

**Executive Committee Minutes**  
October 18, 2018  
3:00 – 5:00, Academic Affairs Conference Room

**Abstract**

Approval of Agenda – amended and approved. Minutes 10/4/18 – Approved. Chair Report. Vice President of Administration and Finance Report. From EPC: Revision to Music BA – approved for Senate consent calendar. From EPC: Discontinuances from GEP: ENSP BA and Minor; GEOG BA and Minor; ENSP/ECON “double-major” – approved as business items for Senate. From EPC: Minimal Adjustment: Art History Major – approved for Senate consent calendar. APARC Report. EPC Report. FSAC Report. Ex Com Rep to Sustainability Ex Com Report. SAC Report. CFA Report. Associated Students Report. Brainstorming for Faculty Retreat. Senate agenda approved.

**Present:** Melinda Milligan, Carmen Works, Damien Wilson, Ron Lopez, Joyce Lopes, Mark Perri, Rita Premo, Laura Krier, Carlos Torres, Erma Jean Sims

**Guest:** John Dunstan

**Absent:** Laura A. Watt, Lisa Vollendorf, Judy Sakaki, Wendy Ostroff, Wm. Gregory Sawyer

*Melinda Milligan chaired this meeting in Laura A. Watt's absence.*

**Approval of Agenda** – remove business item one – AA Strategic Plan discussion. This item will stay on the Senate agenda.

**Approval of Minutes 10/4/18 – Approved.**

**Chair Report – M. Milligan**

M. Milligan reported on the World Café events surrounding the strategic planning implementation of Academic Affairs. She noted that she especially enjoyed having a diverse group of people at the tables for discussion. Many Ex Com members were at the GI 2025 conference and thus absent for ExCom today. She reminded the members to RSVP for the meeting with Trustee Sabalius on Monday. She reported on the Associated Students Senate meeting she attended. At that meeting, S. Rivoire from the GE Revision subcommittee gave the students excellent context for why the GE reform was happening. On the 22<sup>nd</sup>, S. Rivoire will return to the AS Senate and provide a more nuts and bolts presentation. Also, at that meeting the students heard from E. Lopez and L. Noto who discussed putting many forms online, such as student leave processes. M. Milligan voiced some concerns about students understanding that they still need to meet with faculty, even if the forms are online. There was discussion about the implications of online forms, advising and faculty signatures. She also provided the Vice Chair report and said S&F worked on the language for the second reading of the by-laws change.

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

J. Lopes reported that progress on the Petaluma property was moving forward. The project would go to the Board of Trustees in November. She reminded the Ex Com that this conversation was still somewhat confidential. A member asked about the cost of the project. J. Lopes said that was still being negotiated and it would be paid for by state revenue bonds. A member asked if the grounds maintenance workers at the Petaluma facility will be union workers. J. Lopes said in the short term, they will be outsourcing that service.

## **From EPC: Revision to Music BA – J. Lillig**

J. Lillig noted that EPC approved this revision unanimously and asked that it be put on the Senate consent calendar. The Department was reducing units due to accreditation issues, among others. Academic Affairs noted the department would need to deal with EO 1171 in the near future. **This item was unanimously approved for the consent calendar.**

## **From EPC: Discontinuances from GEP: ENSP BA and Minor; GEOG BA and Minor; ENSP/ECON “double-major” – J. Lillig**

J. Lillig said the discontinuances were focused on the old majors from the departments that now make up GEP. The new GEP degrees have been approved at the Chancellor's office, so the old ones can now be discontinued. EPC had a first reading and asked the faculty to let them know of any concerns. No concerns were received. There were no issues with the teach out plan for the former majors. A cover letter was requested for this item. It was clarified that these discontinuances were coming forward as a block, but could be voted on separately, if required. **These items were approved as business items for the Senate.**

## **From EPC: Minimal Adjustment: Art History Major – J. Lillig**

J. Lillig said EPC unanimously recommends this item for the Senate consent calendar. The department was doing some small clean ups in the major. **The item was approved for the consent calendar.**

## **APARC Report – M. Perri**

M. Perri reported APARC updated the change for UPRS and that change is now at S&F. E. Lopez talked to them about classroom utilization and noted that the campus was only using 53% of its capacity APARC requested that he shop around teaching modules to the Department Chairs to determine the impact on different pedagogical needs. They discussed a 12 o'clock module and the 6-9:40 module. They heard from E. Lopez that new student success software was coming that would allow tracking of student cohort progress and would have early warning capabilities. A new resources dashboard will be on the web soon. E. Lopez noted that tuition revenue was down and one way to deal with that was to raise the SFR (student/faculty ratio). APARC thought increasing headcount was likely a better way to deal with the tuition revenue loss. The Provost would be visiting APARC to discuss the

Academic Affairs Strategic planning process. The Ex Com discussed teaching modules, including the offering of one-unit courses. M. Perri said there might be priorities for scheduling courses in the future. APARC would want input on such priorities.

### **EPC Report – J. Lillig**

J. Lillig reported that EPC is seeing a lot of teaching mode changes for courses and was having discussions about what EPC wants to see for these types of changes. EPC is working on revising the WEPT policy to include WICs and a resolution that would provide the positives of WICs. They have tasked S. Miller with determining the barriers to departments to offer WICs. EPC is working on clarifying the role of the SEIE curriculum committee. EPC is also working on a policy / process for offsite programs. She will be meeting with APARC to discuss their role in offsite programs development and approval. GERS has released their initial report / recommendations. She praised GERS for doing a phenomenal job. The report will have a first reading at EPC next week. EPC will have an open forum on November 8<sup>th</sup>, from 11am-1pm to receive feedback. Academic Programs is putting together an implementation document for the new GE program. The GE Subcommittee is also working on their process for approving / changing courses in the new GE program and GE course criteria. The approval timeline is unclear now due to the unknowns about the feedback. A member asked whether there were clear guidelines for changing a course from face to face, to hybrid, or online. J. Lillig said that was part of the problem. EPC is discussing having department online course policies submitted when a department wants to change the mode of a course to hybrid or online. There was a discussion of the issues regarding EPC approval of course modes and how departments schedule specific modes. J. Lillig noted that K. Moranski talked to the Chancellor's office who was checking in on our progress with GE and that they were thrilled with our process at this point.

### **FSAC Report – R. Premo**

R. Premo reported that FSAC has been hearing feedback on the OnBase functionality used in the RTP process. They created a new checklist for RTP that now relates to the OnBase functions. FSAC is reviewing the Excellence in Teaching Award process to make the dossier creation easier on the nominees. FSAC's decision to take a broader look at the existing RTP criteria, in order to address the request to show inclusion of students of color in teaching. They were still discussing this issue and believe it will take a while to come to a final decision. A member asked if OnBase was the best software for RTP. R. Premo said that it was her understanding that OnBase was used by other universities and whether it was the best would take considerable research. A member asked if, during the pilot of OnBase, an assessment was done. R. Premo said she would find out. A member offered that he thought OnBase was less arduous for faculty going through the RTP process as the SETEs were preloaded.

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

M. Perri reported that the Sustainability Executive Committee would have a new website soon. They heard a report about Second Nature which is a commitment to carbon neutrality and/or environmental resiliency. Sixteen CSU campuses have signed it. SSU has not signed on yet. What he heard was that the President wants to sign it, but wants to understand the resource commitments. He wants to put forward a resolution eventually for the Senate to support SSU signing the commitment.

### **SAC Report – R. Lopez**

R. Lopez reported that SAC is working on their charge. He noted that Dr. Sawyer wants SAC to change their charge and name. R. Lopez said he supported looking at the charge, but not the name change. They are reviewing a Priority Registration request for Peer Mentors. They have created a Priority Registration ad hoc committee which is reviewing the criteria and will hear from the Peer Mentors group about their request. They are also reviewing all the groups that have priority registration. A member asked what justification Dr. Sawyer was offering for making a change to the charge or the name of the committee. R. Lopez said it was not unusual for a committee to re-look at their charge. A name change was more unusual. He did not understand the request for the name change. The student rep asked if groups have been contacted to re-apply for priority registration. R. Lopez said notification to the groups would be coming out in the near future.

### **CFA Report – E. J. Sims**

E. J. Sims reported that CFA would offer three workshops – pension and benefits for all faculty, an unemployment benefits workshop for lecturers, and range elevation workshop for lecturers. She noted that only 10% of lecturers eligible for range elevation actually apply. She discussed the potential reasons why lecturers do not apply. CFA is engaged in political action. CFA endorsements are on their website. The Justice for Josiah events will end tomorrow (<https://www.justiceforjosiahlawson.com/>). The next social event for CFA is November 7<sup>th</sup>, and will be held in Lobos.

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

J. Dunstan reported that about 100 students participated in the Sonoma Serves event. AS is looking at a resolution to support the efforts to make the RTP criteria include efforts toward inclusivity. They heard a report from GERS. They have decided to create an ad hoc committee to look deeper into the GE revision. It was noted that student input was needed in the GE Revision process.

### **Brainstorming for the Faculty Retreat**

C. Works provided some background on the faculty retreat in general. Ideas included: Following up on GE or strategic planning, policies that might be coming up for revision (such as the online, hybrid policy). Members were encouraged to use

the retreat to identify Senate levels issues for the GE Revision, graduate education based on the recent report heard at the Senate, and / or workshop on sexual harassment issues and bullying. Further considerations included a request to touch base with PDS, a discussion about the Sea Lanes idea in the GERS report, teaching and learning innovations, review of the Academic Affairs strategic planning implementation language, and consideration of how those will be actualized, teaching innovations related to GI 2025 and high impact practices, how to encourage interdisciplinarity, how to use evidence-based practices to improve teaching with an eye toward GI 2025, how FLCs are helping students adjust to college, a more diverse student panel including students who are less engaged, understanding more about what students need. Those who have issues outside of academics, or talk about transition classes and curriculum building for transitions of our particular student body. A potential theme could be: how do we support our students?

## **Senate Agenda**

### **AGENDA**

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

**Consent Items: From EPC:** Revision: BA Music, Liberal Arts Concentration, Minimal Adjustment to Program- Art History Major – emailed

**Special Report:** Vice President of Advancement, Gordon McDougall TC 3:45

**Special Report:** Academic Affairs Strategic Plan – L Vollendorf & L. Watt - TC 4:15

### **Business:**

1. From S&F: Change to By-Laws: Meeting days and times – Second reading – attached
2. From EPC: Discontinuances – First Reading – J. Lillig - attached
  - a. ENSP BA and Minor
  - b. GEOG BA and Minor
  - c. ENSP/ECON “double-major”

**Approved.**

**Adjourned.**

*Minutes prepared by L. Holmstrom-Keyes*

