

## Academic Senate Minutes

April 19, 2018

3:00 – 5:00, Ballrooms C & D

### Abstract

Chair Report. Agenda amended and approved. Minutes of 4/5/18 approved. President Report. Provost Report. From FSAC: Policy for Periodic Evaluation of Athletic Coaching Faculty: Criteria, Procedures, and Forms – First Reading completed. From FSAC: Revision to Periodic Evaluation of Temporary Faculty – First Reading completed. From S&F: Resolution regarding the Faculty Role in Commencement – Approved. Report from the Bookstore. Vice Chair Report. Associated Students Report. Statewide Senators Report. APARC Report. EPC Report. FSAC Report. SAC Report. Staff Rep Report.

**Present:** Carmen Works, Laura Watt, Ben Ford, Richard J. Senghas, Jeffrey Reeder, Catherine Nelson, Sam Brannen, Sakina Bryant, Carlos Torres, Joshua Glasgow, Damien Wilson, Florence Bouvet, Jennifer Mahdavi, Laura Krier, Matty Mookerjee, Mary Ellen Wilkosz, Michelle Jolly, Michelle Goman, Rick Luttmann, Hope Ortiz, Michael Balasek, Judy Sakaki, Lisa Vollendorf, Jason Gorelick, Isabella Briseño, Arcelia Sandoval, Michael Visser, Jenn Lillig, Stephen Winter, Ron López

**Proxy:** Johnna Edmunds for Missy Garvin

**Absent:** Ed Beebout, Joyce Lopes, Wm. Greg Sawyer, Elaine Newman

**Guests:** Nate Galvan, Katie Musick, Deborah Roberts, Gail Barksdale, Steve Higginbotham, Jarod Chasey

### Chair Report – C. Works

The Chair noted that the draft strategic planning document had been sent out via email. She noticed that the plan was on the Associated Students agenda for discussion. She asked if the Senators would also like the Senate to discuss the document. She reported on the visit from a representative from COPLAC. She praised the faculty and graduate student scholarship research symposium. She noted that Tech High was moving out of Salazar in the summer of 2019. This move will help create space for classrooms during the Stevenson Hall remodel.

**Approval of Agenda – one item added: Report from the Bookstore. Approved.**

**Minutes of 4/5/18 – Approved.**

### President Report – J. Sakaki

1. Cabinet started discussing 2% budget cuts in preparation for the potential under funding of the CSU in the May revise. We are still advocating for more funding. President Sakaki attended Hill Day and spoke more about the advocacy that is occurring throughout the system.

2. Joan Baez art is on display on second floor of Green Music Center: "Mischief Makers." We had an event on campus at the GMC on Sunday evening. It was an event aimed at thanking the Federated Indians of Graton Rancheria for their support and for the gift. We also received a gift from the Rancheria this week to support summer bridge and the Fairfield-Osborn preserve. We are grateful for this relationship.
3. Legislative Analyst Office (LAO) was on campus this week. We had a successful meeting with them and are hopeful that they will write a positive report to help us move forward with full support on the Stevenson remodel.
4. Two honorary doctorates this year: George Ortiz and Dr. Andréa Neves. Three trustees will join us at commencement as well.

A member said he had heard that the Senate refreshments might be discontinued and hoped, at least, coffee and tea could remain. The President noted that looking at budget reductions was never easy and it takes a thoughtful approach to determine how to manage the money and not hurt anything. A member noted that her high teaching load created a long day for her and the Senate meeting was actually her only time to stop and eat something. A member said she understood that there was remodeling going in Stevenson Hall, which seemed odd given that Stevenson Hall was being completely remodeled in a few years. She didn't think \$5000 a year was too much to promote the community and collegiality of the Senate which includes faculty, staff and administrators. A member asked when the state budget would be finalized. The President said the next iteration would be the May revise, and discussed the efforts by Legislators to encourage the Governor to fully fund the CSU. The President also noted that the student newspaper, *The Star*, had won a national award for excellence. Applause. The Chair noted that *The Press Democrat* had received a Pulitzer Prize for their reporting on the fires.

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

1. In response to the discussion about the Senate food budget, Provost Vollendorf provided background: the funding used to come from what was known as the CFO's discretionary budget. Interim CFO Nosek agreed last fiscal year to move the "discretionary" to a site that would benefit the entire university, so it was moved to Advancement to fund community engagement efforts. This leaves us with a budget hole because hospitality is difficult (and, in the case of alcohol, impossible) to fund with stateside dollars. The Senate budget is being looked at in collaboration with the Senate Analyst to determine an appropriate funding level.
2. This indicated that we are looking at the budget for the Senate along with all other budgets in Academic Affairs.
3. A&H Dean finalists are expected to be on campus starting the first week of May. We will get a tentative schedule out as soon as possible so people can plan to attend the open forum for each candidate and provide feedback.

4. CIO search is still going and we are still anticipating that candidates will come to campus within the next few weeks.
5. Strategic plan draft was posted this week. We also had a progress update event on Wednesday and that went well. In light of the strategic plan and its emphasis on core values that include sustainability, diversity, and community engagement, Provost Vollendorf indicated that there has been a suspension of the faculty directors of sustainability and diversity so we can take the opportunity to bring people together in an inclusive way to rethink how we deliver on our core values in a more integrated way under the new plan. Three individuals will lead those discussions in the fall and do so in a cooperative way: Merith Weisman (Community Engagement), Claudia Luke (Sustainability), Karen Schneider (Chair of the President's Diversity Council). In response to a question about programming and other key responsibilities being met as we have the conversations, Provost Vollendorf said that the people in question will be charged with helping to ensure that programming and core responsibilities continue and continue to be met.
6. The IT assessment report will be released within the next two weeks and we already are working on many of the issues that were raised in the initial conversations during the evaluation.

**From FSAC: Policy for Periodic Evaluation of Athletic Coaching Faculty: Criteria, Procedures, and Forms – First Reading – S. Winter**

S. Winter noted that the Senior Director of Intercollegiate Athletics was present at the meeting, as well as Jarod Chasey, the Deputy Director of Intercollegiate Athletics. He said that coaches are Unit 3 faculty and are currently covered under the Periodic Evaluation of Temporary Faculty policy. This new policy creates a more robust evaluation procedure for coaches that is unique to their job description. If this new policy is approved, then the Periodic Evaluation of Temporary Faculty Policy requires revision. A member noted that on the form for evaluation there was not a line for the printed name of the evaluator. A member suggested that the Senate keep in mind that policies should contain policy language, and other procedural things related to policies do not need to be in the actual policy itself. There was discussion concerning the pros and cons of including forms with this policy. A member questioned the meaning of the evaluation item which stated “my coach values winning.” Another member questioned the use of the term “caring” in the evaluation questions, arguing that using such a term could lead to problematic boundary issues. S. Winter noted that the questions had been derived from Indiana State University and were vetted by their institutional research team along with focus groups comprised of faculty coaches and student athletes. The Senior Director of Intercollegiate Athletics noted that the question about winning actually came from students who wanted winning to matter to their coaches. A suggestion was offered that perhaps winning should be avoided at all costs.

First Reading Completed.

### **From FSAC: Revision to Periodic Evaluation of Temporary Faculty – First Reading – S. Winter**

S. Winter noted that in this policy FSAC removed references to coaches and the reference to the Director of Intercollegiate Athletics. FSAC made two more revisions to the policy. He noted that the document before the Senate showed II F. being completely removed, but FSAC decided, earlier this day, to keep it in the policy. FSAC decided to completely review the policy next year, and for now, just remove the reference to coaches so there would not be conflicting policies. A member suggested voting on both policies at the same time since they were related.

First Reading Completed.

### **From S&F: Resolution regarding the Faculty Role in Commencement – Second Reading - C. Works**

C. Works noted that S&F was bringing forward a revised resolution and asked to have it substituted. **No objection.** A member proposed further revision to the first resolved clause based on the trend being seen in the CSU of faculty prerogatives being slowly reduced. He was appalled last year at Commencement to see the Faculty Chair role quite diminished when previously the Faculty Chair had been the Grand Marshall and Master of Ceremonies. He argued that Commencement is the faculty's business due to their purview over the curriculum. The proposal was developed by the ERFA Board.

**Proposed revision:** Resolved that: The Academic Senate of Sonoma State University, recognizing that the faculty has authority over the structure and content of Commencement, urges and expects all Commencement ceremonies to retain a strong and meaningful sponsorship by faculty with collaboration from staff, administration, and student leadership, in an effort to celebrate the relationships graduates have with them. To achieve this goal, roles filled by faculty members, in all ceremonies, should include, but are not limited to, the Mace Bearer leading the procession, the Grand Marshall and Master of Ceremonies, and the presentation of candidates in recognition of faculty certification of academic achievement. Further roles can, and should, include the following positions, and those of similar importance: speakers, announcers, marshals, banner carriers, name readers, degree folder distributors, and hand shakers.

A member asked if Structure and Functions would endorse this revision. C. Works said S&F was concerned about whether faculty had the authority over the structure and content of Commencement. The member who offered the resolution discussed the notion of shared governance in the CSU and said he was only concerned with the structure and function of the ceremony, not all the logistics. A member asked who was chairing the Commencement committee as it used to be the Chair of the Faculty. It was clarified that the interim VP of Advancement was chairing the Commencement committee. There were pro and con arguments about accepting the

revision language from ERFA. The Provost discussed the process of Commencement currently.

**Vote on replacing the first resolved clause with the proposal from ERFA – Approved.**

**Motion to amend: add “that” to all resolved clause beginnings and amend the sentence and meaningful sponsorship by faculty ~~with~~ in collaboration from ~~with~~ staff, administration. . . Second. Vote on amendment – Approved.**

**Motion to amend: Resolved that: The Academic Senate of Sonoma State University, asserts that the faculty has primary authority over the structure and content of Commencement and urges and expects all Commencement ceremonies to retain a strong and meaningful sponsorship . . .**

**Amendment to the amendment. Change asserts to assert, urges to urge and expects to expect. Second.** There was some discussion of this grammatical change.

**Vote on amendment to amendment – Approved.**

**Vote on revised amendment: The Academic Senate of Sonoma State University, assert that the faculty has primary authority over the structure and content of Commencement and urge and expect all Commencement ceremonies to retain a strong and meaningful sponsorship . . . Approved.**

A member asked what the Senate wanted to see happen with this resolution.

Time certain reached.

### **Report from the Bookstore – S. Higginbothem**

*(Thanks to S. Higginbothem for sharing his written remarks for these minutes)*

Thank you, Chair Works, for finding time on the agenda for us today, and Thank you Senators for the time. I am Steve Higginbotham, University Store General Manager.

I come to the Senate today to communicate the bookstore's timeline for textbook orders, and how this timeline directly impacts affordability and accessibility for our students.

\*\*By a quick show of hands, how many of you know that the bookstore Price Matches Amazon.com and BN.com?

\*\*Also, how many of you know that the bookstore Rent textbooks? This year, Fall and Spring, both of these programs helped save Sonoma State Students over \$414,000.

Over 80% of textbooks at the bookstore are rentable.

And when given the low-priced option, our students our renting books 70% of the time over buying them.

All of this could not be done for our students without our tremendous faculty submitting their learning material selections by our due date. Thank you.

#### The Affordability Piece

Timely textbook adoptions impact pricing a number of different ways. First, it allows the bookstore to retain rental books, and buyback the majority of lower priced USED copies of textbooks that are sold back to the store. This increases our USED book inventory for the next student in the subsequent semester. If not for the timeliness of orders, we must ship these books to a store that currently has an order in-hand, and consequently, costlier NEW books are brought in to fill enrollment in the class.

Lastly, through the bookstore's website, we provide all relevant textbook information, including price and ISBN, that will assist the student in finding cheaper, lower cost options elsewhere, including online. This website also helps keep the University compliant with HEOA – The Higher Education Opportunity Act. This law is in addition to the new State Bill 1359, which states that course schedules annotate any class with "Zero Cost Course Materials" or ZCCM. The bookstore works with Scheduling and Programming to provide this information as well.

Working hand in hand with you and your departments, we can increase the number of USED inventory on hand, increase the percentage of rental and digital titles offered, lowering the cost of learning materials, and ultimately the cost of higher education at this university.

#### The Accessibility Piece

Studies have shown a direct correlation as to when the student acquires their leaning materials, and ultimate student outcomes in the course.

The bookstore, working with the folks in DSS, helps assist their department to procure textbooks, so that they may convert them over to a format that makes it more accessible to their students, and is a timely proposition. Whether it be Text Size, braille, or audio, having the textbook/s in-hand in a timely fashion assists their department exponentially. I have to admit, I had no idea the amount of time and effort it takes to convert a textbook over until I spoke with Brent and Jack.

In addition to assisting DSS with accessibility of textbooks, there are also a set of students at Sonoma State that receive funding from a 3<sup>rd</sup> Party, and ensuring that they have full accessibility as well. Whether it be a Scholarship, Department of Veterans Affairs – GI Bill, Department of Rehabilitation, or one of the many other entities that assists with helping to fund a student's education - the bookstore's partnership to ensure that our students get the right books and supplies in their hands can be a vital one for a successful semester.

Unfortunately, due to the number of Purchase Orders, Promissory Notes, and other methods of payment by these groups, it precludes the student from finding their materials elsewhere. The bookstore literally becomes their “one stop shop”. A scenario by where the bookstore has 100% of learning material orders by the adoption date will further ensure that all of these students begin the course on a successful track, and none are left behind.

In closing, I want to once again Thank You ALL for your time today. We are truly appreciative and in awe of everything you, and your colleagues do everyday. I hope that talking today has brought to light some of the issues that our students encounter. We are looking for a closer partnership, and hope we can work together to lower the cost of higher education for all. My bookstore staff, and I, are here to help if you have any questions, comments, or concerns. The textbook landscape is changing rapidly – with “Inclusive” or “First Day” access, OER – Open Educational Resources, and Digital, and we are happy to assist in guiding you through anything you’d like to discuss. In addition to my report, we just published what we call “Project 770”, which you’ll find in front of you. This was taken from a survey of 428 SSU students over the Spring term. I thought that you would all find it interesting as to the buying habits of our students here on campus.

The University Store is requesting Textbook orders for the Summer and Fall semesters by next Friday, April 27<sup>th</sup>, to achieve all of the aforementioned goals.

We will also be hosting a faculty appreciation / faculty focus party next Thursday, April 26<sup>th</sup>, which will have some refreshments, giveaways, and raffle items. It will run from 10:00 thru 1:00pm in the Bookstore lounge area. I hope you all can make it. With that, I conclude my report. I will defer to Chair, but if there is time for any questions, I am happy to answer a few. Thank you again.

A member asked why the rate of rentals of book has increased. S. Higginbothem said the demographic has changed and there is a heightened concern about cost. A member noted that when books are out of stock at the bookstore, it impacts certain groups of students severely who cannot use alternative vendors to purchase their books. He hoped that could be addressed at some point. He also brought up the issue of classes that are only taught once a year or even just once every four semesters, and suggested we might want to figure out a way to hold onto those textbooks. A member asked if new faculty could create an account for the bookstore. S. Higginbothem said yes, they can and noted that the flyer he handed out include that information.

## **Return to Resolution**

The Past Chair answered the previous question by stating that the resolution contains what it needs to contain, and this resolution gives future faculty governance leaders something to point to.

## **Vote on Resolution – Approved.**

## **Resolution on Faculty Role in Commencement**

**Resolved that:** The Academic Senate of Sonoma State University, assert that the faculty has primary authority over the structure and content of Commencement and urge and expect all Commencement ceremonies to retain a strong and meaningful sponsorship by faculty in collaboration with staff, administration, and student leadership, in an effort to celebrate the relationships graduates have with them. To achieve this goal, roles filled by faculty members, in all ceremonies, should include, but are not limited to, the Mace Bearer leading the procession, the Grand Marshall and Master of Ceremonies, and the presentation of candidates in recognition of faculty certification of academic achievement. Further roles can, and should, include the following positions, and those of similar importance: speakers, announcers, marshals, banner carriers, name readers, degree folder distributors, and hand shakers.

**Resolved that:** The Academic Senate will strongly encourage faculty and staff participation in the ceremonies to help fill these roles and to appropriately honor our graduates.

**Resolved that:** That this resolution be distributed to the President, Provost and all faculty at Sonoma State University.

### **Question for Bookstore manager**

A member asked where the bookstore was price matching. The Lecturer Senator said she understood the bookstore's desire to have textbooks ordered in a timely fashion, however this presented a problem for lecturers who may not even be hired until August.

### **Vice Chair Report – L. Watt**

L. Watt said S&F's main business was the resolution just passed. They also appointed faculty to the IRA fund committee, but she didn't announce them as they had not been notified yet.

### **Associated Students Report – J. Gorelick**

J. Gorelick spoke about the postcard campaign urging the state to fully fund the CSU. He updated the Senate on the AS run-off elections.

### **Statewide Senators Report – J. Reeder**

J. Reeder said he was the Statewide Senate rep to the Academic Council on International Programs. He reported on the recent meeting of the council and gave a shout out to SSU students studying abroad and the excellent work of our International Programs staff. He reported on the International Faculty partnership seminars beginning this summer. Two faculty from SSU will participate in the

program in Ghana. New study abroad programs under discussion were for Egypt and Vietnam. He noted that at the meeting they were shown data about the GPA of students studying abroad that dispelled the rumor that student GPAs drop when they study abroad. C. Nelson said she participated in meetings with Chancellor's office staff about EO 1100, specifically discussing sub-areas C and D. There was some confusion surrounding these two sub-areas. The Chancellor's office asked for campuses to request exemptions for different approaches to those areas and the Statewide Senate pushed back and the exemption language was removed. She reported on the meeting of the executive committees of the CSU, the UC, and the Community Colleges with legislators regarding funding for higher education. A member thanked J. Reeder for his shout out to the International Programs office at SSU and discussed other initiatives coming from that office.

#### **APARC Report – M. Visser**

M. Visser reported that on April 10<sup>th</sup>, ATISS met to discuss the next generation LMS for the campus. They voted 4 -2 to recommend Canvas. That recommendation came to APARC with a very comprehensive report and they voted to endorse the ATISS recommendation. He reviewed the process going forward. A member asked if it was known why the 2 did not recommend Canvas. M. Visser said he thought it had to do with their constituencies, and they had not asked that question specifically. He said APARC's endorsement of ATISS's recommendation meant that APARC thought the process was as fair, transparent, and comprehensive as possible within the timeline.

#### **EPC Report – J. Lillig**

J. Lillig reported on GERS visiting EPC to talk about their progress so far. EPC talked more about the Internship Policy. She provided background to the policy and why it was needed at this time which had to do with insurance. They were still receiving comments.

#### **FSAC Report – S. Winter**

S. Winter reported that FSAC is working on the Policy for Access to LMS systems, the Emeritus Faculty policy and the criteria, and committee selection for the Excellence in Teaching Award and a department chair job description.

#### **SAC Report – R. Lopez**

R. Lopez reported that SAC was discussing the priority registration process and from now on would record the reasoning for decisions for future SACs when they deliberate priority registration applications and five-year reviews. He reported on his efforts to create a statement on federal immigration action to help faculty understand what to do if ICE agents come into a classroom.

Thanks to Chair Lopez for the following information:

At the request of a variety of campus community members, the Student Affairs Committee of the Academic Senate, in collaboration with the Senior Director of Risk Management and

campus legal counsel, provides the following information related to federal immigration enforcement actions on university property.

Campus community members should consult the full text of CSU FAQs for California State University Employees about such actions: <https://www2.calstate.edu/attend/student-services/resources-for-undocumented-students/Documents/Undocumented-FAQs.pdf>. See particularly FAQ 7, which reads as follows:

What should I do if a federal immigration enforcement officer presents me with a warrant?

If you are presented with a warrant by a federal immigration enforcement officer seeking to enter CSU housing or other limited access areas of your workspace on CSU property, take steps to ensure that the immigration enforcement officer has authority to enter the property before admitting them. As noted above, administrative warrants **do not** authorize entry without consent, but a judicial search or arrest warrant may authorize entry without consent. Because it can be difficult to distinguish among different kinds of warrants, *ask the officer for his or her name, identification number, and agency affiliation; ask for a copy of the warrant or subpoena presented, inform the officer that you are not obstructing their process but need to consult with University Counsel and/or UPD for assistance, and contact University Counsel and/or UPD.*

On our campus, should such actions occur, please contact **University Police** immediately at **707-664-4444**.

If a campus community member receives a request for personal or personally identifiable information or records containing such information (FAQ 8), please contact the Senior Director of Risk Management as identified below.

If you have further questions, please contact the Senior Director of Risk Management as identified below:

Tyson Hill, Senior Director of Risk Management  
Salazar 2060  
707-664-4039

If the Senior Director is not available, the back-up contact is

Missy Brunetta  
Director of Emergency Services and Parking Services  
Salazar 2061  
707-664-3408

## **Staff Representative Report – A. Sandoval**

A. Sandoval updated the members about the Staff Council. She reviewed the marketing procedures for the Faculty and Graduate Student Scholarship Symposium.

**Adjourned.**

*Minutes prepared by L. Holmstrom-Keyes*