

Executive Committee Minutes
November 1, 2018
3:00 – 5:00, Academic Affairs Conference Room

Abstract

Agenda Approved. Minutes of 10/18/18 Approved. From SAC & AAS: Template for Admissions Criteria for Majors – no action from Ex Com. Revision to the Human Development Major – Approved for consent calendar. Revision to Liberal Studies – Ukiah, Napa, Solano – Approved for consent calendar. Information item: Program Re-organization Gerontology. Chair Report. President's Report. Provost's Report. Statewide Senator Report. ECSE – Added Authorization to Specialist Credential – Approved for consent calendar. Revision to the Emeritus Policy – referred back to FSAC. Vice Chair Report. Vice President of Administration and Finance report. APARC Report. EPC Report. FSAC Report. Associated Students Report. Senate Agenda approved.

Present: Laura A. Watt, Melinda Milligan, Wendy Ostroff, Mark Perri, Jenn Lillig, Rita Premo, Laura Krier, Carlos Torres, Judy Sakaki, Lisa Vollendorf

Absent: Carmen Works (on sabbatical), Damien Wilson, Ron Lopez, Joyce Lopes, Wm. Gregory Sawyer, Erma Jean Sims

Guests: John Dunstan, Suzanne Toczyski, Karin Jaffe

Approval of Agenda – item changed: Reorganization of Gerontology an Information item, not a business item. Approved.

Minutes of 10/18/18 – Approved

From SAC & AAS: Template for Admissions Criteria for Majors – S. Toczyski

S. Toczyski introduced the item stating that there are many departments that have various requirements that students must meet before they can declare the major. The information about those requirements is not located anywhere centrally or otherwise. The Academic Advising Subcommittee (AAS) put together this template to gather the information. Students and undeclared advisors have trouble finding such information. It was suggested that AAS work with EPC on this project, particularly because of the catalog copy question on the template. The Provost said eventually all this information will be integrated into software. It was noted that this was a very worthy goal. The Provost stressed that there needed to be a broader conversation on the operational side as well as the policy side. The Provost discussed the initiatives for advising underway. She proposed that the document presented be analyzed in terms of which aspects fall under faculty governance and which do not. There was a suggestion to take out the catalog language and send out the document as a survey. S. Toczyski said AAS was concerned that some departments would not fill out the form. It was suggested to use the Deans and Council of Department Chairs to disseminate the survey. It was suggested to

remove the signature line from the document. S. Toczyski suggested that the information could be listed on the new Advising website. S. Toczyski was appreciated for this work.

Revision to the Human Development Major – J. Lillig, K. Jaffe

J. Lillig introduced the item. The proposal would create a pre-Human Development program. This will generate an instance in the ARR and would be a strong advising tool. K. Jaffe noted that freshman currently cannot take any human development courses. This program would allow freshman to take courses in human development and give the department more data to plan and advise students appropriately. She noted that 50% of Human Development course are outside the major, so she has no control over students taking HD courses for this impacted major. J. Lillig noted that EPC unanimously approved this item and requests that it be on the Senate consent calendar. **It was approved for the consent calendar.**

Revision to Liberal Studies – Ukiah, Napa, Solano – J. Lillig, K. Jaffe

J. Lillig said EPC approved this revision and requested that it be on the Senate Consent calendar. Courses were being re-organized in the major for more clarity in the ARR about what courses count for requirements. Language was being added to clarify that Community College course work could not be used for upper division requirements in the major. **It was approved for the Senate consent calendar.**

Information item: Program Re-organization Gerontology

K. Jaffe noted that Anthropology was taking over the Gerontology minor and the certificate.

Chair Report – L. Watt

L. Watt noted that GERS was doing great work and EPC's open forum on the GE revision would be held on November 8th. She had been hearing some implementation concerns, for example changing from 4 units to 3 units. She reported on the PBAC meeting and upcoming forum on the budget. She reported that she has heard that the campus would shift from Outlook to Gmail and asked that a formal notice go out to the campus. The Provost provided background on the change and noted that the decision was still in a preliminary stage. L. Watt noticed that the new Title IX Director had been hired, but a notice had not gone out to campus. The Provost said they had been waiting for her to formally start the position. L. Watt noted that the hire had been published in the STAR and it seemed odd to the campus to learn about an important position that way.

President's Report – J. Sakaki

President Sakaki's updates were delivered by Provost Vollendorf:

1. We have two trustees visiting on Monday, November 5: Debra Farar and Wanda Fong. The Executive Committee officers (Watt, Milligan, and Wilson) have been

invited to lunch. The focus of the visit is on students and student success. The trustees have been encouraged to visit campuses, and we are fortunate that they are choosing to come to SSU to learn more about us and our campus. We will give them a campus tour so they can see the campus in addition to meeting students, faculty, and staff.

2. It is Honorary Doctorate time of the year again. University Advancement takes the lead on gathering ideas about nominations and researching possible nominees. Our committee will include members of cabinet and Laura Watt as Chair of the Academic Senate will be consulted as part of our usual process. This is a highly confidential process. If anybody has ideas about future nominees, please send them to Gordon McDougall.

Provost's Report – L. Vollendorf

1. Dean of Business and Economics search was suspended earlier this week. We had a strong process and a strong pool, but we ended up having finalists withdraw for various reasons. We have released the pool and thanked the committee for their service. The provost is examining options and gathering information as to when it would be most strategic to relaunch the search at a later date. This change in timeline likely will require that the interim dean position timeframe be extended. Provost Vollendorf will keep the campus updated.
2. We are preparing for the University Budget Forum, which (as Chair Watt mentioned) will take place on November 27 from 2-4 p.m. in the ballrooms. This will be an opportunity for Academic Affairs to present current thinking about our budget model and our shift to strategic budgeting.

Questions for Provost Vollendorf:

1. Why are we unable to hire international faculty in this current tenure-track cycle? Provost Vollendorf explained that the campus was advised by legal counsel that we were jeopardizing our ability to hire foreign nationals because we have hired so many over the past few years, so we had to suspend our ability to hire foreign nationals in this tenure-track hiring cycle. The requirements revolve around a hiring balance between U.S. Citizens and Foreign Nationals, so we have to continue to monitor the situation as we want to be able to lift this restriction as soon as possible. Provost Vollendorf will ask AVP Roberts to consider how to better message this situation to faculty and deans.
2. Are we changing over to Google mail next year? There is no decision made about this. CIO Lee Krichmar is looking at all software contracts and their expiration dates so she can help the campus plan for decisions we might need to make when it comes to resource allocations and software solutions. Provost Vollendorf will ask the CIO to provide an update and to work with ATISS to develop communication plans about any possible change.

Statewide Senator Report – W. Ostroff

W. Ostroff said she would attend the Statewide Senate meeting next week. L. Watt noted that on the campus senates listserv there had been discussion about rejecting

the Tenets document from the Statewide Senate and Administration. She asked W. Ostroff to see what see could find out.

ECSE – Added Authorization to Specialist Credential – J. Lillig

J. Lillig said this was a new credential with an added authorization. Students who are already in the Clear or Preliminary Specialist credential program can add this to have authorization for very young children with disabilities. The Early Childhood Studies department determined that current students wanted this authorization and members of the education community support it was well. EPC requested that this be on the consent calendar. **It was approved for the Senate consent calendar.**

Revision to the Emeritus Policy – R. Premo

R. Premo introduced the item. She said FSAC changed the definition of faculty in the policy to reflect contract language for Unit 3 instead of using the definition of faculty from the Senate Constitution. They added a category of Counselor Emeritus. They removed specifics about how emeriti would be honored. A cover sheet for the revision when it goes to the Senate was requested. There was discussion regarding the definition of faculty in the Constitution and the Contract. R. Premo noted FSAC was pondering updating the Constitution. A member noted that the issue at the Senate concerned whether Deans were eligible for emeritus status and she wasn't sure this revision addressed that concern. There was more discussion and it was agreed that the revision was not ready for the Senate. It was referred back to FSAC.

Vice Chair Report – M. Milligan

M. Milligan reported that S&F continued to work on guidelines for the interface between faculty governance and the administration. She said S&F was still waiting for the list of administrative committees. There was a short discussion. S&F also discussed the Student Affairs charge and asked them to explicitly link to the Associated Students.

Vice President of Administration and Finance report given by Provost Vollendorf

1. The SSU Petaluma project is still on track to go to the Board of Trustees. The apartment building, if approved, will be for workforce housing and will be run by a property management company.
2. The new Title IX director started. We are checking on whether a campuswide announcement went out – if not, we will get one out.
3. Another SSU employee got access to affordable housing through our relationship with the Sonoma Housing Trust yesterday. Her new house is in Healdsburg.

A member requested that there be opportunities for lecturers to share an apartment in the Petaluma project. The Provost said it would run as a regular apartment building, so that would likely be possible.

APARC Report – M. Perri

M. Perri reported that every year APARC reports to the Senate strategic and budget priorities and they are starting to work on such priorities for next year. APARC is reviewing base funding. They agreed with EPC to consult on offsite programs with regards to resources, assessment and planning. In PBAC there was a good presentation about strategic budgeting. He thought it would be a more of a bottom up approach and not based on marginal cost formulas.

EPC Report – J. Lillig

J. Lillig reported that GERS came to the last EPC meeting. They talked about the GERS report. EPC generated a list of questions and talked about how to move the GE revision through the faculty governance process. Various groups are working on specific implementation aspects. She noted the GERS report was a report. Out of the report recommendations will come the formal curricular changes. She discussed what the various groups were working on: catalog copy; GE learning outcomes mapped with area distributions, WASC core competencies, and overlays; curricular definition documents; the implementation timeline; an assessment plan. She discussed the signature assignment aspect of the GERS recommendations. She suggested a workshop on the signature assignment could be done at a Senate meeting. EPC is receiving feedback from specific groups about the GERS report. She listed all the groups contacted. She reviewed some of the questions coming to EPC so far. The GE subcommittee was working on their documents for migrating GE courses and approving new ones. EPC will try to play some nice music at the open forum on November 8th.

A member asked about departments having to retain upper division GE courses for the old GE pattern and where a department should start when thinking about the new GE program. J. Lillig noted that at SSU, we are more used to talking about the GE pattern, but the GERS work is about the GE program and what it means to be a generally educated student at SSU. These kinds of questions help EPC and others think about all the issues. There was further discussion about specifics of the recommendations such as GE learning outcomes and assessment. The Chair suggested that it may be time to review the General Education Subcommittee's charge. There was a discussion about opening up proprietary GE areas to accept different disciplinary courses.

FSAC Report – R. Premo

R. Premo reported that FSAC was looking at re-ordering the RTP policy. She noted the email from PDS about teaching sensitive materials was out. The Chair of URTP will be visiting FSAC next time.

Associated Students Report – J. Dunstan

J. Dunstan reported that the ad hoc GE committee will be going over the GERS report. The AS is working on a resolution on college affordability. FSAC requested a student member for FSAC.

Senate Agenda

AGENDA

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

Approval of Agenda

Approval of Minutes – emailed

Consent Items: From EPC: Program revision: Ukiah/Napa/Solano Liberal Studies; Program revision: Human Development; Early Childhood Special Education – Added Authorization to Specialist Credential – emailed

Information Item: From EPC: Program reorganization: Gerontology - emailed

Discussion item

1. What is a signature assignment and how it is used in GE? – J. Lillig

Adjourned.

Minutes prepared by L. Holmstrom-Keyes