

## **Executive Committee Minutes**

May 7, 2020

3:00 – 5:00, Via Zoom

### **Abstract**

Agenda – item added: BA degrees in Spanish and French – Approved. Minutes of 4/23/2020 – Approved. Chair Report. President Report. Provost Report. Vice President of Administration and Finance Report. Vice President for Student Affairs Report. Associated Students Report. Course Materials Cost Report – referred to first meeting of Ex Com in the fall. From EPC: Dance elevation to Major, Revision to Education Leadership Administrative Service Credential and Revision to BAs in French and Spanish all approved for the Senate's consent calendar. From S&F: ExCom Transition Date Recommendations and Summer Ex Com quorum decision – Approved. EPC report. FSAC report. SAC report. Senate agenda approved.

**Present:** Laura Watt, Melinda Milligan, Hope Ortiz, Sean Place, Jenn Lillig, Paula Lane, Hilary Smith, Missy Garvin, Amal Munayer, Judy Sakaki, Joyce Lopes, Wm. Gregory Sawyer

**Absent:** Wendy Ostroff, Erma Jean Sims

**Guests:** Karen Moranski for Lisa Vollendorf, Jerlena Griffin-Desta, Krista Altaker  
Melissa Kadar

**Approval of Agenda** – item added: BA degrees in Spanish and French –

**Approved. Approval of Minutes of 4/23/2020 – Approved.**

### **Chair Report – L. Watt**

L. Watt reported about videos that the campus will be recording for graduating seniors. Departments will receive guidelines about how to proceed with their own videos. She expressed concern last week about the EOC still meeting and hoped to get an update on EOC discussions on re-opening in the Fall. She noted the Virtual Research Gallery put together from ORSP is online now and available to be viewed, but the notice will not come out to campus until everything is uploaded. She asked when the various awards will be announced and hoped to get information about that soon. She described who was leaving and joining the Ex Com this year. She thanked everyone for their amazing service this year.

### **President Report – J. Sakaki**

J. Sakaki reported that Commencement has been officially postponed and will be held when it is safe to do so. The videos will be graduation celebration messages from various members of the CSU and the campus. Some departments are choosing to do similar videos, but it is not required. She discussed two new planning committees – Academic Continuity Group and Operational Continuity Group both

having broad representation. She noted meetings are continuing with the Chancellor's Office and other CSU Presidents. She expressed her appreciation for everyone coming together to support the students, faculty and staff during this challenging time.

A member asked about an email she received that asked faculty to plan for online teaching in the fall and wondered if faculty should actually plan for that since the campus has not decided yet.

K. Moranski responded that the email was actually about asking faculty which courses actually need to be taught in person in some form to inform the planning groups about the need. She said they need that information to assess the needs and costs associated with plans. The President noted that there are some scenarios that could see hybrid approaches, but the need to return to more restrictions may happen and we need to be prepared for that.

A member asked for elaboration on the charge of the planning groups and timelines for their deliverables, especially around the topic of research. The President responded that both groups would probably consider research. The CSU is telling us they will be deciding by late May or early June about their guidance for fall. She discussed the variables that go into understanding how to prepare the campus for what students need in this current pandemic environment, as well as the financial issues that campus may face.

A member spoke up for the Department of Education and their concerns about teaching teachers to teach children only online. Hands-on could not mean more to the Education faculty. She just wanted this to be on the record.

J. Lopes discussed the fall semester issues from the perspective of operations, noting the supply lines issues and county health guidelines. K. Moranski appreciated the comment from Education and noted that all the approaches to online education are being explored and all are not available to campus at this point. Once all the needs are known, then the solutions can be explored.

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

K. Moranski encouraged everyone to see the research and creative activities symposium to give us a sense of education moving forward. The Chair thought it would be nice to have comment areas on the research symposium to replicate the environment of discussions typically available at the face to face symposium.

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

No report besides the two items on the agenda.

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

J. Lopes reported on the continuing support of A&F to the campus. There are over 1000 telecommuting agreements in force now. Approximately 300 employees come

to campus as essential employees. She and J. Yarrow are working on the Operational Continuity group and she noted that the CSU will be putting out guidelines for all

campuses about operational considerations as they look at fall such as appropriate square feet between students, cleaning protocols, etc. in the next week or so.

A member asked if tech upgrades would be available to faculty who may need to teach virtually in the fall. J. Lopes responded yes, some of the institutional CARES money is earmarked for technology needs in instruction. The Provost also set aside money to bring classrooms to a minimum technological level and some of that money may be used for facilities for filming lectures or that kind of educational activity. She appreciated the question as this will be discussed at the PBAC. The CSU is anticipating a 15% to 25% decrease in enrollment as a result of COVID-19. SSU will receive no new money and could see a reduction. The campus will need to look at how we deliver instruction, either in person or online effectively and efficiently, in conjunction with keeping our faculty, staff, and students safe.

A member asked if the cleaning and sanitizing specifications need to be outsourced or if our staff can do such cleaning. J. Lopes responded that it is not specified that such services be outsourced. She would have to meet with the custodial union to discuss their willingness and ability to do such work. She noted some places have custodians in full PPE gear. She said the CFO and Provost group of the CSU is meeting twice a week, and lots of good ideas about this are being shared.

A member asked about International Students being eligible for CARES monies. It was clarified that the Federal money did not include international students.

A member asked if technological help would be provided for students as well, particularly first-time freshman. J. Lopes responded that the Academic Continuity Group will take up that issue and she said IT is sending out a survey to assess what the needs might be.

A member noted there are quite a few faculty on campus that have been trained in sanitizing due to laboratory requirements.

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

Wm. G. Sawyer reported that housing deposits have been received by 2129 students. He was please to announce that money has been found to help DACA students, but International students were not part of that. He noted that the affinity groups will have virtual celebrations next week.

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

M. Kadar noted that the transition of new offices would happen today. The AS passed a resolution distributing some of their reserves to DACA students since they were not included in the CARES monies.

A member asked about International Students again. Wm. G. Sawyer thought international students were not include because DACA students pay the campus fee

for Student Government and International Students do not. J. Griffin-Desta noted that the Cabinet wants to support every student. It was noted that International Students do pay that fee.

## Course Materials Cost Report – K. Altaker

K. Altaker said that this report was a follow up to a resolution presented previously by SDS that the Ex Com requested have more information. SDS gathered quite a bit more data which is now presented in a report. The report contains recommendations about moving forward. She reviewed the recommendations:

- Designation of a faculty member Course Materials Champion within each department to explore open education resources (OER) and low cost or zero cost options for course materials available through SSU.
- Deans and Chairs to collaborate with Faculty Center and Library to develop partnerships for sharing meaningful learning resources and educate faculty on resources and processes available.
- Request increased transparency of pricing protocols with university bookstore.
- Clarity of Communication for faculty requirements for course materials presented to students accurately.
- Bundle messaging of accessibility and affordability to address inequities across multiple student groups.
- Integrating efforts to address costs also aligns with intentions to improve accessibility and support the “education for all” mission.

The Chair asked what SDS wanted the Senate to do with this report. She noted that if it came to the Senate next week, it would be a first reading and there was no guarantee that the first reading would be waived. It could also be brought to the Senate as an Information item. There was discussion about what to do with the report. It was clarified that SDS does want to see action on the recommendations and SDS will circle back in a year to check on progress. It was clarified that SDS wanted the Senate to send the report out to the faculty, Deans and Schools. It was decided to bring this forward at the first Ex Com in the fall to be agenized for the Senate.

## From EPC: Dance elevation to Major – J. Lillig

J. Lillig noted that other curricular items will come forward similar to this one to conform to EO 1110. This elevation will allow Dance to be accredited. There are no actual changes to the curriculum. It was approved unanimously by EPC. **It was approved for the Senate consent calendar.**

## From EPC: Revision to Education Leadership Administrative Service Credential – J. Lillig

J. Lillig noted that accreditation requirements created the need for this revision. It was unanimously approved by EPC. **It was approved for the Senate consent calendar.**

## From EPC: Revision to BAs in French and Spanish – J. Lillig

J. Lillig noted Modern Languages is adding a requirement to both the BA in Spanish and French for students to take a course in another language besides the BA for pedagogical reasons. EPC recommended that the program keep an eye on any impediments for graduation. It was unanimously approved by EPC. **It was**

**approved for the Senate consent calendar.**

**From S&F: ExCom Transition Date Recommendations and Summer Ex Com quorum decision– M. Milligan**

M. Milligan noted that Ex Com needs to decide on the summer quorum for the Ex Com over the summer. S&F is recommending that Ex Com reflect seriously on this quorum, because of decisions that may need to be made over the summer this year. She offered possible configurations for quorum. She then discussed the issue of when the transition of members on Ex Com happens as particularly important this year with the campus facing issues related to the pandemic. She noted the traditional date for Chair and Vice Chair has been June 1. Chairs of Senate committees typically transition just before the fall semester. S&F is recommending August 1<sup>st</sup> for transition for Ex Com so the new Ex Com can be brought up to speed on any summer decisions. S&F is also recommending that both outgoing and incoming Ex Com positions be invited to all summer Ex Com meetings. Two decisions are needed: Quorum for Ex Com in the summer and the transition date for leadership. The Chair noted that she and the other governance leaders were indifferent to the transition date. M. Milligan noted that she and L. Watt stayed out of the conversation at S&F and S&F will put the transition date in the by-laws next year. There was discussion.

**Vote on transition date of August 1<sup>st</sup> for Ex Com – Approved.**

**Vote on summer quorum of 5 voting members, one of which should be the Chair, the Vice Chair or the Past Chair – Approved.**

**APARC Report – S. Place**

No report.

**EPC Report – J. Lillig**

J. Lillig reported that EPC and GE are working together to bring some area B courses forward quickly, depending on what EPC decides next week. She asked that S&F figure out a GE assessment structure for faculty governance. She noted that the Internship policy would have a second reading at the Senate and we could become the first CSU to do so. She expressed her appreciation for serving on the Ex Com.

**FSAC Report – P. Lane**

P. Lane reported that URTP and FSAC want to write a statement to underscore the difficulties last year including being sensitive to the emergencies this past year.

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URTP reported to FSAC large discrepancies in reviews from Deans as compared to other years, so they would also like to remind people about what the RTP policy actually says and how department criteria is used in the process. In the Fall, URTP will start the process of increasing membership on URTP.

**SAC Report – H. Smith**

H. Smith reported that she was re-elected as Chair. SAC received a memo from the

Academic Advising Subcommittee recommending better support for transfer students. SAC thought quite a few of the issues were administration related, so the admin on SAC will take those back and bring solutions to SAC's attention.

The Senate Analyst asked if the transition date applies to all of faculty governance committees. The Chair noted that she thought the decision applies to the positions on the Ex Com. There was some discussion. **It was suggested that all of faculty governance would transition on August 1<sup>st</sup>. No objection.**

## **Senate Agenda**

### **AGENDA**

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

**Consent Items:** From EPC: Curriculum Revision: Dance Elevation to a Major.  
Curriculum Revision: Educational Leadership Program Administrative Service  
Credential, Curriculum Revisions: BA in Spanish and French

### **Business**

1. Elect At-Large members to Ex Com
2. From FSAC: Policy revision: RTP policy - G. Levels and Sequence of RTP Review #2 and #3 – Second Reading – P. Lane
3. From EPC: Internship Policy – Second Reading – J. Lillig
4. From APARC: Priority Recommendations – Second Reading – S. Place
5. Changing of the Guard TC 4:50

**Approved.**

**Adjourned.**

*Minutes prepared by L. Holmstrom-Keyes*