

**Senate Executive Committee Minutes**  
August 21, 2014  
3:00 – 5:00, Academic Affairs Conference Room

**Abstract**

Agenda approved. Minutes of 5/1 and 6/10 approved. Chair Report. President Report. Provost Report. Statewide Senator Report. Structure and Functions Report. Vice President of Administration and Finance Report. Vice President of Student Affairs Report. Re-assigning APC business. Possible Revisions to the Online and/or Hybrid Instruction Policy referred to EPC. Interim Certificate Approval Process – EPC approval supported. GMC report at the Senate – Results of summer retreat added to Senate agenda. Charge to Senate Budget Subcommittee. Faculty Involvement in Honorary Degree Program. New parliamentarian for the Senate – S. Brannen appointed as backup. EPC Report. FSAC Report. SAC Report. CFA Report. Associated Students Report. Senate agenda approved.

**Present:** Richard J. Senghas, Matthew Lopez-Phillips, Margaret Purser, Maria Hess, Catherine Nelson, Julie Shulman, Richard Whitkus, Andrew Rogerson, Melinda Milligan, Elaine Newman, Sam Brannen, Larry Furukawa-Schlereth, Ruben Armiñana, Laura Watt

**Absent:** Terry Lease

**Guests:** Christian George, Ann Steckel

The Chair asked for introductions as new people were on the Executive Committee this year.

**Approval of Agenda – Approved.**

**Approval of Minutes of 5/1/14 and 6/10/14 – Approved.**

**Chair Report – R. Senghas**

R. Senghas noted that the faculty eligible for emeritus status would be on the Senate's consent calendar and was before the Ex Com in case of any questions. He said the Emeritus Dinner would be held on October 16<sup>th</sup> in the Student Center ballroom from 6:30 to 9:30. He announced the Excellence in Teaching Award reception on September 25<sup>th</sup> in the University Art Gallery honoring Dr. Jerry Morris and Dr. Eric Williams. He said that there was interest to highlight this award more than in the past. He also announced a new event to honor those who had newly received tenure and promotion. This would be held on September 11<sup>th</sup> after the Senate meeting. He asked all the Standing Committee chairs to schedule him for the annual Senate Chair "ambit."

## **President Report – R. Armiñana**

R. Armiñana reported that the CSU was scheduled receive \$119 million dollars from the State which was \$23 million less than last year. He spoke about the change in the CSU budget regarding how debt payments were made on capital projects. He provided a history of how bond measures had worked in higher education in the past. Now the state had put money in the base budget of the CSU for debt payment. The debt payment will fluctuate over the years and there was a letter from the Department of Finance stating that if the debt payment went above the \$293 million, they would do a one-time increase of \$20 million. He said the State would no longer engage in bond issues that are on the books for the State, but rather the bonds would appear on the books of the CSU. A member asked about the faculty hires. The President said he was still planning for an average of 15 per year. There was more discussion about the variables involved in how they would determine the exact number of hires per year. The Provost said he would be able to let departments know if hires could go forward in a few days. The President noted that no extra money would be coming from the Governor, and concerning the budget, the Legislature was irrelevant. He provided examples. The CFA rep noted that faculty had alerted her that her name and speech were not posted on the Convocation webpage. The President expressed surprise at this information and said he would talk to S. Kashack when she returned from vacation.

## **Provost Report – A. Rogerson**

A. Rogerson reported on enrollment. He said as of yesterday, the campus had 9292 students enrolled. He thought this number would go up slightly after census. The average unit load was 13.7 and that would continue to climb during the add/drop period. He said they were not concerned about target because the Chancellor had told them verbally that they would not be penalized for going over. This meant that they could mount a healthy amount of classes in the Spring as well. The President noted that there would be no Spring enrollments, with a few exceptions. The Provost said the freshman class was 1840, which was a record for SSU. When the freshmen were surveyed, 63% said they decided to come here after they had visited the campus, which was up from last year. He thought that change had to do with the new Student Center. A member said the notion that the campus would not cut back in the Spring was not what she had heard in the Department Chairs meeting. The Provost said the message he was given to the Deans was that they did not have to hold back in the Spring. The CFA rep said she had heard sporadic reports that class sizes were going up to absorb all the students. The Provost said that class sizes could not be increased without the faculty agreeing. He said that the strategy was to put on more classes rather than increase class size. The CFA rep noted that she had not seen such consultation with faculty applied uniformly across campus. The Provost said the faculty member should be consulted with and that the Deans did have the authority to increase class sizes if it was deemed necessary, so that had happened in some circumstances. The CFA rep asked respectfully that the Provost not say that the class sizes would not be raised unless faculty agrees.

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

C. Nelson said the Statewide Senate would meet during the first week of September. She noted an academic conference coming up on November 13 and 14<sup>th</sup>. It was a way to bring together the Board of Trustees, the Statewide Senate, Presidents, Provosts, Chair of Senates and Presidents of Associated Students. They had a couple of speakers coming to talk about STEM and other issues not yet determined. The President's office had been asked to fund the travel.

## **Structure and Functions Report – R. Senghas**

Due to the Vice Chair's absence, R. Senghas gave the S&F report. He said S&F followed up on nominations and appointments. He said there was little clarity in the policy about the members of the search committee working on the job description as well as other parts of the search. They discussed the issues of APC that lead to the beginning of discussion of the reorganization of faculty governance. He said it made sense to look at all the committees faculty serve on and look at shared governance more globally. They discussed a survey about faculty not voting, and were particularly interested in reasons why faculty who are serving in governance and did not vote. A member argued that in a democracy people had the right to not vote. R. Senghas said there were differences in the Schools and they wanted to pay attention to all patterns. A member expressed concern that individuals were being tracked for voting. The President noted there are some democratic countries where voting is required.

## **Vice President of Administration and Finance Report – L. Furukawa-Schlereth**

L. Furukawa-Schlereth noted it was an important day for SSU as Schroeder Hall had opened for instruction. He said that Monday through Friday afternoon the space was devoted to instruction or use by the Music department. Starting Friday evening through Sunday evening, it would be used for performance. He described the special opening activities that were primarily put together by the Music Department. He suggested the Senate hold a meeting there.

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

M. Lopez-Phillips reported that the President sent a letter to all parents and students about alcohol use and sexual misconduct and about the intersection of those. All residential students are required to do online trainings about alcohol, marijuana and living in community. Nate Johnson also sent letters out the community to ask that they welcome students back and see students as citizens of Rohnert Park. He said they were trying to front load this sort of thing now. There was only one arrest at Big Night. He talked about Men's groups starting in the Hub. He reported that he placed Laura Williams as the interim Director of CAPS. He noted a new member in Disability Services to assist students.

## **Re-assigning APC business – R. Senghas**

R. Senghas said that since APC was on hiatus, some of its business needed to be dealt with. He had heard from D. Roberts that the classroom task force was

interested to continue as they were. He thought that the task force could meet with the Ex Com and he wanted to communicate to them that all classrooms should be set up for any particular type of teaching. He then discussed the draft University Strategic Plan and how that might be dealt with on the faculty side. There was some discussion. The Chair asked for feedback from the Standing Committees. The EPC chair noted that there were questions about how the task force was functioning. She suggested they have a specific charge. The Chair said that could be on the next agenda.

The next business item was announced via cell phone!:-)

### **Possible Revisions to the Online and/or Hybrid Instruction Policy – A. Steckel**

The Chair introduced A. Steckel and noted that this policy was created before she joined SSU. A. Steckel said she checked the policy to make sure she was following it correctly and had some questions. The Senate Analyst had directed her to talk to the Ex Com since the committee that created the policy, APC, was in hiatus. She offered her observations and suggestions for many of the sections of the policy:

“□□□□□Principles for Online and/or Hybrid Instruction

#### **A. Student Support, Rights, and Responsibilities**

2. Students have the right to know the modes of delivery, including any on-campus meeting requirements, and technological requirements of each course section, program and degree offered by the University. Students will have access to this information before enrolling in a course section or program.”

She said at the Faculty Center they have had instructors come to them a week before class not knowing how they were going to deliver the class. So there was no way students could have known the modes of delivery. If a student thinks the course is fully online, they may miss that there are actual meeting times.

“7. In accordance with the CSU Accessible Technology Initiative, accessible design will be incorporated into the creation of all new course sections with online components. Existing online course content will be made accessible as online materials are redesigned or modified or when a student with a disability enrolls in the course.”

She expressed concern that faculty may not be aware of what they need to do in this area for new courses. She was just trying to bring awareness to this one.

“8. Because online and hybrid instruction involves the use of technologies and teaching methods that require specialized training, the University shall offer [training and support to faculty](#). Any faculty member who teaches online or hybrid courses shall have the adequate opportunity to receive training in online instruction and be encouraged to make use of any university-offered resources and training. Ideally, development of course materials to offer a **new** online or hybrid course should begin a semester in advance to facilitate instructional technical support.”

This section concerned her because it pertained to her area. She noted that the link just went to an IT page with some information about Moodle. She got together with her team and they created a new workshop this summer. She reached out to all faculty that were going to teach online, the new faculty and then to the entire faculty. This training had not been available before the Faculty Center was set up.

"9. Each time a new or existing course section will be taught online or with a hybrid format, the Department will communicate with Instructional Technology to ensure that the course will be linked in the online course index to allow time for technical support."

She asked what the "online course index" was. She knew that every course was given a Moodle shell. She was unclear and would like to fulfill the policy.

"13. Faculty have a right to know, and department chairs and program directors have the responsibility to inform faculty of the modes of delivery, including any on-campus meeting requirements, and technological requirements of relevant course sections, programs, or degrees offered by the department or the program. Faculty shall have access to this information before being assigned any course."

She thought that this section could use more communication to the faculty, even though most people were doing good due diligence.

"16. Faculty office hours for online or hybrid courses *will remain consistent with the current SSU practices and policies.*"

She noted that they did have software to do online conferencing, but wasn't sure if this had to do with office hours. She wondered if a faculty member were teaching fully online, would they have to come in for office hours? She couldn't find anything about such SSU policies. There was discussion about how many days faculty needed to be on campus a week. A member noted that there could be faculty not in California, teaching online courses, how could they come to campus?

#### "IV. Approval of Online or Hybrid Courses and Degree Programs

##### A. New Online or Hybrid Degree Programs

2. New online or hybrid degree programs or program modifications (including majors, minors, options, certificates and subject matter preparation programs) shall be reviewed in accordance with the usual Program Proposal process. Any department or degree program in which at least 50% of the instruction is offered online shall be required to meet [Western Association of Schools and Colleges \(WASC\) substantive change requirements.](#)"

She could not find what the requirements of WASC were for substantive change and this concerned her.

The Chair thought D. Roberts could be consulted on some of this. A member suggested that a task force might work on this. The EPC Chair noted that a new GE online course in Nursing came through at the end of last year and there were a lot of

questions about it at every level and that the policy did not help them. She was also concerned that the policy stated that individual departments be encouraged to develop policies to determine whether courses should be online. Very few departments had done this. She noted that Nursing, which offers the most online courses, did not have a policy. She thought there was no global framing about what should be online. She thought that EPC could develop another task force and do a broader call for faculty who are interested. The Chair thanked A. Steckel for the information.

### **Interim Certificate Approval Process – R. Senghas**

R. Senghas said that a committee was being formed according to the new policy for Extended and International Education, but until it was formed and had processes in place, he thought EPC could still approve certificates until notified that the new SEIE curriculum committee was functioning. The EPC Chair agreed.

### **GMC report at the Senate – Results of summer retreat – R. Senghas**

R. Senghas said that what came out of the summer GMC retreat was that the MasterCard series at the GMC become its own 501c3 auxiliary. He thought it would be good for the Senate to get more information to provide useful consultation. L. Furukawa-Schlereth thought that the Senate might need to understand how auxiliaries function in the university first and then consider if it is appropriate for the GMC. The Chair gave an example that money in auxiliaries can only flow one way. It was decided L. Furukawa-Schlereth would do a presentation at the first Senate on auxiliaries.

### **Charge to Senate Budget Subcommittee – R. Senghas**

R. Senghas said the SBS met this week and asked for a charge. SBS would like to create a similar report for this year as they did last year to begin trending. They also asked to do ground level truth verification with the Finance folks to make sure all the terms were understood correctly. The Senate had also asked questions during the SBS presentation. The Chair said he would circulate language for the charge among the Executive Committee via email to get it on the first Senate agenda, if approved.

### **Faculty Involvement in Honorary Degree Program – R. Senghas**

R. Senghas said that it made sense to establish some kind of process to get more faculty feedback on the Honorary Degree(s). The President noted that there was a template for the Past Chair to be a member of the Honorary Degree committee. M. Purser noted that since there was no Past Chair last year that may have been the problem. The Ex Com suggested that the committee change their membership rules so that if there was no Past Chair, it would revert to the current Chair. The Chair said he would follow up on this matter.

### **New parliamentarian for the Senate – R. Senghas**

R. Senghas said that T. Lease had served as parliamentarian last year and could continue, but would need a back up when T. Lease would need to chair the meetings. S. Brannen agreed to be back up parliamentarian.

### **EPC Report – M. Milligan**

M. Milligan said EPC would be meeting next week. They would be discussing the Strategic Plan as well as the two new business items they just received in the meeting.

### **FSAC Report – R. Whitkus**

R. Whitkus said FSAC had business from last year. They would be reviewing awards, completing the SETE policy, and reviewing the URTP policy. During the summer, he and Faculty Affairs had worked together to start a pilot of using electronic files for the RTP process. They would also review the Lecturers in Department Governance, as well as the University Strategic Plan.

### **SAC Report – J. Shulman**

J. Shulman said SAC would be reviewing the University Strategic Plan as well.

### **CFA Report – E. Newman**

E. Newman noted that an email had gone out that a new contract had not been approved. She thought contract actions would be needed this semester. She announced a Bargaining Road Show coming up on Monday at noon. A. Merrifield would be there. They really wanted feedback about what faculty thought about the proposals and what they would be willing to do to get a fair contract.

### **Associated Students Report – C. George**

C. George reported that over the summer the new AS officers had a retreat to help them work cooperatively to achieve many things. They had an awesome new week of Seawolf Days. They had many people ready to attend the first dance. Their Senate would be appointing students to university committees very soon. He asked that the committees work with the students coming from the AS, especially with the acronyms. Many of the student reps would be new to governance.

### **Senate Agenda**

#### **AGENDA**

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

**Consent Item:** Faculty Eligible for Emeritus status - emailed

**Information Items:** Senate, SAC and FSAP end of year reports - emailed

**Special Report:** 1 of 2 reports: Auxiliaries at SSU – L. Furukawa-Schlereth

**BUSINESS**

1. Crash Course in Robert's Rules
2. Charge to Senate Budget Subcommittee for AY 14-15 – First Reading – attached – R. Senghas
3. Group Photo T.C. 4:50

Adjourned.

*Respectfully submitted by Laurel Holmstrom-Keyes*