



## Executive Committee Minutes

*Tuesday, April 14, 2020*

*3:00 – 5:00 pm, Zoom*

*Approved: April 21, 2020*

**Call to Order:** Convened at 3:03 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, AVP Wallace, Deans Newsome and German, and Interim Vice Provosts DeGraffenreid and Miller  
College of Arts and Letters: Associate Dean Wilson Ramey  
College of Continuing Education: Dean Murphy  
College of Education: Associate Dean O'Hara, UGS Chair Hembree, Faculty: K. Alexander  
College of Engineering and Computer Science: Associate Dean Shafizadeh  
College of Health and Human Services: Senator Sheppard (RPTA)  
Faculty Senate Parliamentarian: Professor Krabacher  
President's Office: President Nelsen and Director Peigahi  
Student Affairs: VP Mills

**Open Forum:**

**Fall Semester:** It was reported that students and faculty are asking about Fall semester – they need to make plans over the summer about fall. The President stated that discussions are ongoing. An announcement will be made in June.

**Credit/No Credit – Drop/Withdrawal Forms/Process:** VP Mills stated that the existing process and forms currently being used for the current process have generated a lot of questions and has been difficult for department chairs and students to use. The process needs to be streamlined to suspend the required signatures, with the completed forms being submitted directly to the Registrar's Office. He also noted that there is a WX grade, Withdrawal Exception, that can be used when making an exception to policy.

**Recent MOUs:** It was requested that a summary be written up on all of the recent MOUs. Interim Vice Provost DeGraffenreid will prepare a summary and post it on the Office of Faculty Advancement webpage.

**Hate Crimes Resolution:** Professor Gonzalez referenced a resolution from East Bay condemning hate crimes and asked if Exec wanted to consider a resolution or if this has already been addressed by the Administration. A SacSend was sent out from the Office of Inclusive Excellence on this matter. VP Tate Vermeire will follow-up with Professor Gonzalez.

**Fall Registration:** It was asked if Fall registration can be postponed until more information is known whether it will be on-line or in person. Students need to be aware if a class is on-line whether it is synchronous or asynchronous and also be reminded of the option to take a semester off before the semester begins.

**Agenda:** The agenda was approved as published.

**Minutes:** EX 19/20-145: April 7 - Approved

**From the Chair:** No items to report.

**From the Provost:** Budget and planning for fall is on-going.

**Policy on Minimum Campus Presence:** The Provost asked for feedback from Exec on when to decide between virtual and face to face classes - conversations are on-going at this time, developing a policy that all classes are published in Canvas to minimize the interruption of instruction and have a process in place to be able to interact with students. He referenced a Los Rios policy that has been shared with the Administration, for language consideration.

Exec discussed the idea of a policy and whether it should be in place for the beginning of Fall semester and if the item should be referred to APC or CPC or an Exec Workgroup.

Exec's Feedback:

- Faculty need to be involved in the development of a policy.
- Departments need to be required to create succession plans or contingency plans if a class cannot be taught by a faculty member.
- Consider amending the e-Learning Policy to address this and also to align other policies – concern was expressed that faculty may not think to go to the e-Learning Policy for this information.
- It was recommended that perhaps the information be included in the Syllabus Policy.

**Credit/No Credit for Graduate Students:** The Provost asked for feedback from Exec. on a Credit/No Credit policy for Graduate Students.

Exec's feedback:

- Support for a policy as long as current information is included: a solid B in a course and continue with the 83% for credit to pass a course.
- An issue of the B- needs to be resolved.
- Consider that Graduate Students course work is 4 units or less for a 2-3 semester program.
- Programs need to be able to make their own decisions regarding their Graduate Students.
- It should be passed on to the Graduate Coordinators and there needs to be a lot of discussion with their graduate students.

**Program Proposals:** All five program proposals will be placed on the April 23 Senate Agenda on Consent Action.

**Senate Committees:**

- **Exceptional Assigned Time Subcommittee:** The Chair reported that due to the Chancellor's Office allocating no assigned time for exceptional service to students to campuses for next year or the foreseeable future, there isn't a need for the Subcommittee to exist. It was also noted the Assigned Time for Exceptional Levels of Service to Students Procedures need to be reviewed to address issues that have been identified in the procedures, the final report deadline, exception requests, and other items that procedures are silent on.

A motion was made and carried to suspend the Committee after all of the final reports have been submitted from the award recipients. Before the Committee is reactivated, the Procedures and Standing Rules will be reviewed.

- **Student Retention and Graduation Subcommittee:** Based on the recommendation of the Subcommittee (April 13, 2020 email from the SRGS Chair to the Senate Chair) the Executive Committee moved to retire the Committee effective at the end of the 2019-2020 AY. The item will be placed on the April 26 Senate Agenda on Consent Action.

**Adjourned:** 4:35 pm