

Executive Committee Minutes

Tuesday, February 4, 2002
3:00 – 5:00 pm, 275 Sacramento Hall
Approved: February 18, 2020

Call to Order:

Regular meeting: 3:00 pm

Roll Call:

Adam Rechs, Amber Gonzalez, Andrew Hertzoff, Anne Lindsay, De-Laine Cyrenne, Harvey Stark, Israel Flores, Jeff Dym, Kitty Kelly, Philip Flickinger Rafael Diaz, Sue Holl, Tracy Hamilton

Guests:

Academic Affairs: Provost Perez, Dean Newsom and Dean German,
HHS: RPTA faculty Tony Sheppard
Community Engagement Center: Director Kival
Faculty Senate Parliamentarian: Professor Krabacher
President's Office: Dr. Nelsen, Director Peigahi and Executive Director Dragna

Open Forum:

Testing Center: Professor Kelly concern regarding the lack of communication from the Center staff when changes are made to confirmed testing schedules for students requiring accommodations. Professor Flickinger felt that a larger conversation about accommodations is needed. A member of the Testing Center will be invited to speak to Exec about these concerns. Professor Holl suggested a conversation be scheduled with the Senate and Department Chairs.

Parking Structure #5: Professor Hamilton expressed her appreciation that a covered area with a bench had been installed for those waiting for the shuttle.

Welcome Center Signage: Professor Hertzoff shared a colleague's concern about the look of the building and signage.

Agenda: Approved.

Minutes: Approved – January 28, 2020

From the Chair:

- **Livingston Lecture:** Exec was encouraged to attend the event.

From the Provost: 1) The Health Center has requested that faculty not send students to the Health Center to obtain a note that they are sick. Health Center staff away and taken away from those that need to be seen. Information will be shared with Department Chairs. 2) A travel ban to China has been initiated.

Resolution – Carnegie Community Engagement Classification: Director Kivel presented the resolution. Exec discussed additional language be added to acknowledge faculty, staff, and student's involvement in Community Engagement. Exec felt that the resolution should be placed on a Senate agenda as is. Senators would be able to propose additional language. The item will be placed on the February 6 Senate agenda at First Reading.

Policies – Referrals

Visual and Sound Production Policies: The following policies were referred to CPC, for review and to provide recommendations if any, by April 10 to the Senate Chair.

- Visual and Sound Productions by Students:
- Visual and Sound Productions on Property Owned, Leased, and/or Controlled by the University for Third-Party and External Production, Commercial, and News Entities

Academic Internship and Service Learning Workgroup: Exec continued the discussion. Concerns/issues expressed regarding the and process were discussed:

- Approval process.
- Students going around the policy.
- The policy does not make a distinction between a student receiving credit vs. being paid at a site.
- Paid internships: Per the CO, faculty are not covered if the faculty member is supervising at student at a paid internship. The previous Sacramento State legal counsel, Jill Peterson, felt an agreement was still needed. It was suggested that this be revisited.
- Summer internships.
- Having something in place to protect the student while agreements are being negotiated.

Charge: The Workgroup will be asked to look at:

- Non-clinical internships, paid vs volunteer, summer internship, undocumented students, and interim policies while contracts are being negotiated.
- EO 1064 language regarding the student finding their own site and if they are able to obtain credit. Student found vs not student found.
- Risk Management?
- Consider and discuss level of compliance over time. Gradual implementation.

Field Trip Policy Workgroup: The Workgroup membership and referral will be as previously discussed.

Winter Intersession: Exec continued the discussion about Winter Intersession. The item will be placed on the next Exec agenda to finalized the referral.

- Is an overarching policy needed to guide or deny?
- Address minimum number of days needed for a Winter Intersession?
- Credit Hour policy has some errors in it and should be reviewed.
- On-line courses: Hours are shorter because students are not putting in the same amount of work.
- Writing intensive courses requires work to be turned in, feedback, and further development. There are problems with the requirements. Look at whether or not writing intensive can be done over winter session.
- In addition to the writing intensive issue, the number of days is not enough during winter session in order to teach what is needed.
- Writing intensive – GenEd: Should a set number of days in winter session be set?
- Best practices: Instead of a policy, should best practices be considered before approving a class through CCE, for a short period of time?
- If teaching on the weekend, would the days be extended so that no exception would be made for 6/7 years.

- Referral language: Look at winter intersession in relation to the number of days in reference to the academic calendar and develop best practices for the length and type of course, number of days, certain classes and incorporating weekend classes. Proposes that this be sent to GE/GRPC for consideration if writing intensive can be done over winter session. It seems to be problematic with those requirements.

Adjourned: 4:50 pm