

**Senate Executive Committee Minutes**  
April 11, 2019  
3:00 – 5:00, Academic Affairs Conference room

**Abstract**

Agenda Approved. Minutes of 3/28/19 Approved. Chair Report. Provost Report. Vice Chair Report. Vice President of Administration and Finance Report. Vice President of Student Affairs Report. Associated Students Report. From EPC: Revision to the GE Curriculum – Approved as a business item for the Senate. Proposed By-Law Change - Name change of Faculty Subcommittee on Sponsored Programs (FSSP) to Faculty Subcommittee on Scholarly Activities (FSSA) – Approved as a business item for the Senate. From S&F: Carryover Business – referred back to S&F. Academic Advising Task Force Report – Approved for endorsement as business for the Senate. APARC Report. FSAC Report. SAC Report. Rep to SEC Report. Statewide Senator Report. Senate Agenda approved.

**Present:** Melinda Milligan, Carmen Works, Damien Wilson, Jeffrey Reeder, Mark Perri, Jenn Lillig, Ron Lopez, Carlos Torres, Lisa Vollendorf, Joyce Lopes

**Guests:** John Dunstan, Richard Whitkus, Jamie Zamjahn

**Absent:** Laura Watt, Rita Premo, Laura Krier, Judy Sakaki, Wm. Gregory Sawyer, Erma Jean Sims

*Melinda Milligan chaired meeting as Laura Watt was out of town.*

**Approval of Agenda** – minor changes – Academic Advising Task Force Report is correct title of item and item number 5 – APARC Strategic Priorities removed.

**Approved.**

**Approval of Minutes of 3/28/19 – Approved.**

**Chair Report – M. Milligan**

M. Milligan reported that she attended the AS Senate meeting and talked to the students about the progress of the GE revision. She deferred to J. Dunstan to report on the others things that happened at the AS meeting.

**Provost Report – L. Vollendorf**

- We anticipate finalists for the Associate Dean of Undergraduate Studies to be scheduled for campus visits in the next two weeks.
- We are very excited to welcome Barbara Godoy, the new AVP of Admissions and Recruitment on May 1. She graciously attended the regional enrollment management meetings with us yesterday at SFO.

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

M. Milligan reviewed the calls out currently for faculty to serve on administrative committees. She noted the SAC charge will be returning to S&F after SAC reviews their suggested changes.

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

- SSU is working on creating redundancy for our water system so we can avoid having problems in the future. We are installing new domestic water tanks and have a lot of construction occurring around them, so this led to the pumps not being turned back on last weekend when they were supposed to. We are identifying the current practices to integrate some backup protocols. We also already had placed a purchase order for an external company to do an assessment of our water systems, so this assessment will occur in the next quarter.

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

J. Zamjahn reported that Dr. Sawyer wanted to follow up on the re-organization of Student Affairs by the end of the year. M. Milligan noted that it might be tricky to have that report at the Senate due to the GE revision coming through.

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

J. Dunstan reported that at the AS Senate meeting, they heard a report from Laura Lupei about a cost recovery plan. They discussed how to allocate the AS budget. They passed the CAL FRESH resolution. The AS elections have completed and Breanna Archie was elected AS President.

### **From EPC: Revision to the GE Curriculum – J. Lillig via Zoom**

M. Milligan noted that the Ex Com needed to decide if the revision to the GE curriculum was ready to go to the Senate and that they would also discuss process issues for this item at the Senate. She asked J. Lillig to introduce the item.

J. Lillig referred to the cover memo from EPC and noted that most EPC members are willing to sign it. EPC members agreed that the process described in the memo was correct. She noted that the motion log does show all the changes EPC made to the GERS proposal. She said that EPC had many guests at each meeting. She noted that EPC talked about all the aspects of the curriculum until there was nothing left to say. She noted that now it was ready for a “test drive” so they can do assessment and see how it’s going. EPC will be taking up how community engagement will show up in this curriculum at a later time.

It was noted that it was important that all the signatories to the memo did voice support for the memo. A member asked about the difference between a GE course

and the A-E distribution. J. Lillig responded that all the courses student take in the GE program are GE courses. The A-E designation is required by EO 1100. Some courses in the GE program such as the overlay courses, could be GE, but not fall in the A-E distribution. A member suggested creating a glossary for the package. There was discussion about creating a glossary. A member asked about the difference between the overlay of global awareness and the learning objectives of global awareness. J. Lillig responded that global awareness does not roll out until 2020. The specific content area criteria will be developed by the GE subcommittee and faculty. Right now, the area E courses and upper division B are the only areas with content criteria developed. The member asked if the University Strategic plan was used in the development of the new GE curriculum. J. Lillig responded that GERS did use the strategic plan and they did a lot of research about GE programs across the nation. They thought about what makes SSU unique and made sure the new program met the EO1100 mandates. She noted it was “kinda cool in an awkward way” that the ASCSU GE task force report actually came up with some similar ideas that GERS did. It was noted that GERS also used the recent GE program review.

The conversation shifted to process considerations. M. Milligan proposed that a motion be made at the Senate to waive the 15 minute rule for a first reading and to plan on 45 minutes for the first reading. There was some discussion of this strategy. There was a discussion about how to work with questions from Senators at the meeting (This sentence is unclear to me). J. Lillig wanted to project the document onto a screen during the next Senate meeting so that she will be able to illustrate the capturing of all Senators’ questions. She also asked that the Senators’ questions be very specific, including page numbers of areas of confusion. It was decided that a google docs file will be created for J. Lillig to post mediated questions from Senators. It was noted that it was important that people know that they’ve been heard, however being heard and having a different decision made than what was suggested were not the same thing. A member voiced concern about the workload for J. Lillig in this process. J. Lillig said she was more concerned about questions being from people who have not adequately read the curricular documents.

The discussion returned to the idea of creating a glossary. There was a semi-humorous suggestion to create a quiz for Senators to take to make sure they read the documents. Motion to include a glossary. Second. Vote = Yes – 2, No – 4. Failed.

The Revision to the GE Curriculum was approved as business for the Senate agenda.

**From S&F: Proposed By-Law Change - Name change of Faculty Subcommittee on Sponsored Programs (FSSP) to Faculty Subcommittee on Scholarly Activities (FSSA) – M. Milligan**

M. Milligan noted that FSSP’s new charge has been approved. The name change of FSSP does appear in the by-laws under subcommittees of FSAC, so the by-laws need to be amended to reflect the name change only. **It was approved for the Senate agenda.**

## From S&F: Carryover Business – M. Milligan

M. Milligan noted the issue in EPC last year that prompted the discussion about how business can carryover from Spring to Fall. After consulting with the Senate by-laws and expert parliamentarians, S&F developed the following guidelines:

All business items considered by the Senate and by Senate committees and subcommittees must have first and second readings per the Senate bylaws. These readings must occur within the same academic year.

If a business item on the Senate agenda is not voted on in a second reading by the end of the academic year, it "dies" in the session. Not to do so ties the hands of the next year's session per Robert's Rules. If the item came to the Senate from a committee, it returns to the committee for a new first and second reading, should the committee choose to reconsider it in the following academic year. Similarly, business items not decided on in a second reading at the committee level "die" in committee and must be reconsidered the following academic year, if so desired by the committee.

However, business items recommended by a subcommittee to a committee do not need to return to the subcommittee if the item "dies" at the committee or Senate level, and unless the committee so chooses (i.e. subcommittee business decisions may carryover if the standing committee chooses to accept them). Similarly, standing committees may choose to carry over decisions from other entities "earlier" in the chain review for a given business item (i.e. decisions from school curriculum committees, deans, etc.).

A member voiced support for the guidelines invoking the "snakes and ladders" analogy – "shoot and ladders" for the US. It was clarified that the guidelines were an internal process and approval of them only needs to come from the Ex Com. A member suggested spending more time on these before a vote. There was concern about the last sentence in the last paragraph: *Similarly, standing committees may choose to carry over decisions from other entities "earlier" in the chain review for a given business item (i.e. decisions from school curriculum committees, deans, etc.)* and a suggestion to change "may" to "shall" or remove the sentence. A member suggested also waiting until the next meeting when all the standing committee chairs will be present. **It was referred back to S&F.**

## Academic Advising Task Force Report – R. Lopez, J. Zamjahn

R. Lopez introduced the item. He noted that the report proposed a significant redesign to the overall advising program. He thought it particularly would help students who fall through the cracks. He offered the floor to J. Zamjahn. J. Zamjahn provided background to the report and discussed the methodology used to gain information for the report. He noted that the proposed matrix model was a best practice nationally for advising. He said faculty were seen as providing the best advising for majors and professional advisors would do more holistic advising. The model helps student know exactly where to go. The report also worked on defining

academic advising for SSU. R. Lopez expressed his support for adoption of the report recommendations. It was clarified that the request was for the Senate to endorse the report/ model. It was noted that the report was at FSAC and had also been sent to AFS and PDS. FSAC had some preliminary comments: faculty are hired to be advisors - how would the model affect faculty advising; the report predicates that there is an issue about advising and FSAC questioned if this was the best approach; what are student seeking in their advising and how can faculty can partner with others. There was continued discussion about whether and how to present this to the Senate.

**It was approved as a business item for the Senate as a request to endorse and that J. Zamjahn would provide a report on LoboConnect as well.**

#### **APARC Report – M. Perri**

M. Perri said he was on the committee charged with streamlining the software purchasing process on campus. ATISS is working on the accessibility side portion of software and instructional technology.

#### **FSAC Report – R. Whitkus for R. Premo**

R. Whitkus reported that FSAC continues to review departmental RTP criteria. On the horizon, FSAC is looking at the waitlist/add/drop issue. On the back burner, are the emeritus policy and the potential revision to RTP/Sabbatical/DIP due to the use of OnBase as well as reviewing the criteria for the Excellence in Teaching Award. R. Whitkus did not think any business from FSAC would be coming forward soon.

#### **SAC Report – R. Lopez**

R. Lopez reported that SAC continues to work on their charge. They heard a report from Rosa Salamanca in the Dream Center whose activities are extensive. SAC was very impressed with her work. SAC discussed rumors that students are intimidated and frightened by Turning Point being on campus. (<https://www.tpusa.com/>). There was some discussion about Turning Point. J. Lopes noted that if a student feels threatened or frightened, that they can contact campus police.

#### **Rep to SEC report – M. Perri**

M. Perri reported that SEC is creating working groups to tackle the various aspects of the President's Leadership Climate Commitment.

#### **Statewide Senator Report – J. Reeder**

J. Reeder reported that in May, the ASCSU would have before them a resolution to reject the GETF report and another resolution that accepts the report and asks for further consultation among campuses. He predicted that the ASCSU will accept the report and refer it to committee. He talked about the idea in the CSU to add another year of mathematics in high school. He said the ASCSU would discuss this in May. The Provost provided background to the idea. She noted the idea for more

“quantitative reasoning” would include other courses beside math and that this proposal would not even be decided upon until 2020. The Provost noted that 75% of students at SSU already have met that requirement.

## **Senate Agenda**

### **AGENDA**

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

### **Consent Items:**

### **Business**

1. From EPC: GE Revision Curriculum – First Reading – J. Lillig (*please be prepared by reading all materials prior to the meeting*) T. C. 3:15
2. Request to endorse Chico resolution on GETF report from Statewide Senate – S. Brannen – 2<sup>nd</sup> Reading
3. From SAC: Request to endorse Academic Advising Task Force Report – First Reading – R. Lopez and J. Zamjahn TC 4:15
4. From S&F: Proposed By-Law Change - Name change of Faculty Subcommittee on Sponsored Programs (FSSP) to Faculty Subcommittee on Scholarly Activities (FSSA) – First Reading – M. Milligan 4:30

It was noted that the Graduate Studies Subcommittee (GSS) has asked to make a report to the Senate sometime this semester.

**Approved.**

**Adjourned.**

*Minutes prepared by L. Holmstrom-Keyes*