion to APARC**

M. Milligan introduced the item. She noted that the Provost had talked about looking at the modules on campus and she wanted faculty governance involved at the outset, so it did not follow the disappointing process of Schedule 25. The Provost discussed her ideas around the teaching modules at SSU. She noted that SSU had a high number of approved modules (165) and 100 modules used that were not approved. She wanted the discussion to focus on utilizing the 165 modules only. The Ex Com asked APARC to have this discussion with the Provost or the Academic Resources director.

### **Senate Agenda**

#### **AGENDA**

Report of the Chair of the Faculty – Laura A. Watt  
Approval of Agenda

Approval of Minutes – emailed

**Information Item:**

**Consent Items:** Faculty Eligible for Emeritus Status - emailed

**Special Report:** GERS update on GE reform – S. Rivoire TC 3:30 (*this was removed post meeting because no one from GERS could attend the Senate meeting*)

**Special Report:** Graduate Studies Subcommittee – L. McCabe TC 4:15

**Business:**

1. Roberts Rules of Order training

**Approved.**

**Graduate Studies Subcommittee Surveys Discussion**

M. Milligan said that the Graduate Studies Subcommittee was charged with implementing surveys from graduate faculty and graduate students and bring the results back to the Senate. M. Milligan asked if the Ex Com wanted to add any action item for the Senate to consider. The Provost noted that she had already received the reports and Academic Programs was working on the recommendations.

**FSAC Report – R. Premo**

R. Premo reported that in addition to the Emeritus policy, FSAC discussed their goals for this year. They prioritized reviewing the Excellence in Teaching Awards, writing a job description for department chairs and looking at SETE's and how to address them in the RTP process.

**SAC Report – R. Lopez**

R. Lopez reported that the Cheating and Plagiarism policy may need to be revised again. It is on their agenda to remind departments that they need collect syllabi. He was also hearing that the relationship between SEIE and SSU are still coming up, for example do new grad programs in SEIE have to follow the syllabus policy. He noted that the syllabi issue came to them via the Dispute Resolution Board. The Provost offered to talk about syllabus collection with the Deans and Chairs.

**Adjourned.**

*Minutes prepared by L. Holmstrom-Keyes*