

## Academic Senate Minutes

August 29, 2019

3:00 – 4:40, Ballrooms D&C

### Abstract

Chair Report. Agenda Approved. Minutes of 5/16/19 Approved. President Report. Provost Report. Vice Chair Report. Vice President of Administration and Finance Report. Vice President for Student Affairs Report. Associated Students Report. Statewide Senator Report. Staff Representative Report. Robert's Rules for the Senate. APARC Report. EPC Report. FSAC Report. SAC Report. CFA Report. Lecturers Report. Good of the Order. Group Photo.

**Present:** Laura A. Watt, Melinda Milligan, Hope Ortiz, Wendy Ostroff, Catherine Nelson, Sam Brannen, Melissa Garvin, Carlos Torres, Jeffrey Reeder, Joshua Glasgow, Angelo Camillo, Wilkosz, Adam Zagelbaum, Kevin Fang, Amal Munayer, Cookie Garrett, Judy Sakaki, Lisa Vollendorf, Joyce Lopes, William Gregory Sawyer, Erma Jean Sims, Melissa Kadar, Arcelia Sandoval, Sean Place, Jenn Lillig, Paula Lane, Hilary Smith

**Absent:** Izabela Kanaana,

**Proxies:** Sally Hurtado De Lopez for Rick Luttmann

**Guests:** Paul Gullixson, Karen Moranski, Karen Moranski, Deborah Roberts

### Chair Report – L. Watt

L. Watt welcomed everyone and announced new members to the Senate. If any representatives are unable to attend a Senate meeting, be sure to select an appropriate proxy ahead of time and inform Laurel prior to the meeting. The Chair asked the Senate if hardcopy agendas were still desired or if the Senate materials could be received electronically now. The majority of members approved receiving Senate materials electronically. The Senate Analyst noted that all faculty governance committee have gone electronic except S&F. The Chair noted that all the materials will be on the Senate team drive and encouraged all members to read all materials prior to the meeting. She reminded members that consent items also need to be read for approval. She noted that faculty governance continues to work on improving communication within governance and for representatives and their constituencies. She reported that many curriculum items will come through this year due to the GE program change. She noted that the Stevenson remodel project was on-going and everyone in Stevenson will move out by the summer of 2020. She discussed the various meetings regarding the remodel and move.

### Approval of Agenda – Approved.

### Approval of Minutes of 5/16/19 – Approved.

## **President Report – J. Sakaki**

- a. President Sakaki welcomed everyone back to campus and introduced our new A.C.E. fellow to the Senate: Dr. Kara Rabbit.
- b. President Sakaki spoke to how important it is to her to have SSU be a caring community.
- c. We had our first President's Budget Advisory Committee today. Vice President Lopes will speak more to this today.
- d. President Sakaki spoke to the proposal to add one year of quantitative reasoning to the requirements for CSU admission for the incoming class of 2026. The link is: <https://www2.calstate.edu/impact-of-the-csu/student-success/quantitative-reasoning-proposal>
- e. Congressman Thompson had a town hall meeting on campus earlier this week. The topic was climate change. It was very well attended.

## **Provost Report – L. Vollendorf**

- a. **PSAC:** We have just put out call for representatives from faculty, staff, and students for the President's Sustainability Advisory Council. Please consider serving on this very important group that will be charged with helping us make progress setting and achieving goals related to sustainability. We can expect that group to be making specific and extensive recommendations about how SSU can reduce our collective carbon footprint, expand the integration of sustainability into our curricular and co-curricular programming, and reach into our community to better partner on sustainability issues.
- b. We have various searches already up and running, so thank you for serving on these various committees: Dean of Education, Dean of Business and Economics, and AVP of Institutional Effectiveness.

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

M. Milligan reported that she will be chairing S&F this year. She noted the various service opportunities currently available and discussed why some had short deadlines for response. S&F will be working on finding mechanisms for better communications between faculty governance committees. S&F will examine the liaison relationships and work on changes to the Senate Constitution and by-laws.

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

- a. AVP for Human Resources search is ongoing. Please participate in the interviews when we have finalists on campus and provide your feedback.
- b. We had our first President's Budget Advisory Council this morning. We have an enrollment shortfall so we are budgeting mindfully with that in mind. We will have a budget update to the full Senate (probably in October). PBAC will focus this year on all-funds budgeting (in which we look at our full budget); a multi-year budget; and building a framework for contingency funds. The Budget Office has launched OpenBook, where you can look at SSU's budget by unit: <https://web.sonoma.edu/budget/> - <https://sonoma.openbook.questica.com/#>

This is part of our ongoing effort to reduce waste (we no longer print an expenditures book) and introduce even more clarity and sharing of information around our budget at SSU.

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

- a. We hired four clinicians into CAPS for this year. Our ratio is now 1 to 1245 (the national standard is 1 to 1500 and the CSU ratio is 1 to 1750). Student Affairs is working hard to find ways to improve counseling and psychological services (CAPS) and its service to our students. They will be requesting a representative from Senate join their planning group.

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

M. Kadar was very excited to be on the Senate and uplift student voices at the Senate. She highlighted priorities of the Associated Students so far: encouraging students to get involved on campus, a resolution in support of the School of B&E statement on inclusive excellence, addressing textbook affordability, and student mental health issues.

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

C. Nelson reported on summer events for the ASCSU and discussed items committees in the ASCSU would take up this year. She noted the ASCSU will look at equity and inclusion in their own organization and will have the CFA anti-racism workshop at the beginning of the Senate year. The Executive Committee of ASCSU met with other leaders in the CSU for a retreat. At the retreat, they discussed inclusive excellence in its broadest sense and how to make that better in the CSU, inside and outside the classroom. She hoped the ASCSU would write a resolution of their recommendations. She discussed the quantitative reasoning session and highlighted the pro and con arguments for the proposed new requirement for high schoolers. Regarding AB 1460, which would require an ethnic studies requirement for graduation, it was currently in the Senate appropriations committee and would move through state government once it leaves appropriations. She did not think this requirement would be difficult for SSU. A member asked how many CSU's did not have such a requirement. C. Nelson said she was not sure, but knew it would be problematic for some campuses.

### **Staff Representative Report – A. Sandoval**

A. Sandoval thanked the leaders of campus for creating a culture of care on campus. Since times have changed, it was more important than ever for compassion and empathy towards others. She reported on the activities of the Staff Council and that they will be looking for ways to promote staff development.

### **Robert's Rules for the Senate**



“Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty.”

Henry Martyn Robert ( 1837-1923)

The Senate Analyst provided an introduction to Robert's Rules. This is the Robert of Robert's Rules. The story is told that he was asked to run a meeting, and since he didn't know how, he developed what we now know as Robert's Rules.

The basic principles of Parliamentary Procedure are:

- Take up business one item at a time.
- Promote courtesy, justice, impartiality, and equality
- The majority rules, but the rights of individual, minority and absent members are protected.



**Motions** are the primary way to make decisions.

Examples of Common **Motions** at the Senate:

- Amend
- Refer
- Postpone
- End Debate

**Motions** require a **second**. The person who **seconds** a motion is asking the Senate to discuss the **motion**.

To make a **motion**, raise your hand to be acknowledged by the Chair or by the person keeping the speakers list.



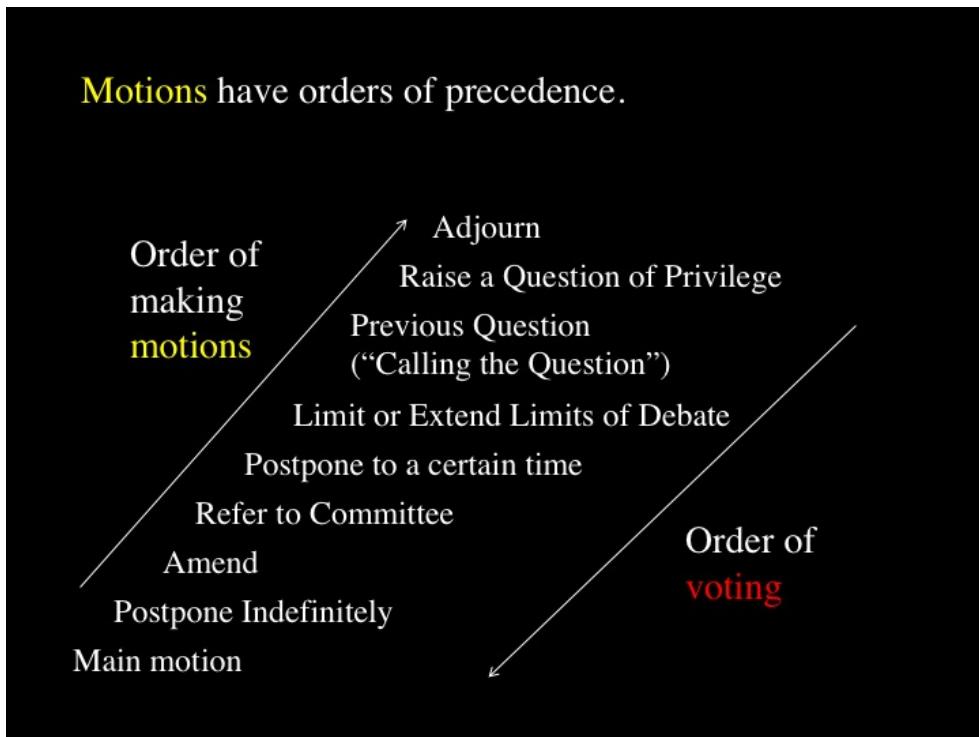
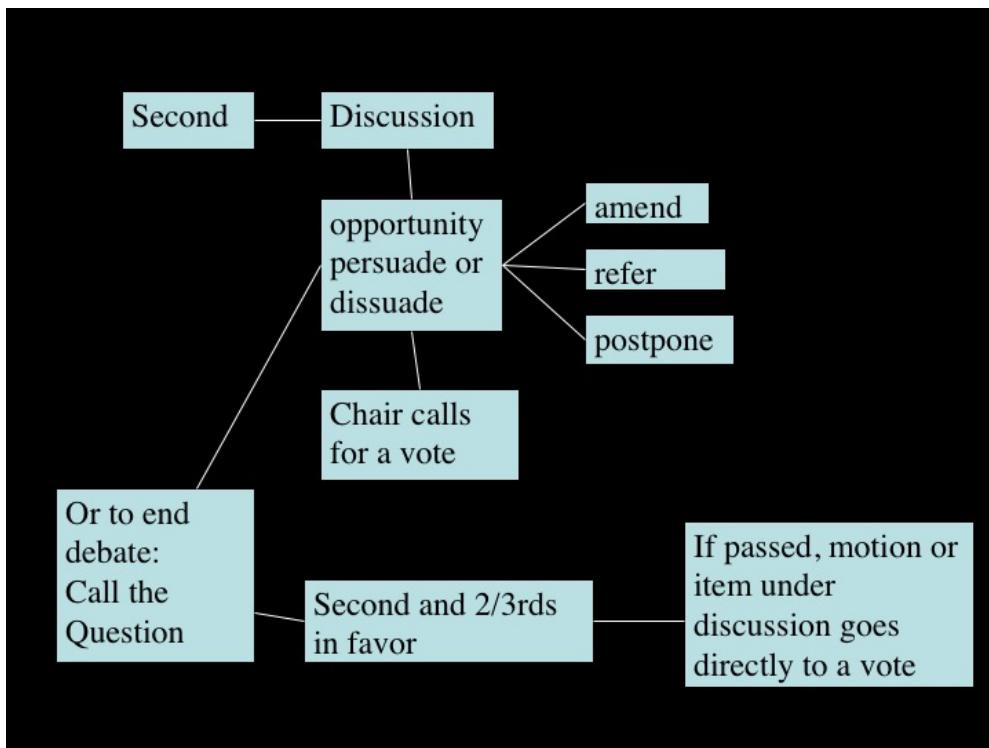
Speak to the Chair when stating your **motion**

Begin by saying “**I move**” and then offer your reasoning.

Example:

**I move** that the Senate always adjourn to Lobos for an after meeting social.

The Vice Chair will be keeping the speakers list at most meetings.



## Business from Committees

Is agendized by the Ex Com



Once announced by the Chair, it is “on the floor.”

Most items from committees will have a first and second reading.



First readings:

15 minutes for discussion

Ask questions, make suggestions, raise concerns – no amendments

Get feedback from your constituency



Second Readings:

Unlimited time for discussion

All motions and amendments ok

Brings business to a **VOTE**

## POINTS

**A Point of Order** notes an error in the PROCESS.

**A Point of Information** is a REQUEST for information about process or the content of a motion. *It is not an opportunity to give information.*

Points are always in order. They do not require a second or a vote. The Chair rules.

All **Points** that are Questions of Privilege are requests decided by the Chair.



## APARC Report – S. Place

S. Place reported that APARC met with E. Lopez who gave an overview of the classroom conditions survey that was given last semester. There was a 50% response rate to the survey. APARC will now work on developing priorities based on the data and start conversations to find solutions. There is a plan to send the survey to students as well. APARC continues to work on teaching modules and working toward multi-year planning. A member asked about the consultation with faculty, writ large, about teaching modules. S. Place discussed what has been done so far and noted that it is early days on developing any new modules. APARC will continue to seek feedback on any new module patterns.

## EPC Report – J. Lillig

J. Lillig reported that the GE program was rolling out. She discussed this flyer.

# 4

## Ways to be involved in the new General Education Rollout



# 1

**Information Sessions.** Attend any or all of a series!

Series 1: Wednesdays in September

12-1:30 PM, Art 108

- ◆ Overview of GE (Sep 4)
- ◆ Approval and Curriculog (Sep 11)
- ◆ Advising (Sep 18)
- ◆ Assessment (Sep 25)

Series 2: Mondays in October

5-6 PM, Darwin 29

- ◆ Overview of GE (Oct 7)
- ◆ Approval and Curriculog (Oct 14)
- ◆ Advising (Oct 21)
- ◆ Assessment (Oct 28)

# 2

**Content Criteria Development Forums.** Provide feedback on draft language for GE area content criteria.

- ◆ B1, B2, B3: Friday, Aug 30, 12-1 PM, Schulz 3001
- ◆ A3: Friday, Sep 13, 12-1 PM, Stevenson 3036
- ◆ C1, C2, Upper Div C: Friday, Oct 11, 12-1 PM, Stevenson 3036

Unable to attend? Provide feedback via Qualtrics or by emailing the GE Subcommittee.

# 3

**Workshops on Signature Assignments:** Collaboratively develop a prototype for this GE-required component.

- ◆ Thursday, Sep 19, 10 -11:30 AM, Stevenson 2083
- ◆ Monday, Oct 14, 1-2:30 PM, Salazar 2023
- ◆ Friday, Nov 15, 10–11:30 AM, Salazar 2023 *or*
- ◆ Wednesday, Dec 11, 1–2:30 PM, Salazar 2023

# 4

**Rubric Development.** Create a way to assess GE Learning Outcomes in this two-day working group

- ◆ Fridays, Nov 1 *and* Nov 8, 10-12pm, Stevenson 3036

For more information visit: [ge.sonoma.edu/workshops](http://ge.sonoma.edu/workshops)

She noted that the EPC curriculum deadlines are now available - <http://senate.sonoma.edu/sites/senate/files/2019-2020%20curriculum%20proposal%20deadlines.pdf>. She reviewed the content criteria development process. She encourage members to view ge.sonoma.edu for resources about the GE program. She noted some discontinuances were coming to EPC and they will request feedback on those proposals. They will also work on the Internship policy. It was clarified that the Rubrics development workshops would address the learning outcome areas of the new GE program.

### **FSAC Report – P. Lane**

P. Lane reported that FSAC was very happy to have a student rep on their committee this year. Issues they will take up this year: The Reappointment, Tenure and Promotion (RTP) policy – clean up and perhaps creating appendices; the Emeritus policy revision; travel policy for faculty; and department chair duties. At their meeting today, URTP, a subcommittee of FSAC, provided a comprehensive report and recommendations for changes in the RTP process.

### **SAC Report – H. Smith**

H. Smith reported that SAC is now digging into their new charge. She noted that there were other areas they would like to develop communication lines with besides Student Affairs such as alumni relations and scholarships. They talked about the culture of care and how it relates to students and how to support faculty to help. They have some policies they will review including the Priority Registration policy.

### **CFA Report – E. J. Sims**

E. J. Sims thanked everyone for their advocacy with CFA for increasing the CSU budget. An additional \$650 million was added to the CSU budget. More money was allocated for new TT hires as well. Money was allocated for enrollment growth as well. CFA advocated to the BOT for student necessities such as food, housing, mental health, etc. Watch for a CFA bargaining survey in September. She discussed CFA activities coming up – General Meeting Wed Sept 4th, noon, ST 2011 and solidarity socials in Oct and Dec. She discussed changes to the Statewide CFA organization and discussed CFA's response to safety issues on campuses.

### **Good of the order**

The next Senate meeting will be held in the Sonoma Valley room. The first Staff Council meeting is on Sept 5<sup>th</sup> at noon.

### **Lecturers Report – C. Torres**

C. Torres said he was grateful for working at SSU and wanted that known in case he had to channel any frustrations from the Lecturers in the future. He said Lecturers will be meeting on the Mondays before the Senate.

### **Group photo**



**Adjourned.**

*Minutes prepared by L. Holmstrom-Keyes*