

**Executive Committee Minutes**  
October 4, 2018  
3:00 – 5:00, Academic Affairs Conference Room

**Abstract**

Approval of Agenda – item added: Potential charge to Academic Advising Subcommittee. Approved. Approval of Minutes of 9/20/18 – Approved. Chair Report. President Report. Provost Report. President's Response to Faculty Consultation in University Decision Making policy. Vice Chair Report. APARC Report. EPC Report. FSAC Report. SAC Report. CFA Report. Associated Students Report. Ex Com Rep to SEC Report. PDS letter to Deans, Department Chairs re: teaching sensitive materials. Academic Affairs request regarding the Academic Advising policy referred to SAC. Senate Agenda.

**Present:** Melinda Milligan, Carmen Works, Wendy Ostroff, Mark Perri, Jenn Lillig, Rita Premo, Ron Lopez, Carlos Torres, Judy Sakaki, Lisa Vollendorf, Erma Jean Sims

**Absent:** Laura A. Watt, Damien Wilson, Laura Krier, Joyce Lopes, Wm. Gregory Sawyer

**Guest:** John Dunstan

*M. Milligan chaired the meeting in Laura A. Watt's absence.*

**Approval of Agenda** – item added: Potential charge to Academic Advising Subcommittee. **Approved.**

**Approval of Minutes of 9/20/18 – Approved.**

**Chair Report – M. Milligan**

M. Milligan noted that the Senate Analyst had time to help committees with anything they need in terms of research, policy work, report writing, etc. She said L. Watt asked her to report on a conversation between the Provost, Rita Premo and herself regarding the SSU sabbatical policy and whether faculty on sabbatical could do service on campus during a sabbatical. During the conversation, it was realized that neither SSU or the CSU has explicit guidelines about this issue. It was suggested in that phone call to ask FSAC to develop a policy for the campus, addressing what faculty can and cannot do during a sabbatical in terms of faculty service. M. Milligan asked for discussion about whether to charge FSAC with the task. It was noted that most CSU campuses do have some sort of policy about faculty service during sabbatical. There was a discussion. FSAC was charged with discussing the framework for service during sabbatical, taking into considering the CFA contract and the individual contracts that Faculty Affairs creates for faculty on sabbatical. M. Milligan then reported on the PBAC meeting that morning. She highlighted that a campus retreat had taken place on strategic budgeting. The event led to a request to Deans to ask for their budgets for the whole year, including the costs of searches; adding the introduction of the process of creating a budget oversight policy; and a

briefing on campus reserves. M. Perri noted that currently the reserves came from university wide funds and in the future, they will also come from Divisions. He noted that they saw a budget glossary during that last meeting that was very helpful. He suggested that the budget glossary be distributed.

### **President Report – J. Sakaki**

- President Sakaki thanked the Executive Committee for continuing to build a collaborative framework for consultation with her and her team.
- She attended the Bay Area Higher Education Council recently with other leadership from the Bay Area. This meeting was held in San Francisco.
- This week SSU hosted the California Higher Education Collaboration conference. This is mostly focused on business practices and represents a collaboration among the three public systems (UC, CSU, community colleges). President Sakaki gave welcome remarks. Lisa Vollendorf, Joyce Lopes, and Missy Brunetta gave a presentation about the fires and SSU's response.
- We have had a lot of media requests as we come up on the anniversary of the fires. The exhibit about the fires is still up at the library.
- The CSU has now more than 50% of its presidential leadership that are women. President Sakaki will have an assigned media person with her to feature SSU and her leadership in February.

A member suggested contacting KBBF as a media outlet. This is the first bi-lingual radio station in the nation.

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

- The Petaluma project evaluation is continuing. We are evaluating the property, working through the CSU consultation process, and preparing to go to the Board of Trustees in November for approval.
- The Stevenson Hall FAQs are posted and were distributed to campus via Vice President Lopes' newsletter (in which the Stevenson Renovation was a news item): <http://web.sonoma.edu/afd/stevenson.html>. More questions have come through and we are continuing to gather information to be able to answer them correctly. We will continue to update the FAQs as they come in and as we gather the answers. Questions can be directed to: [Stevensonrenovation@sonoma.edu](mailto:Stevensonrenovation@sonoma.edu).

### **President's Response to Faculty Consultation in University Decision Making policy**

M. Milligan introduced the item. She reviewed the process of this policy. The reason this was at the Executive Committee was to review the President's response and decide what to do next. She noted that when the policy was originally approved at the Senate, it updated the Faculty Consultation in University Decision Making policy and requested that the Faculty Consultation in Budgetary Matters policy be rescinded at the same time. The President's response was to not update the Faculty Consultation in University Decision Making policy and still rescind the Faculty Consultation in Budgetary Matters policy. The Provost suggested talking about

what the goal of the policy really is and was there anything that precludes that goal in the current policy. She thought some of the language merged from the budget policy was murky. The Executive Committee referred all three policies: The original Faculty Consultation in University Decision Making policy, the 2017 revision to the Faculty Consultation in University Decision Making policy and the Faculty Consultation in Budgetary Matters policy to APARC to discuss which issues from the revision in 2017 were attempting to address, and how best can those issues be dealt with now. There was a suggestion to have a conversation about what expectations are held for shared governance by faculty governance and the administration to create a framework for the discussion. There was a suggestion to create a decision tree describing where and when consultation takes place.

### **Vice Chair Report – M. Milligan**

M. Milligan reported that S&F did convey to the Provost that they would like a list of all campus committee memberships and meeting times. This will help make the administrative side more transparent. It was M. Milligan's understanding that this list was being created.

### **APARC Report – M. Perri**

M. Perri reported that APARC was having trouble finding a member that could attend the Campus Planning Committee. They will be continuing to discuss teaching modules and would hear from Dennis Goss and Elias Lopez at their next meeting. There was a possibility that department chairs might get access to Schedule 25. There was some discussion about department chairs and Schedule 25. A member suggested looking at workload for department chairs, if such a possibility came to pass. M. Perri was hoping to find an easier process for department chairs. APARC would also talk about scheduling priorities. A member suggested APARC take into consideration blended and hybrid courses and how those types of courses change the use of teaching modules.

### **EPC Report – J. Lillig**

J. Lillig reported that when MCCCCFs come through for online or hybrid courses, EPC really needs to see the syllabi to understand the parsing of class time for each module. She discussed the complexity of scheduling issues with these sorts of classes. She noted that the Online and Hybrid Courses policy was on their radar. EPC was drafting a process for governance approval of offsite programs. EPC is working on a resolution about describing the value of WIC courses and wanted to update the WEPT policy to include WICs. She reported that GERS was in the process of finalizing their recommendations and they would come to EPC on October 25<sup>th</sup>. On November 8<sup>th</sup> EPC will hold an open forum about the recommendations. She noted some discontinuances will be coming through from GEP. There was discussion about courses coming through being offered one way and being scheduled another way. J. Lillig noted that each of the terms "online, hybrid and flipped courses" required a definition in the curriculum guide. A member asked if anyone was tracking how many hybrid or online courses the

university was offering and where the university was going with these types of courses. J. Lillig thought this issue was very important for the university to discuss.

### **FSAC Report – R. Premo**

R. Premo reported that FSAC was still working on the Emeritus policy. They spent a good amount of time on the inclusion proposal for RTP policy and were still discussing their recommendation. She noted that the checklist for RTP does not match the policy nor with OnBase. They have decided to just make the RTP policy just a policy and move the procedures to another format. A member asked FSAC to consider why the sabbatical policy would limit faculty from participating in activities or service that help improve the CSU. M. Milligan noted that most policies are guarding against encroachments on faculty time during a sabbatical, but do not address faculty who can still contribute service, or have service as a component of their professional development.

### **SAC Report – R. Lopez**

R. Lopez said SAC will be reviewing the Priority Registration policy and the list of groups that have priority registration. He noted that the VP for Student Affairs suggested that the SAC committee change its name to Student Services Committee. He said he objected to this change. He noted that SAC is one of the oldest committees and changes in the administration should not shift faculty governance committees and that it was important to maintain the committee's continuity. The focus on student services could be addressed in the charge to SAC.

### **CFA Report – E. J. Sims**

E. J. Sims reported on the first Solidarity Social in Lobos. The next would be held the second Wednesday of November. She noted that CFA is supporting Gavin Newsom for Governor. She reported on CFA's legislative activities. She reported on workshops provided by CFA. She described the upcoming salary increases for faculty and range elevation workshops for lecturers. She reported that SQE (Students for Quality Education) will hold an event called Justice for Josiah. This event will be held on all 23 campuses. A member asked if lecturers can max out on their salaries. It was clarified that lecturers could max out at the pay range of full professors.

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

J. Dunstan reported that the AS is continuing the voter registration drive. He thought that they have registered 50 students so far. They are working on two resolutions: one on inclusive language and the use of pronouns; and the other one is about the provision of Spanish language translation at big university events, such as graduation. A member asked if students were pushing back on the 4 year graduation rate. J. Dunstan said he had not heard of anything about that from students. M. Milligan noted that the Graduation Initiative was not actually pushing students to graduate in four years, but rather helping students recognize how to meet requirements and help students understand that they were ready to graduate.

A member offered that the number of first years that do poorly in their first year and are put on probation is not an issue that is being addressed. A member discussed how students can strategically look at their education. A member discussed the role of learning communities in these issues. A member brought up issues for transfer students. J. Lillig noted that the goal for two year graduation rates (transfers) was very close to being achieved.

### **Ex Com Rep to SEC Report – M. Perri**

M. Perri reported that the SEC was working on how to integrate sustainability in the strategic plan. One idea was to add sustainability themes to the learning communities, creating a multi-disciplinary concentration on sustainability, using the Preserves for outdoor learning and recommending a sustainability track among funding opportunities for faculty.

### **PDS letter to Deans, Department Chairs re: teaching sensitive materials – R. Premo**

R. Premo said that the Ex Com had sent this item to PDS and she was bringing back their work. This letter had been seen by FSAC and they provided feedback to PDS. She discussed the history of this issue in governance. She wanted the Ex Com feedback and approval to send this letter out. J. Dunstan said the AS was glad to see this and he was in support of it. There was some discussion about whether to send the letter to all Deans or directly to faculty. The Senate Analyst reminded the Standing Committee Chairs that the senate-announce list went to all faculty and if they have business they want to get out to all faculty, to send it to her to post. There was some discussion. The Ex Com requested that the letter be framed as from the Professional Development Subcommittee about professional behavior directly to the faculty. It was suggested that a link to the letter be on the Syllabus policy page.

### **Academic Affairs request regarding the Academic Advising policy**

J. Lillig said Academic Programs has suggestions for the Advising policy and wants Academic Advising to work on that policy. The request was referred to the SAC Chair to communicate with AVP Moranski and the Academic Advising Subcommittee to review the Advising policy in coordination with G12025. There was some desire to give the policy some “teeth.”

### **Senate Agenda**

The committee discussed whether to cancel the Senate meeting since there was only one business item that was not time sensitive and required revision for its second reading that might not be ready for the Senate meeting. The Ex Com approved cancelling the Senate meeting of October 11<sup>th</sup>.

### **Adjourned.**

*Minutes prepared by L. Holmstrom-Keyes*