

## **Senate Executive Committee Minutes**

September 10, 2009

3:00 – 5:00, Sue Jameson Room

### **Abstract**

Chair Report. Agenda amended and approved. Minutes delayed. Correspondence. Provost Report. Chair-Elect Report. Vice President of SAEM Report. APC Report. FSAC Report. SAC Report. CFA Report. Associated Students Report. Faculty Response to the Flu discussion. Resolution regarding Authority to Change SSU Teaching Schedule for Spring 2010 approved for Senate agenda. ScholarWorks report. By-Laws Revision: Charge of S&F approved for Senate agenda. Senate agenda approved.

**Present:** Susan Moulton, John Wingard, Paula Hammett, Margie Purser, Deb Kindy, Sam Brannen, Derek Girman, Carmen Works, Scott Miller, Matthew Lopez-Phillips, Eduardo Ochoa, Andy Merrifield, Ruben Armiñana, Kelly Estrada

**Absent:** Larry Furukawa-Schlereth

**Guests:** Steve Wilson, Jenny Tice

### **Chair Report – S. Moulton**

S. Moulton reported that the student intern from the Center for Gender, Culture and Sexuality asked to report to the Senate. Also the CFA Lecturer's Council wants to report at the Senate next week. She noted her surprise seeing an email recently that listed the "school" of performing arts and asked when performing arts became a school. She had a request from a faculty member about the process of creating a school by fiat.

**Approval of Agenda** – By-law change from S&F and question about ScholarWorks added to the agenda.

**Minutes delayed.**

**Correspondence** – The Chair reported that the Statewide Chairs listserv has been very active this year and noted that Cal State Long Beach has created a 13-member emergency response committee to make budget recommendations. She said she has asked for something similar for SSU.

### **Provost Report – E. Ochoa**

E. Ochoa reported on the WASC visit. He said the Executive Committee would be meeting with WASC. He asked the committee to review the Educational Effectiveness report. WASC will be gathering evidence for statements made in that report. He said it's important in the WASC conversations that the reviewers know people have read the report.

### **Chair-Elect Report – J. Wingard**

J. Wingard presented the committee with S&F's recommendation for dealing with proxies in committees and furloughs. He asked for feedback on the language. There was some discussion. The Chair brought up that a lecturer Senator has fallen below the requisite number of units to vote and serve. This is a constitutional issue so it cannot be changed this semester. J. Wingard said he would send an electronic copy of the recommendation concerning proxies and furloughs to all the Standing Committee Chairs for their committees and to pass along to their subcommittees.

### **Vice President of SAEM Report – M. Lopez-Phillips**

M. Lopez-Phillips noted that the Greek Organizations were having rush this week and they were having record numbers of students wanting that experience. Students are highly engaged this year. The Chair noted that R. Bruce brought to her attention the recent research on the freshman, the CIRP study and noted some items that caught her attention and recommended it to the body.  
([https://www.sonoma.edu/aa/ir/annual\\_reports/index.shtml](https://www.sonoma.edu/aa/ir/annual_reports/index.shtml))

### **APC Report – K. Estrada**

K. Estrada reported that at the first meeting of APC they began reviewing their mission as they think it is timely with planning efforts on campus. They also discussed their relationship with JCAP.

### **FSAC Report – P. Hammett**

P. Hammett said that the only action item from their first meeting was regarding the flu issue and that she would bring that up later in the meeting.

### **SAC Report – D. Girman**

D. Girman said the first meeting of SAC was mostly organizational. They also moved their meetings to Dar 101 to use the "smart technology" for their meetings.

### **CFA Report – A. Merrifield**

A. Merrifield reported that CFA continues to monitor the implementation of the furloughs. He also reported on his attendance at the Labor Day breakfast with the Sonoma County Labor Council. At that meeting he had an opportunity to talk with state legislators and four of them joined the Alliance for the CSU. Others joined who hoped to be the first in the family to go to college.

### **Associated Students – J. Tice**

J. Tice reported that the Provost came and talked to their Senate, which she greatly appreciated.

## Faculty Response to the Flu – S. Moulton

S. Moulton said the H1N1 flu was brought up at the Senate and there was some information on campus, but wondered what others could offer. M. Lopez-Phillips said SAEM was doing their best to get information out. Programs would start next week in the Residence Halls. They are in constant communication with parents, different communities, etc. They are attempting to calm people and provide basic hygienic principles. The first series of flu vaccine is on its way to campus to be given to the students in high-risk groups. Faculty and staff cannot depend on the Health Center this year. The Chair asked for hand sanitizers to be put around campus. P. Hammett noted that the issue came to FSAC last week. Dr. Schwartz from the Health Center asked FSAC for assistance as they were being overwhelmed by requests from student for notes for professors if they've missed class due to illness. FSAC decided that the Chair of FSAC and the Vice Provost in conjunction with Dr. Schwartz would send out an email describing the situation and what the Health Center could provide. Even after that was sent out, they were still having many students so, Dr. Schwartz created a plan to give out one of three pre-printed forms. P. Hammett read them to the body:

*“This student was seen at the SHC on \_\_\_\_\_ seeking a medical excuse note for a self-condition that would otherwise not have required a direct medical visit. Many such conditions still need a period of self care at home. As the CDC recommends, a medical visit simply for an excuse note may needlessly expose others to infectious organisms and misdirects limited medical resources away from those most in need of medical care.*

or

*This student is seeking a medical excuse for a resolved illness or injury that was not treated at the SHC. Self-limited conditions that don't require a direct medical visit may still need a period of self care at home to aid recovery, or, as the CDC recommends, to avoid spreading illness to others. The SHC cannot provide medical excuse notes for conditions that we did not observe.*

or

*This student was evaluated at the SHC on \_\_\_\_\_ for a condition that will require him/her to stay home to recover or avoid spreading illness to others. This status is expected to continue until \_\_\_\_\_”*

She said she met again today with the Vice Provost. They have decided on a three-pronged approach. Dr. Schwartz will be putting up stickers, P. Hammett would report it to Governance and the Vice Provost would contact students about working with their professors to avoid going to the Health Center. A member asked about students who are parents and how they are being contacted. M. Lopez-Phillips discussed the issues about large gatherings.

## **Resolution regarding Authority to Change SSU Teaching Schedule for Spring 2010 – S. Brannen**

S. Brannen noted that R. Luttmann was the author of the resolution. The Provost asked what it meant for the Senate to resolve that it has the authority to do something. The Chair said she thought it was in legal statute. S. Brannen said he thought the rights we have are the rights we assert. There was a suggestion that a review of HEERA might be useful. The Provost said that HEERA does not give the faculty purview over the campus calendar. A member questioned whether all the statements in the resolution were true. A member argued that the resolution was ready for the Senate as there were always varying interpretations of statutes. Another member requested accurate information at the Senate. The Provost offered more information regarding the four-day week teaching proposal. He said that for Fall, 92% of SSU's modules were not on Fridays. There were 128 sections and 59 distinct courses in those 128 sections. Of the 59, only 14 have modules that only use Fridays. The others are multi-section courses. The courses are clustered in Science and Technology with one University course. S. Wilson argued that past practice shows that the Senate has approved the academic calendar. A member discussed the difference between fitting classes into X number of boxes and faculty scheduling curricula. A member questioned whether the campus was utilizing all its Friday modules and argued that the workload issues associated with scheduling new modules would be huge. The Provost argued that something needed to be done due to the six campus closures on Friday, so some things will have to change. He said it was time to look at empirical data at the department level. The Chair suggested an alternate idea for campus closures and asked if there could be compromise. The Provost responded that by working within the departments, the specifics are coming to light and being dealt with case by case. He said that if a deal breaker becomes evident, he would recommend the President not try this new approach. A member asked why Fridays were chosen in the first place. The Provost responded that fewer classes would be affected on Fridays and that it takes into account the hardship on the staff being furloughed by giving them a three-day weekend. The President noted that other State offices are closing on Fridays. He argued that if the campus closures moved around the week, the message would be diluted. A member argued that it be communicated that the four-day schedule would be one time circumstance and that the long term reasons for choosing Fridays be articulated more clearly. **The resolution was approved for the Senate agenda.**

## **ScholarWorks – L. Holmström Vega**

L. Holmström Vega noted that CSU has created a digital archive now and SSU has an instance of it. She has been working with the Library to be the first non-academic office to use this functionality. She wanted to know how the Executive Committee felt about the recordings of the meetings being uploaded into the digital archive since it will be searchable and public eventually. A member offered her experience as a member of the Graduate Studies Subcommittee and their discussions about putting MA theses in the digital archive. They have been discussing it for four months with no resolution. A member said he thought the Senate has already approved the digital recordings as the primary documents and didn't think it needed Senate approval. Another member noted it was a public record of a public

meeting, so there shouldn't be any problem. Another member asked about the ability to prohibit the material being used in any other way. There was a suggestion for backup data. The body approved that the Senate Analyst continue to pursue the archiving and report back. Eventually, the Senate could be notified that ScholarWorks exists.

### **By-Laws Revision: Charge of Structure and Function – J. Wingard**

J. Wingard noted the two issues of by-laws revision. It removes references to the Grade Appeal panel and changes the membership rules so that members are elected from the Schools, instead of being appointed. A member asked if the membership rules should show staggered terms. The Chair-Elect agreed. **Approved for Senate agenda.**

### **Senate Agenda**

There was an extended discussion about the requested CFA lecturer's council report to the Senate. A member asked what budget her School would be talking about tomorrow and what data was available about faculty for this semester. The Provost thought the budget discussion would be about the Spring semester. It was clarified that the Oct. 1<sup>st</sup> census snapshot was what was sent to the Chancellor's office. The Chair asked for more open discussion about the budget and where the cuts are coming from before all the lecturers are let go. There was a discussion about re-aligning resources to mission. The Provost said his strategy was to make a good faith effort to absorb the cuts and then show how they are untenable. Last year, this worked to gain more money for Academic Affairs, but this year every division has huge cuts. He thought in the short run, the focus has to be to make target and deliver instruction that's feasible. He said they would limit their case to areas where that is untenable. In the long run, he has engaged the President in budget prioritizing and described his sense of the prioritizing process. The CFA President argued that budget prioritizing programs are highly disruptive and fraught with problems. A member noted it was deeply ironic that we can talk about dropping a day from the teaching schedule in a heartbeat, but we have to be very careful asking for money for Academic Affairs. There was continued discussion about strategies for directing more resources to instruction. A member noted that many faculty who have come to the university in the last four years or so are put off by negative language and would appreciate more conversations that civilly helps flesh out the situation.

### **AGENDA**

Report of the Chair of the Senate – Susan Moulton

Correspondences

Consent Items:

- Approval of the Agenda

- Approval of Minutes – delayed

- End of Year reports emailed – Senate, EPC, SAC, AAS and AFS

➤ Update on WASC

## **BUSINESS**

1. Resolution on Giving Priority to Reports – Second Reading – T. Lease – *attachment on 9/3 agenda* T. C. 4:00
2. Resolution regarding Authority to Change SSU Teaching Schedule for Spring 2010 – First Reading – S. Brannen – attachment T. C. 4:20
3. Report on Senate OE budget and request from Senate Analyst – on Google Docs
4. By-Laws Revision: Change to Charge of Structure and Functions – First Reading – attachment – J. Wingard T. C. 4:40

## **Standing Reports**

1. President of the University - (R. Armiñana) T. C. 3:15
2. Provost/ Vice-President, Academic Affairs - (E. Ochoa) T. C. 3:20
3. Vice President/ Admin & Finance - (L. Furukawa-Schlereth) T. C. 3:25
4. Vice-President of SAEM – (M. Lopez-Phillips) T. C. 3:30
5. Vice-President of Associated Students – (J. Tice) T. C. 3:45
6. Chair-Elect of the Senate - (J. Wingard) T. C. 3:50
7. Statewide Senators - (R. McNamara, C. Nelson) T. C. 3:55
8. Chairs, Standing Committee - (Estrada, Works, Hammett T. C. 4:15, Girman)
9. CFA Chapter President – (A. Merrifield) T.C. 3:35

***Approved.***

*Respectfully submitted by Laurel Holmström Vega*