

**Senate Executive Committee**  
April 21, 2016  
3:00 – 5:00, Academic Affairs Conference room

**Abstract**

Agenda – item added: Faculty Availability for Student Advising and Office Hours Policy – Approved. Minutes of 4/7/16 – Approved. Chair Report. International Education and Globalization Advisory Committee proposal referred to S&F. Representation on Administrative Appointment Committees policy. Faculty Consultation in Budgetary Matters policy – approved for Senate agenda. Provost Report. Statewide Senator Report. Faculty Availability for Office Hours Policy approved for the Senate agenda. Vice President of Administration & Finance Report. Vice Chair Report. Vice President of Student Affairs Report. EPC Report. FSAC Report. SAC Report. CFA Report. Associated Students Report. Senate agenda approved. Summer quorum approved.

**Present:** Richard J. Senghas, Tom Targett, Carmen Works, Ed Beebout, Ron Lopez, Kate Chavez, Andrew Rogerson, Sam Brannen, Michaela Grobbel, Laura Watt, Ruben Armíñana, Elaine Newman, Tammy Kenber for Larry Furukawa-Schlereth, Catherine Nelson for Deborah Roberts, Anthony Gallino for Matthew Lopez-Phillips

**Guests:** Berta Hodges, Hope Ortiz, Rob Eyler

**Approval of Agenda – item added: Faculty Availability for Student Advising and Office Hours Policy – Approved.**

**Approval of Minutes of 4/7/16 – Approved**

**Chair Report – R. Senghas**

R. Senghas reported on his efforts with CAL OSHA. He said OSHA seemed less comfortable with coming to campus. He recognized that CFA was hiring a third party asbestos expert. He had concerns about that since CFA was an interested party. A member offered that he knew an attorney who had experience with this topic. Several members thought that CFA's expert would not be seen as problematic. R. Senghas said that his concern was that CFA had filed a grievance on the issue and if we went to the Administration with a third party report paid for by CFA, that might be seen as problematic. A member noted that if the CFA expert came to report to the Senate, the Administration could also have their attorneys there or other experts. The Chair said he would reach out to CFA. He reminded the members that the last meeting of the Ex Com would be held from 4:00 – 5:30 due to the Chancellor's visit.

**International Education and Globalization Advisory Committee proposal – B. Hodges, H. Ortiz, R. Eyler**

R. Senghas said that ACT had heard about this proposal and it seemed appropriate to bring it to the Ex Com. B. Hodges said they had created a mission, charge and

membership list for this advisory committee after doing research about similar committees on other CSU campuses. What they were looking for was a place for the committee to live. The suggestions had been for the committee to function as the President's Diversity Council or the Sustainability Committee, or to be part of faculty governance. She reviewed the charge. The Chair of EPC suggested that the Chair of Global Studies be part of the membership of the committee. H. Ortiz said they had thought about that and suggested that membership from the Schools could overlap with such positions. A member asked if there were any resources needed. B. Hodges said they would meet twice a semester and did not think they would need release time. A member suggested that this committee be a subcommittee of EPC. It was suggested that they add a rep from the Library to the membership. A member wanted the committee to be closely integrated with the Office on International Education and that the Ex Com should consider making the committee more like the President's Diversity Council. The Chair of EPC also agreed that it could be a subcommittee of EPC. She argued that one of the downsides of not having it in governance were the blurred communication lines. R. Senghas voiced concern about putting forward another committee when faculty governance had just done work to help with committee seat vacancies. He suggested that perhaps the committee could have at-large members. There was discussion on this point. **The proposal was referred to Structure and Functions to review it for faculty governance.** There was a discussion of the definitions of international education and globalization.

### **Representation on Administrative Appointment Committees policy – R. Senghas**

R. Senghas stated he brought this policy back to the Ex Com to see if they had any feedback to help the second reading at the Senate. There was discussion about the term "matriculated" student. It was decided to let the AS define "student". The Student Rep asked that the policy list AS, not ASI. It was clarified that the Senate office runs elections for staff. T. Kenber noted that at another campus, the Academic Senate created a pool of faculty that were willing to serve on search committees that year. They were all provided training and it made the procedures much easier. She was concerned about elections holding up recruitments. R. Senghas said he would pass that idea along to Structure and Functions. This policy was already slated for a second reading at the Senate.

### **Faculty Consultation in Budgetary Matters policy – R. Senghas**

R. Senghas introduced the item by stating that this policy was out of date, particularly in terms of titles and names of committees. The biggest change was to not have faculty from each School as members of the Academic Affairs Budgetary Advisory committee and to having ACT convene as a budgetary advisory committee when needed. All the standing committee chairs are on ACT. The chairs have members on their committee from each School and have all been part of discussions about academic affairs and budget. The policy revision also gave departments the ability to have or not have budget committees. **It was approved for the Senate agenda.**

### **Provost Report – A. Rogerson**

A. Rogerson reported that the campus received \$1 million from the Koret Foundation to fund undergraduate research for three years. The final details were being worked out. He thought they would be able to fund 100 creative / research experiences per year. The students would be called Koret Scholars and there would be release time or stipends for faculty working with these students. A member asked whether departments were obligated to give seats to National Student Exchange students in courses restricted to majors. She heard from the International Education office that it was not the case that NSE students should be treated any differently. The member was attempting to confirm that understanding. The Provost said he would look into the matter.

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

C. Nelson said in the Statewide Academic Affairs committee, they were concerned about the C- in the golden four put forward in a coded memo from the Chancellor's office and that the Statewide Senate was not consulted about it. They were also looking at whether policies or guidelines for new programs were going through a campus process before going to the Trustees. Some campuses have them and some did not. They may write a resolution about that. A member voiced frustration about the change from C to C- so quickly and without consultation. The Chair of EPC noted that there was an issue regarding the definitions of a "C" between the campuses, i.e. if a C- would count as a "C" grade.

### **Faculty Availability for Office Hours Policy – E. Beebout**

E. Beebout said he brought back the Ex Com's feedback to FSAC. Some of the suggestions were welcomed and some were not. They had quite a discussion and finally came up with a version that was approved. He said the committee could not agree on a formula for the number of office hours for faculty. A member argued that the policy was weaker now and seemed that faculty could just hold their office hours online. The Chair suggested that FSAC provide a cover letter addressing where the contentions are in FSAC and the agreements. There was concern about the what the word "proportionate" meant in the current version. A member voiced support for the language that puts the responsibility in the departments to come up with office hour policies. A member argued that the policy should provide a minimal level of acceptability. A member suggested that since this is a policy, it should have more policy type language. A member volunteered to work with E. Beebout on the cover letter to include what Ex Com wanted FSAC to put in the policy. A member noted that in small departments, if just one person didn't want to do office hours, it was hard to come up with a department policy. The student member noted that more face to face advising was desirable. It was decided that the cover letter note what the Ex Com recommended to FSAC, what was adopted and what wasn't, as part of the legislative history of the policy. **It was approved for the Senate agenda.**

## **Vice President of Administration & Finance Report – T. Kenber for L. Furukawa-Schlereth**

A member asked about dongles for computers and who pays for those. She understood that the departments had to pay for them now. There was substantial discussion about VGA, HDMI and DVI. She wanted to know if departments paying for dongles was a change. T. Kenber said she would take that question back to L. Furukawa-Schlereth. A member asked when the recent asbestos testing would be posted and what kind of testing was used. T. Kenber said that the March testing was posted online: <http://www.sonoma.edu/ehs/hazmat/asbestos/csra.html>

## **Vice Chair Report – C. Works**

C. Works said S&F discussed the two polices now moving forward to the Senate.

## **Vice President of Student Affairs Report – A. Gallino for M. Lopez-Phillips**

A. Gallino asked for direction regarding the Student Advocate position. The search would likely go into the summer. He asked if the Ex Com still wanted a faculty member to participate in the search. Could the current faculty member identified still serve in the summer? The Chair said that the faculty member could be asked and often summer searches have stipends attached for faculty members. T. Kenber said her office could help with the paperwork for stipends. A. Gallino asked if the faculty member could not serve in the summer, what would be the process? The Chair said typically S&F would put out another call and the Ex Com could also act on behalf of the Senate in the summer. A. Gallino reported that Sexual Assault Awareness month was wrapping up and upcoming was Disability Awareness Month. Take Back the Night would take place on April 27<sup>th</sup>. A member noted that Lobovision was being used to show a movie the other night and thought that was a great idea.

## **EPC Report – L. Watt**

L. Watt reported that at the next EPC meeting they would have a discussion about writing intensives. A member asked if Math would have a hard time changing the B4 requirement to C-. L. Watt said she puts up all the MCCCFS on the EPC Moodle site for the committee to review and if there are no objections, they move forward as consent.

## **FSAC Report – E. Beebout**

E. Beebout reported that they would hear three subcommittees' end of year reports at their next meeting and did not have any more "cans of worms". They heard about the internship policy at their last meeting which generated quite a bit of discussion and feedback. They would work on the WASC criteria. A member asked about the internship policy process and asked about the call that went out for feedback that would only take 5 minutes. L. Watt offered that EPC was told that the Open House was to receive faculty input about the process, not the policy. E. Beebout said FSAC heard the internship policy would not go through governance. **A member moved**

**that the Executive Committee formally request that the internship policy go through the shared governance process including EPC, FSAC and the Senate.**

**Second. Approved.** E. Beebout noted that M. Weisman has offered to visit any departments to talk about the internship policy. The Chair noted that this topic had come up in the Council of Department Chairs. At least one of the campuses had their office of community engagement help with the process of internships. L. Watt thought it would be good to see how other campuses were dealing with this. The CFA rep said distancing the policy from the procedures was troubling. It was hard to evaluate the impact on faculty workloads. The process also seems very rushed.

### **SAC Report – R. Lopez**

R. Lopez reported that SAC looked at the Mid-Semester Evaluation –Shared Responsibility policy and decided to strike the mid-semester evaluation portion and send the rest of the policy to FSAC to see if it was actually needed. He noted there were conflicting ideas between this one and the attendance policy. He reported that three students in CALS won Immigrant Scholarship Awards at the Chicano and Latino studies conference. In his opinion the students were just wonderful.  
Applause.

### **CFA Report – E. Newman**

E. Newman said the ratification vote would begin the next day and voting would be available for a week. It would all be online. Immediately afterward, the chapter will hold leadership elections for the chapter. On May 12<sup>th</sup>, CFA will host a happy hour at Lobos after the Senate meeting.

### **Associated Students Report – K. Chavez**

K. Chavez reported that the AS was busy with in-house matters. The resolution pending for them was about the D-Lock program for bikes.

The Chair asked the committee to think about who could sit on the Sustainability Executive Committee next year.

### **Senate agenda**

#### **AGENDA**

Report of the Chair of the Faculty – Richard J. Senghas  
Approval of Agenda  
Approval of Minutes - emailed

#### **Consent Items:**

#### **BUSINESS**

1. Revision to Representation on Administrative Appointment Committees policy – Second Reading — R. Senghas – attached

2. Revision to Faculty Consultation on Budgetary Matters policy – First Reading – R. Senghas - attached
3. Policy Regarding Faculty Availability for Student Advising and Office Hours – First Reading – E. Beebout – attached
4. Election of At-Large members to Ex Com

**Approved.**

**Summer Quorum**

The Chair suggested that the Ex Com follow the same pattern as last year – at least three members of the Ex Com with one being the Chair, Vice Chair or Past Chair would constitute a quorum. **No objection.**

**Adjourned.**

*Minutes prepared by L. Holmstrom-Keyes*