

**Executive Committee**  
April 7, 2016  
3:0 – 4: 50, Academic Affairs Conference Room

**Abstract**

Agenda amended and approved. Minutes of 3/10/16 – Approved. President Report. Provost Report. Vice Chair Report. Vice President of Administration and Finance Report. Vice President of Student Affairs Report. Revision to the Electrical Engineering curriculum approved for Senate consent calendar. CFA Report. Request for Accreditation Input. Faculty Availability for Student Advising and Office hours referred back to FSAC. Update on iPads for the Executive Committee. EPC Report. FSAC Report. Associated Students Report. Announcement that strike was postponed. Senate Agenda approved.

**Present:** Carmen Works, Deborah Roberts, Michaela Grobbel, Sam Brannen, Tom Targett, Ed Beebout, Laura Watt, Ruben Armiñana, Elaine Newman, Anthony Gallino for Matthew Lopez-Phillips, Jason Wenrick for Larry Furukawa-Schlereth, Richard Whitkus for Andrew Rogerson, Brandon Mercer for Kate Chavez

**Absent:** Richard Senghas, Ron Lopez

**Guest:** Farid Farahmand

*(C. Works chaired this meeting)*

**Approval of Agenda – item deleted – Strike Contingencies. Approved.**

**Minutes of 3/10/16 – Approved.**

**President Report – R. Armiñana**

R. Armiñana reported that at 10:00am tomorrow a Press Conference would be held between the Chancellor and the President of CFA to announce a tentative agreement. The President thought the agreement was appropriate and fair, but cautioned that there would be serious financial consequences to the campus. The CFA rep responded that she had issues with the President talking about the tentative agreement at this point and making “threats” to the faculty at the Ex Com about dire financial consequences. The President responded that he was not threatening, only pointing out that there would be costs.

**Provost Report – R. Whitkus for A. Rogerson**

No report. A member noted that information about Seawolf Day seemed to come out late this year. R. Whitkus said he thought the information went out about a month ago, and he would check on that. A member asked how many students had registered. R. Whitkus said he had heard that 1223 had registered and more would do so before the weekend. A member thought that the communication chain was changed and some Deans did not know to forward the information.

## **Vice Chair Report – C. Works**

C. Works reported that S&F worked on the feedback they received from the Senate on the Representation on Administrative Search Committee policy. She reported that a faculty member had approached R. Senghas to ask the Senate to invite CAL OSHA to campus to do asbestos testing. She asked what the Ex Com thought about the Senate inviting CAL OSHA to campus. The members agreed that it was appropriate for the Senate to invite CAL OSHA.

## **Vice President of Administration and Finance Report – J. Wenrick for L. Furukawa-Schlereth**

J. Wenrick reported on the initiative to move all campus phones to “voice over internet.” He noted that Darwin, Salazar and Schulz were already moved over, but the vendor wants out of that business. He hoped that this change would be done by the end of the calendar year and those already on VOIP would be helped first. The President noted that the problem had to do with the regulation of the telephone industry.

## **Vice President of Student Affairs Report – A. Gallino for M. Lopez-Phillips**

A. Gallino asked the Ex Com members for advice about how to make the faculty more aware of the disruptive student behavior policy. (<http://www.sonoma.edu/UAffairs/policies/Disruptive.html>) He also wanted to offer tools to help faculty deal with these types of issues. It was suggested that he attend the School meetings at the beginning of the semester and give a 5-minute presentation at each. A faculty member asked about disruptive behavior off campus. A. Gallino said that the policy does address that as well. There was discussion about specific instances.

## **Revision to the Electrical Engineering curriculum – L. Watt, F. Farahmand**

L. Watt introduced the item and noted that it had received unanimous support at all levels so far. F. Farahmand discussed the four items they were proposing to change: 1. Decouple labs from lectures; 2. Offer a Math class in their department; 3. Adding a new elective; and 4. Changing the prefixes to EE instead of ES. There was some discussion. **It was approved for the Senate’s consent calendar.**

## **CFA Report – E. Newman**

E. Newman reported that she understood that all faculty would receive information about the tentative agreement tomorrow morning. She described the remaining process. The CFA Board would decide tonight whether to postpone the strike. The tentative agreement will go out to all CFA members for ratification. CFA hoped to have the results of the ratification vote before the next Board of Trustees meeting.

## **Request for Accreditation Input – R. Whitkus**

R. Whitkus reviewed the WASC process so far. The WASC Steering Committee had asked for input from higher level committees and then decided to send the criteria to more specific committees. He reminded the Ex Com that WASC wants the campus to tell the story of the campus with evidence. He noted that they were not seeking long paragraphs as input, but rather wanted brief responses. He wanted to use those responses to help write the Institutional Report. He said he was asking the Ex Com to give responses to criteria from an Ex Com perspective. He offered these questions to help: How does the Ex Com see specific criteria happening, what is going well, what are aspirations for the criteria and is there a plan to achieve those, and what could be done better. He asked for the Ex Com responses by the end of the semester. **It was moved and seconded that the point person to respond this request be Chair Senghas.** There was discussion. **Approved.**

## **Faculty Availability for Student Advising and Office hours – E. Beebout**

E. Beebout provided a handout listing all the office hour policies in the CSU. He characterized Sonoma's policy as "weak tea" compared to other CSU campuses (All American tea is weak, so that is to be expected). He also reminded the committee about the 1978 Senate resolution regarding a three-day minimum for faculty to be physically present on campus. He said early FSAC discussions suggested that they might not want to have a set number of days for office hours and wrote the document to encourage a culture of being responsive to students, and the importance of office hours. E. Beebout himself was comfortable with a number of hours, but FSAC did not agree. He then asked the Ex Com what to do with this document – should it go to the discussion about the attendance policy or be somewhere else online. Also, should it be made a policy? It was suggested that this could be part of a faculty handbook. A member argued that the document should have a set number of office hours, since many of the CSUs did have that. A member asked that the document address online programs and address faculty who do not have physical offices or live out of state. E. Beebout said FSAC thought they had included reference to that. The member did want that to be more explicit. A member voiced concern about how to determine office hours for faculty teaching one course or who are only on campus two days a week. It was suggested to use a formula to determine frequency of office hours. A member asked FSAC to consider new faculty coming in and that they were questioning how many office hours they should hold. A member suggested that office hours should be done in the delivery mode of the course. The President provided a historical footnote that students in 90's in the Business department started policing the office hours posted and if faculty did not show up for their office hour, the students posted pictures of horses or donkey rear ends and sent those names to the Dean. The President said that it got "very ugly". E. Beebout stressed FSAC's desire that departments and programs determine what will work for them. A member suggested that the document become a policy and that would give departments chairs some leverage with faculty not showing up for office hours. A member argued that it was human nature to only do the bare minimum of time, if that was given. A member argued that especially new faculty needed to know the minimum number of office hours they should hold. A member suggested to include in the document why faculty should hold office hours and be available to students. A member noted he had heard from students that certain faculty members

have office hours, but don't show up or tell students they are too busy. There was more discussion about student and faculty experiences with office hours. A member argued for the creation of a faculty handbook which seemed to be the best place for this kind of document and especially helpful for new faculty. A member suggested that FSAC do one more revision before it goes to the Senate. There was continued discussion about specific feedback for FSAC.

### **Update on iPads for the Executive Committee**

C. Works reviewed the attachment to the agenda on this topic. iPads will be given to members of the Ex Com that ask for them. They will be locked down to begin with. IT and the Senate office will test iPad use over the summer. The first year will be the shake out year and committee feedback will be important.

### **EPC Report – L. Watt**

L. Watt reported that EPC would be looking at their WASC portion and the draft internship policy. They had also received a revision to the Thesis policy from Graduate Studies to review.

### **FSAC Report – E. Beebout**

E. Beebout laughingly said FSAC would be looking at the office hours policy. As with EPC, they would be reviewing their WASC portion and the draft internship policy. Additionally, they were working on guidelines for peer observations. C. Works offered that she had heard about a process at UC Berkeley where departments had access to a pool of questions to use for evaluation a specific course instead of a one size fits all approach. UC Berkeley had used focus groups to determine the pool of questions. E. Beebout said they would be hearing from the Chair of URTP at their last meeting about going completely digital for all SETEs and at that time could discuss alternatives.

### **Associated Students Report – B. Mercer**

B. Mercer reported that the AS was in conversation with Police Services to offer a D-Lock program for students who bike to campus. This was in response to bike thefts on campus recently and they hoped it would encourage students to bike to campus. The AS elections ended last night and he listed the new officers. There was discussion about the D-Lock program and other ideas were offered to help bike security. C. Works asked for students for the task force on the affordable textbook initiative grant.

A member reported she had received an email from CFA stating that the strike was postponed and a tentative agreement had been reached. Jubilation was expressed and meryment was had.

## **Senate Agenda**

**Motion to put on agenda a discussion of office hours in general. Second. Vote = Failed.**

### **AGENDA**

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

Approval of Agenda

Approval of Minutes - emailed

**Consent Items:** Revision to Engineering Science - emailed

**Special Report:** Sustainability Committee report on the STARS program – J. Baldwin, P. Draper TC 4:30

#### **Discussion items:**

1. Discussion: Representation on Administrative Search Committees policy – M. Hanauer, C. Works
2. Discussion: Should the Senate invite CAL OSHA to campus for independent asbestos testing?

The President noted that the Chancellor would be on campus on May 5<sup>th</sup> and holding an open forum during the Ex Com meeting time.

**Approved.**

**Adjourned.**

*Minutes prepared by L. Holmstrom-Keyes*