

**Executive Committee Minutes**  
February 7, 2019  
3:00 – 5:00, Academic Affairs conference room

**Abstract**

Agenda Approved. Minutes of 1/25/19 – Approved. Chair Report. President Report. Provost Report. Vice Chair Report. VP of Administration and Finance Report. VP for Student Affairs Report. Associated Students Report. Reassigned Time for Faculty Governance 2019-2020 – Approved to forward to the Provost. Resolution re: President's Climate Leadership Commitment – approved for the Senate agenda in correct format. Instructor Drops – policy and procedure creation referred to FSAC. APARC Report. EPC Report. FSAC Report. SAC Report. CFA Report. SEC Rep to Ex Com Report. Senate agenda – approved. Request for academic technology and accessibility of classroom materials update to Senate.

**Present:** Laura A. Watt, Melinda Milligan, Carmen Works, Damien Wilson, Mark Perri, Jenn Lillig, Rita Premo, Ron Lopez, Laura Krier, Carlos Torres, Judy Sakaki, Lisa Vollendorf, Joyce Lopes, Wm. Gregory Sawyer, Erma Jean Sims

**Absent:** Jeffrey Reeder

**Guests:** John Dunstan, Jerlena Griffin-Desta

**Approval of Agenda** – Item added: Reassigned time for faculty governance. **Approved.**

**Approval of Minutes of 1/25/19 – Approved.**

**Chair Report – L. Watt**

L. Watt reported on the PBAC meeting and praised the Governor for his budget for the CSU. She requested that the policies created by PBAC go to APARC, so more faculty eyes can be on those policies. She met with S. Heldman-Holguin regarding the Fee Advisory Committee and the IRA Committee to sort out what each committee does and doesn't do and to guard against course fees pricing some students out of a particular major.

**President Report – J. Sakaki**

1. President Sakaki will speak to the Associated Students about commencement this coming Monday and she is appreciative of people's feedback about this important part of the work we do at SSU.
2. President Sakaki spoke to the 2<sup>nd</sup> Nature President's Climate Leadership Commitment in praise of the work that has been done to prepare the campus to sign this (hopefully soon). The work that follows the signing is really what is important for a campus—it will require all of us acknowledging and dedicating ourselves to this important commitment as part of the work we do at SSU on an

ongoing basis. The annual membership fee is \$3,250 to be part of the organization. 15 of the 23 CSU campuses already have signed.

3. President Sakaki is traveling to President Thomas Parham's investiture at Dominguez Hills to represent the campus.

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

Provost Vollendorf reminded the group that we have several administrative searches going in addition to the faculty searches in the departments. She thanked the Senate for providing faculty representatives to the committees to help those processes continue to move forward. She also indicated that the process of strategic budget analyses in the schools and units, which is a process that will come up through the divisions this semester. This is part of our overall effort to align strategic budgeting to strategic plan implementation and to help more people on campus build an understanding of how we budget on the campus and for people to have more opportunities for input.

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

M. Milligan reported that S&F appointed a one semester replacement for the SSE Board. She noted that the next day the design/build teams for the Stevenson Hall renovation would be on campus. She noted that she asked the Stevenson task force to communicate to residents of Stevenson hall the timeline for the remodel and ask them to look at the feasibility study and get ready for the team hired to engage with the users. She offered that herself and the Chair of the Faculty could draft such a communication.

### **VP of Administration and Finance Report – J. Lopes**

1. We are signing the Certificate of Occupancy for the Petaluma apartments this week (hooray!). The next and final hurdle will be getting the State Fire Marshall's approval for the building. We hope this will happen in a timely fashion. We will keep the campus updated on the timeline. We are continuing to take names through Neil Markley's office for people who are interested in renting the apartments when the time comes. Jill Crenshaw is the contact in Neil Markley's office. We will probably have 1-3 year leases, ideally with staggered timeframes. We will monitor this as the project unfolds so we can assess needs and demand over time. We are likely to hold 12 units (probably studios) back for transitional housing for new faculty and staff so we can offer short-term furnished apartments available for new employees. The apartment building is within walking distance to the Smart train.
2. In addition to the Petaluma project, we also have been working with the Sonoma Housing Land Trust to place faculty and staff in homes that are available for ~50% of market rate. We have two people (one faculty and one staff member) have been given this opportunity so far. We are now looking at the possibility of more houses in Cotati as well as in Petaluma coming on line as part of the overall strategy to provide housing options to our workforce.
3. VP Lopes is filling in as Interim AVP for Human Resources because we were unable to fill the position with an interim on a short-term basis.

## **VP for Student Affairs Report – Wm. Gregory Sawyer**

1. Vice President Sawyer and his team have met recently with the cultural graduation groups. We are working to make sure that the cultural graduations are not all held at the same time.
2. Dr. Sawyer is grateful to the Senate for filling all of the faculty positions on our searches. Thank you!

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

J. Dunstan reminded members that student applications for election to student government positions are ongoing. He noted that at their Senate meeting, they will have many guest speakers. He said their GE *ad hoc* committee will meet next week and they have all the GE documents put out by EPC. He noted the enthusiasm among students for a Winter commencement. They also have a resolution that requests Spanish translation at Commencement and at other events.

## **Reassigned Time for Faculty Governance 2019-2020**

L. Watt reminded members that this item was postponed until she discussed it with the Provost. After that meeting, they agreed to give 2 course releases to the GE Subcommittee Chair for the next two years due to the heavy workload with the GE revision. The Provost asked the that the Ex Com, in future, consider whether the proposal had the appropriate distribution of units, and could the numbers be verified as needed. She noted that 10 hours a week = one unit. L. Watt noted that it was hard to know how to plan ahead, since we do not always know the workload of each committee from year to year. There was a request to research what other campuses received for release/reassigned time. **MSP to send proposal to the Provost.**

## **Resolution re: President's Climate Leadership Commitment - M. Perri**

M. Perri introduced the resolution. He referenced the presentation at the last Senate meeting about the commitment. He noted the SEC unanimously agreed to support the resolution. A member noted that Australia would be meeting their climate goals five years ahead of schedule! L. Watt noted that the resolution was not in the proper format for resolutions. It was clarified that resolutions should start with the resolved clauses and put the language typically in 'Whereas' clauses in a rationale. Then ask the Senate to include the rationale with the resolution at the Senate.

<http://senate.sonoma.edu/sites/senate/files/writingeffectiveresolutions.pdf>. It was approved for the Senate agenda with the format change.

## **Instructor Drops – C. Works**

C. Works introduced the item. She said there was a lack of common understanding about when and how an instructor can drop students who do not attend on the first day of class. The Registrar suggested that faculty governance come up with a policy for this. There is a lot of practice, but nothing is written down. University Standards

and FSAC were suggested as committees that might draft such a policy. The Provost suggested that the Graduation Initiative Group (GIG) recommend such a policy. There was discussion about what committee might draft a policy and why it would be important to have a policy or not have a policy. The Provost noted that the campus is developing a texting function which may be useful in this context. C. Works offered suggestions from SJSU's policy and procedures on instructor drops. There was a suggestion that this issue could relate to waitlists. Students may need to know that if they are on a waitlist, they need to attend class. There was more discussion. The student rep was supportive of a policy. **Motion to refer creation of a policy about instructor drops and waitlists to FSAC. Second.** There was discussion. There was a suggestion to have a one year pilot procedure that could become policy at a later time. It was suggested that it could take the form of policy and procedures. **Referral approved.**

### **APARC Report – M. Perri**

M. Perri reported that APARC will talk about the results of the survey regarding strategic budgeting. He noted that faculty still want more information about strategic budgeting. Most of them asked how it would affect their department and department chair. Concern was raised about faculty governance not having any interaction with Deans anymore. E. Lopez told APARC about a classroom survey he would like to send out. M. Perri noted that ATISS will send out a survey to all faculty about the switch to Gmail. A member asked if the switch to Gmail was a decision already made. It was clarified that the only two options were to take Outlook to the cloud and pay for that or use Google Suite which we already pay for. The campus is still investigating the change. No substantial concerns about the change have been received yet. There was a suggestion that ATISS be more communicative within governance. A member suggested more FAQs about privacy and security in Gmail. (<http://it.sonoma.edu/kb/g-suite/email-box-migration>)

### **EPC Report – J. Lillig**

J. Lillig reported that EPC has worked through issues with LD GE pre-requisites. She noted professional development workshops will be held for signature assignments. EPC had a first reading on an offsite degree programs policy and procedures. She said GE was updating the upper division Area E content criteria and that criteria will come to EPC. Once they are approved, then a call will come out for people to propose courses under the new criteria. She described the process for GE course approvals in detail. She met with the GE subcommittee and discussed workload issues for the committee. GE will need to work with S&F about potential new subcommittees for GE work. The Chair discussed her perspective about how to bring the GE revision to the Senate. She wanted the Senate to agree to have a single up or down vote after they have reviewed carefully all the materials. There was some discussion of this approach. J. Lillig noted there is a document listing all the issues that have been voiced so far. (*in Google Team Drive for Senate in GE materials folder*)

### **FSAC Report – R. Premo**

R. Premo reported that the call for nominations for the Excellence in Teaching Award has gone out. FSAC continues to look at the award more broadly. She noted FSSP is working hard on the RSCA grants. FSAC has received RTP criteria changes from Departments. FSSP will meet with FSAC about the change to their charge. PDS will visit FSAC next week to bring forward a resolution about creating an Ombuds office for campus. FSAC will continue to work on the teaching sensitive materials issue.

### **SAC Report – R. Lopez**

R. Lopez reported on the sad news of a sexual assault on campus. He discussed a student being pulled out of class for drug testing last year. SAC continues to work on their charge. There was some discussion about the student pulled out of class. Dr. Sawyer noted that the Athletic Director said this would never happen on her watch. He noted the campus has a lot of rumors, including the haunting of the basement in Darwin.

### **CFA Report – E. J. Sims**

E. J. Sims reported that CFA worked hard to elect Gavin Newsom for Governor and are excited by the budget proposal he put forward for higher education. CFA will continue to meet with legislators and others to keep the funding in the budget. CFA is co-sponsoring a bill to address police use of force. Representative Sims announced the solidarity socials for this semester, on March 14 and May 9<sup>th</sup> in Lobos. They will be providing a workshop for lecturers and bringing the interrupting racism workshop to campus.

### **SEC Rep Report – M. Perri**

M. Perri reported that SEC discussed the GE revision and they support the overlay of sustainability in the GE program. A sustainability policy is coming soon from the Chancellor's office. The SEC is recommending that a task force be created for the academic portion of the President's Climate Leadership Commitment.

### **Senate Agenda**

#### **AGENDA**

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

#### **Consent Items:**

#### **Business**

1. Resolution regarding President's Climate Leadership Commitment – First Reading – M. Perri – attached

**Approved.**

There was a request for an academic technology and accessibility of educational materials update to the Senate. The Provost volunteered to talk to Justin Lipp about such a presentation.

**Adjourned.**

*Minutes prepared by L. Holmstrom-Keyes*