

## Academic Senate Minutes

March 12, 2020

Via Zoom

### Abstract

Chair Report. Agenda – Approved. Minutes of 2/27/2020 – Approved. Consent Items: From EPC: Curriculum Revisions: BA/BS Chemistry and BS Biochemistry; Early Childhood Studies BA, Early Childhood Studies Minor – Approved. President Report. Provost Report. Vice Chair Report. Vice President of Administration and Finance Report. Vice President for Student Affairs Report. Associated Students Report. Statewide Senator Report. Staff Representative Report. From SAC: Statement on Cheating and Plagiarism – First Reading completed. From APARC: Recommendation to remove Appendix B from Program Review Policy – First Reading completed. APARC Report. EPC Report. SAC Report. CFA Report. Occasional Lecturers Report.

**Present:** Laura Watt, Melinda Milligan, Amal Munayer, Catherine Nelson, Arcelia Sandoval, Sean Place, Erma Jean Sims, Hilary Smith, Hope Ortiz, Carlos Torres, Judy Sakaki, Sam Brannen, Rajeev Virmani, Joshua Glasgow, Kevin Fang, Angelo Camillo, Chiara Bacigalupa, Cookie Garrett, Adam Zagelbaum, Joyce Lopes, Rita Premo, Jeffrey Reeder, Jenn Lillig, Melissa Kadar, Wm. Gregory Sawyer, Puspa Amri

**Proxies:** Jordan Rose for Mary Ellen Wilkosz, Karen Moranski for Lisa Vollendorf

**Absent:** Paula Lane, Wendy Ostroff, Missy Garvin, Izabela Kanaana, Jim Robison

**Guests:** Mark Perri, Luis Vega, Carmen Works, Jennifer Johnson, Ianthe Swenson, Justin Lipp, Catherine Fonseca, Aja La Duke, Maureen Buckley, Katie Musick, Hollis Robbins, Matthew Callahan, Megan D'Errico, Karen Moranski, Brent Hughes, Michelle Goman,

### Chair Report – L. Watt

L. Watt noted that this was the largest Zoom meeting she had ever participated in and hoped it would go well. (*The meeting was held on Zoom due to the pandemic of Covid-19. It had not been declared a pandemic at the time of this meeting.*) She reported that the California Governor had asked people to maintain 6 feet of social distancing and not have gatherings over 250 people. She thought the campus had done well by asking classes to be suspended until after spring break as most of our classrooms could not create that level of social distancing. She thanked the Faculty Center, staff and faculty volunteering to support them for being such great resources during this time. She longed to be done with interesting times! She reported that the Vice Chair and herself were working on by-law language for virtual meetings, so we have clear guidance for faculty governance committees.

**Approval of Agenda – Approved.**

**Approval of Minutes of 2/27/2020 – Approved.**

**Consent Items:** From EPC: Curriculum Revisions: BA /BS Chemistry and BS Biochemistry; Early Childhood Studies BA, Early Childhood Studies Minor – Approved.

### President Report – J. Sakaki

J. Sakaki thanked everyone for their help keeping the campus safe. She noted during times like this, there was intense pressure to make decisions fast. She encouraged everyone to stay healthy so that we can continue to serve our students. She asked everyone to get extra sleep, eat healthy and wash your hands. She described the current campus efforts to address the situation. The campus is in direct and frequent contact with county public health officials, and the Chancellor's Office. She noted each campus of the CSU is in a different situation, such as very urban or very rural, and asked everyone to keep this in mind as your colleagues may be having different experiences. The Chancellor's Office came out with directives for travel, large group meetings and instruction delivery. The President was appreciative of the Faculty Chair, Vice Chair, and CFA for their advice and counsel. Today, the NCAA had agreed to cancel all sporting events and recruiting. Things are very dynamic. The decision to move classes to online was made after much consultation on and off campus. She reported on Lobby Day in Sacramento which was held virtually. SSU had two students present, which is very helpful to the Legislators.

#### Questions / Advice for President:

A member asked if there was any thought to keep students home another week after spring break due to the incubation period of the virus?

Students do not need to leave campus if they don't want to. All students and employees who feel sick should stay home. Students can work through the Student Health Center via phone or work with their health care provider.

A member voice concern that faculty need some prep time to put classes online and asked when would the decision be made about what we will do after spring break to give them that lead time.

K. Moranski responded that an academic plan is currently being created. She knew that if classes have to go completely online, faculty, students and staff need as much notice as possible. She hoped a decision would be made by next Monday.

The President noted she was hearing from students and parents and hearing a range of concerns.

A member voiced concern from the staff perspective about how they should think about all this. J. Lopes responded that they have not made a decision about staff yet due to not having any Covid-19 cases on campus at this time. More information would roll out soon.

A member noted that half his students are leaving the county for spring break, so would the campus consider allowing faculty to individually make choices about going virtual? K. Moranski said everything is on the table. They are creating resources guides for faculty, staff and students and are very aware of special

circumstances that people may have. She asked people to contact HR about any concerns. She said there is a range of choices for moving online and they will similarly look for a range of choices for other services.

A member asked about laboratories and hands on learning that are impractical for the online environment and since many lecturers teach these courses, he was concerned about their pay for moving to online activities. K. Moranski said they were very aware of labs and creative activities that were more challenging in a virtual environment. They have been looking for tools to adjust to virtual teaching. They are giving the same set of considerations to all types of experimental learning. She stressed that faculty will be able to choose from different tools and approaches. J. Lipp said this is instructional triage. He reviewed the aspects he is asking faculty to focus on, such as communication with students, how will you transmit files, and how you will transmit grades. The Faculty Center wants to empower faculty to make instructional choices that will work for them. Compensation for lecturers and teaching assistants will continue as teaching and learning continues. K. Moranski emphasized that faculty need to be forgiving of themselves. J. Lopes noted that in terms of student employment, we haven't crossed that bridge yet. The member said their Dean asked for a plan to transition all their classes online. Some classes are all lab. He gave more details about this thinking. This concern will be taken offline.

A member noted some students do not have access to the internet at home and even though they have phones, they may have a limited data plan. This will present a hardship for some of our students. He also asked about student workers in hospitality and their need for a paycheck. J. Lopes responded that if people don't work, they can't be paid. But they were still thinking through these issues. Areas will be set up for computer access.

A member argued that academic learning was a co-equal concern to student health and safety. He asked for clarity as soon as possible after spring break about the direction of campus regarding classes and learning.

A member asked if faculty should plan for alternatives, if faculty get sick.

The President responded in the affirmative. She hoped no one had to be self-quarantined. The Chair noted that faculty should have a plan for any case of illness or short-term disability.

A member asked about the discussion for the campus for when Covid-19 does arrive on campus. J. Lopes responded that it was hard to predict when that will happen. It's just good to be prepared. The Chair asked if there would be protocols if anyone does get ill. J. Lopes said they are following information from public health experts for anyone who might get sick.

A member appreciated what everyone had said so far. He asked how much the campus was taking into consideration the broader community.

The President said they were in sync with the community and asked that everyone be sensitive to their specific conditions. They are taking everything possible into consideration.

## **Provost Report – K. Moranski for L. Vollendorf**

K. Moranski reported that Academic Affairs is developing resources for faculty, staff and students, primarily for academic resources. She had an opportunity to talk with the Deans to get their perspective for the planning. The guides will come out when they are fully vetted.

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

M. Milligan reported that S&F discussed at their meeting advice for committee chairs regarding this disruption and that statement had been approved and sent out to all committee chairs. Given the Governors statement, she sent additional information to committee chairs to move to virtual formats and provided information about quorums, etc. All this will be used to craft a more extension set of recommendations for all faculty governance committees.

## **Vice President of Administration and Finance Report – J. Lopes**

J. Lopes provided an update on the Incident Response Team (IRT). The IRT is set up when a crisis is at a low level. The IRT is meeting twice a week at this time. Currently, there are only 3 cases of the virus in Sonoma County and they are all from cruise ships. They do anticipate community spread in the future. IRT is working on housing continuity, virtual academic delivery, staying up to date with state, county and system guidance. Information about travel has gone out. All non-essential travel is suspended. Many athletic activities are under review for risk. Many study abroad programs have been cancelled and students are being brought back. The campus Health Center is doing a fabulous job. More guidance will be forth coming from the Chancellor's Office this Friday. If staff need accommodation, they should contact Renee Senander. If faculty need accommodation, they should contact Deborah Roberts. The sanitation plan is that they will bring in extra help to make sure all surfaces are cleaned twice a day. They are distributing hand sanitizers, but the supplies are low.

A member asked which faculty are on the IRT. J. Loped described the members from Academic Affairs. The Chair noted she had volunteered to be part of the IRT. J. Lopes said if she wanted to attend, she would add the Chair of the Faculty to the list.

A member asked if it was in the discussion to close campus and would the campus ask students to move out of the residence halls. J. Lopes said they will follow the state guidelines about closing campus, which states if 5 people are positive in the community, they should work with local health authorities to determine if the campus should be closed. If there is one case on campus, they would follow a similar procedure. J. Lopes said they do not plan to close the residence halls.

A member asked if the Governor's guidance would affect classes. J. Lopes said they will work with the Chancellor's Office about how to respond to the guidance. Some of the guidance has been a bit fuzzy and requires clarification.

A member thanked J. Lopes for the herculean efforts of the IRT. He argued that faculty are typically the first line of communication to students and he thought they were a unique position to serve on the IRT and bring a valuable perspective. While

this may not be practical now, he thought it would be good for the future. J. Lopes clarified that the Chair of the Faculty was now on the invitation list for the IRT.

### **Vice President for Student Affairs Report – Wm. Gregory Sawyer**

W. G. Sawyer reported that Student Affairs staff will continue to show up. He noted that student workers typically do not work during spring break. He affirmed that no students will be moved out of housing.

### **Associated Students Report – M. Kadar**

M. Kadar reported that AS is working on figuring out if they will meet on the Monday after spring break. All ASP and Jump programs have been cancelled. Voting will resume once classes resume. The Chair asked about hearing that a petition was going around amongst students to close campus. M. Kadar said she had not heard about that.

### **Statewide Senator Report – C. Nelson**

C. Nelson reported that Statewide is having the same issue around virtual meetings. Other campuses are going through the same things we are, some are going online for three weeks and or pausing for a few days to get set up to go online. AB 1460 is still on-going, another one has been brought forward for Ethnic Studies requirements in the community colleges. They continue to follow developments on transfer issues and the relationship between community colleges, the CSU and the UC. The Intersegmental of Academic Senate's met with legislators and legislative analysts. Most were supportive of making transfer more seamless between systems.

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

A. Sandoval reported that the Staff Council is looking at holding their next meeting virtually. She appreciated all the work being done for these unprecedented times.

### **From SAC: Statement on Cheating and Plagiarism – First Reading – H. Smith**

H. Smith introduced the item. She said the statement came from the DRB which asks faculty to report all instances of cheating and plagiarism so that patterns can be seen and more systematically addressed. SAC is asking that the Senate approve this statement and request that it be sent out to all faculty.

A member noted that the Cheating and Plagiarism policy already asks faculty to report. Is this just a reminder? H. Smith agreed, it is just reminder to follow the policy. The Chair requested that the policy be clearly referenced in the statement.

**First reading completed.**

### **From APARC: Recommendation to remove Appendix B from Program Review Policy – First Reading – S. Place**

S. Place introduced the item. He noted that when the last update to the program review policy was approved, Appendix B was not removed from the website. APARC is recommending that Appendix B be removed as there is no reference to it in the new program review policy. UPRS is developing guidelines for program review and some of the information in the appendix will be in the guidelines. A member suggested waiting to remove the appendix until the information is in another document. K. Moranski noted that the information is already in another document and standards have been developed for letters to external reviewers.

A member brought up that in the current policy, the language about external reviewers does not give authority to UPRS to oversee such guidelines. While she appreciated UPRS working closely with Academic Programs, she thought this issue still a concern. There was discussion.

The Chair asked everyone to “raise their hand” on Zoom and be recognized by the Chair before speaking.

### **First reading completed.**

#### **APARC Report – S. Place**

S. Place reported that APARC met with E. Lopez to discuss in more depth concerns about classroom layout and had productive conversations. APARC reviewed a resolution from SDS concerning campus endorsements to be in line with the values stated in the strategic plan. APARC endorsed the resolution and requests that SDS bring it forward to the Senate.

#### **EPC Report – J. Lillig**

J. Lillig reported that EPC created and approved a statement about remote teaching. She described the statement and it is included here:

##### **EPC Statement on Remote Teaching**

March 13, 2020

Social distancing necessitated by the recent coronavirus pandemic has led to the possibility that SSU will require course instruction to shift to a distance learning format. This practice is a temporary mechanism for faculty to offer course content and support student continuity of education via remote teaching practices. It does not constitute an actual change in course modality to hybrid or online pedagogies. These instructional shifts do not require EPC approval because less than 50% of the course has changed. EPC reiterates that faculty should not consider these emergency measures a shift to “online education.”

Since drastic and immediate shifts in course delivery are likely to be difficult and overwhelming for both students and faculty, EPC recommends that faculty “think small” as they consider strategies for delivery of course materials and interaction with students remotely. These measures could be as small as making a physical box available to students who need to deposit papers and increasing the frequency of email communication. Faculty are encouraged to explore more technology-based

methodologies leveraging Canvas depending on the current pedagogies in the course.

EPC recommends faculty seek support from the Faculty Center and their colleagues to find workable solutions for remote options that they are comfortable with in order to support student education during this time of uncertainty. In addition to resources at the SSU Faculty Center, here are some [Suggestions for Remote Labs and Performing Arts Studios](#). Academic Programs has also put together a [Resource Guide for Faculty and Advisors](#) which will be updated as plans continue to develop.

EPC will evaluate this situation as necessary to decide if further measures need to be taken.

EPC meet with the GE Subcommittee last week to discuss how to help faculty work through the new GE process. GE will focus on reviewing courses for content criteria. EPC progressed on Critical Race Studies and the GWAR. More information will come out about this. EPC continues to work on the Internship policy. EPC had decided the campus needs an academic reorganization policy.

#### **FSAC Report – P. Lane not present**

No report.

#### **SAC Report – H. Smith**

H. Smith reported that SAC met and brainstormed ideas about how moving online will affect students, including how students with disabilities will fare. The suggestions were forwarded on to appropriate groups. A member voiced his appreciation for the excellent campus response when he identified as a high-risk person.

A member asked if FSAC could send a statement to the administration that accepted presentations would count for scholarship in the RTP process, even if the conference is cancelled. K. Moranski said this was a subject of concern, especially for new faculty. She would bring that back to Deborah Roberts so she can work with FSAC on sending out a statement about this to the new faculty.

#### **CFA Report – E. J. Sims**

E. J. Sims thanked the administrators for including CFA in the discussions about the response to the corona virus. She described the issues for librarians, counselors and coaches. She said they are discussing extra compensation for lecturers having to convert their course to an online format. She brought up the issue of SETEs and how faculty might see negative SETEs because of the disruption, particularly faculty of color. She noted one CSU campus is considering excluding the spring SETEs this year. She asked that the communications to students about the corona virus be sent to faculty as well since students will ask faculty questions about those communications. She noted that herself, Elaine Newman and Ellen Carlton are available to the faculty for help with this disruption.

## **Occasional Report from Lecturers – C. Torres**

C. Torres noted that many lecturers are seeing their classes cut in the Fall and he wanted to start a discussion to mitigate the damage. He noted that he participated in the Chancellor's Office course in online program redesign and thought this might be a way to help lecturers. He noted summer is good time for program redesign. He will be working with Senate leadership to create a statement or resolution requesting a process to convert lecturers to tenure-track. K. Moranski responded that the online teaching programs are for departments, not individuals. J. Lipp noted that there is an excellence in online teaching program in the Faculty Center and they would need more capacity to offer this to all faculty. K. Moranski said lower course offerings are due to lower enrollments. She asked people to separate GE reform and lower enrollment in terms of course offerings.

The Chair thought the meeting had gone well as its first Zoom meeting and she hoped everyone would stay safe. She then began spraying her computer with disinfectant.

**Adjourned.**

*Minutes prepared by L. Holmstrom-Keyes and reviewed by Senate Secretary*