

Executive Committee Minutes

*Tuesday, November 19, 2019
3:00 – 5:00 pm, 275 Sacramento Hall
Approved: November 26, 2019*

Call to Order:

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 (absent), Sue Holl (absent) Tracy Hamilton

Guests:

Academic Affairs: Provost Perez, Dean Newsome, AVP Wallace, Interim Vice Provost DeGraffenreid

Colleges:

A&L: Associate Dean Wilson Ramey, English Dept Chair Toise,
Professor Clark Oates

CCE: Associate Dean Wimbugh

HHS: Associate Dean Maguire, RPTA Dept Chair Sheppard, CSAD Professor Gaeta

President's Office: Director Peigahi

Risk Management: AVP Rosenblum, Director Dangott

Open Forum:

Reference Letters for applicants to non-faculty job positions at Sacramento State:

Professor Stark stated that currently there is no mechanism at Sac State for job applicants to waive their right to view letters of recommendation:

1. Faculty often require students to waive their right to view recommendations.
2. Should a student apply for a job at SacState that requires or makes recommendations optional, then the recommending faculty would either have to make an exception to their recommendations policy or refuse to issue a letter for a student.

Request:

1. HR be asked to consider a system that allows for applicants to waive their right to view applications.
2. If the above is not possible, ask HR to consider requiring only recommender names and contact information, in place of letters.

The item will be placed on a future agenda of the Executive Committee.

Holistic Evaluations: Harvey Stark spoke about an article, Speaking Out Against Student Evals, in the September issue of Inside Higher Education regarding teaching evaluations and moving away from quantitative evaluations, urging feedback not ratings. Professor Stark requested that the issue and studies cited in the article be examined and to consider a move to holistic evaluations as suggested in the article and performed by other universities.

The item will be placed on a future agenda of the Executive Committee.

Internship Policy: Chair Sheppard stated that he has three students this semester that were offered internships in spring. One student will return in summer and the other two next fall. They will re-enroll in the fall, take another internship they don't need and will graduate. The process needs to be reviewed – slowed down.

Student Health and Counseling Services: An inquiry was made regarding services for a student who is related to one of the victims in the Fresno shooting incident. The faculty member was asked to refer their student to Student Health and Counseling Services.

Agenda: The agenda was approved as published.

Minutes: Approved – November 12, 2019

From the Chair:

Referrals: The Senate Chair and Analyst are finalizing the last of the referral memos. The memo format has been updated to include “required consultation”, which is typically the VP responsible for the policy, Deans, Department Chairs, advisors, etc. If a committee wishes to also consult with others, that is fine. The new Director of Policy and Retention will be part of the consultation process.

85 units needed to apply to graduate: Questions have been raised about whether it is a policy or practice. Professor Gonzalez stated that there use to be a form required but is no longer available on the website. It was also noted that if a student applies to graduate three semesters out they will be moved to the top of the seniors list. The Chair will follow-up with VP Mills.

Syllabi – Student accommodations statement: SSWD Director Vance would like to add a statement regarding student accommodations. The language has been reviewed by VP Vermier, CTL Director Tashiro and the CTL Board, and AITC. The Provost stated that faculty are asked to include the emergency exit plan to the classroom and that this would be a good time to have all additional information for the syllabi added and forward to faculty. Gary Rosenblum requested to be included in conversations about classes that have personal protective gear.

From the Provost: Global Entrepreneurship Week is going well. He expressed appreciation for all of the work that the colleges are doing.

Field Trips Follow-up: Risk Management's AVP Rosenblum and Director Dangott provided information on the campus and CO's policies for driving for university business and required forms.

- Driving on university business: Example: A student driving for business for their department.

STD 261 form: The form is required by the State for use of a privately owned vehicle on State business. In addition to the student completing the form, a faculty member will need to ask the student if the vehicle is safe to drive and will sign off on the form. Reimbursement for mileage/parking requires the form be completed.

- Not driving on university business: Example: A student occasionally driving to an art center for their project.
- Driving once a month or twelve times a year: No university requirement for driving.
- Background checks: Required for student employees or internships received through Human Resources

It was noted that there may be conflicting policies (Field Trip policy vs. Risk Management and Chancellor Office policies). Risk Management was asked to review the policies and advise the Senate Chair the outcome of their review.

A Task Force or Work Group will be formed to include those that deal with field trips, internships, and rotations of some kind, the Director for Policy and Retention, a Risk Management representative. An invitation will be extended to the Senate requesting those that would like to be consulted and/or participate.

Charge: To consider the field trip policy and similar policies to make sure they are in accord with University and department needs, Risk Management policies for driving, a definition of a field trip, taking students to conferences.

Program Proposals:

Amended Programs: EX 19/20-79, 85, 86, 94 and 95 will be placed on the Nov 21 Senate agenda on Consent Action.

EX 19/20-94: Certificate in Teaching Composition will be rolled back: Page 6: Select one of the following: ENGL 410E. Amend: Remove "select one of the following" ENGL 410E remains in the list. Dept Chair Toise will make corrections and resubmit for placement on the Nov 21 Senate Agenda on Consent Action.

EX 19/20-82: MA in Composition, Rhetoric and Professional Writing will be rolled back to address Electives – difficulty to understanding what students are taking. Change formatting under section that lists electives. Dept. Chair Toise will make corrections and resubmit to Exec's review at the Nov 26 meeting.

New Programs: EX 19/20-87-91 and 93 will be placed on Consent Action on the Nov 21 Senate Agenda.

Suspended Program: Ex 19/20-80 BS in Biological Science (Forensic Biology) will be placed at First Reading on the Nov 21 Senate Agenda.

Discontinued Programs: EX 19/20-83 MA in English (Composition) and EX 19/20-84 MA in Psychology (Applied Behavior Analysis) will be placed at First Reading on the Nov 21 Senate Agenda.

Adjourned: 4:30 pm