

MINUTES

March 26, 2020, 3:00 – 5:00 pm

Zoom Meeting

Approved: April 9, 2020

CALL TO ORDER

The meeting was called to order at 3:00 pm.

ROLL CALL

Arts and Letters: Cope, J; Dym, J; Estioko, M (absent); Flickinger, P; Frankenbach, C; Hayes, H; Kasic, K; Kim, E; Ludwig, M; Merriam, G; Miller, R; Schneider, K; Stark, H,

Business Administration: Choi, B; Lin, E (Absent); Panggabean, T (absent); Ye, Y

Education: Chaplin, M; Gonzalez, A; Hobbs, S (absent); Lilly, F; Pella, S; Rivas, B

Engineering and Computer Science: Fogarty, J; Toups, T; Vogt, R (absent), Wang, X

Health and Human Services: Baiocchi, A (absent) Becker, A; Blackburn, S; Bowie, S, D'Angelo, E; Keegan, R (Alternate: Alcala-Van Houten, M); Moore, B; Noble, J; Perez, S; Sheppard, T

Natural Sciences and Mathematics: Block, M; Diaz, R (absent); Hamilton, T; Kellen-Yuen, C; Lindgren, S; Rechs, A; Skinner, S; Wanket, J

Social Sciences and Interdisciplinary Studies: Berg, E; Cameron, R; Fong, T; Furtak, S; Hertzoff, A; Jensen, D; Josephson, T; Lascher, T; Siegler, M; Stevens M (absent); Thompson, K; Walker, M

University Library: Kochis, M, Stark, R

Intercollegiate Athletics: Vacant

Temporary Faculty: Cyrenne, D; Freeman, D; Strand, S

Student Services: Lindsey, N (absent); Lindstrom, M

Associated Students, Inc.: Flores, I; Santiago, G (absent); Tarin, F

California State University, Sacramento Retiree Association: Wade, A

CSUS Academic Senator: Holl, S

MOMENT OF SILENCE

- Richard Tucker, Student, Department of Mechanical Engineering (ECS)

INFORMATION

- **From the Chair**
 - [FS 19/20-131](#) Department of Family and Consumer Sciences Evolution Proposal, December 2019
 - [FS 19/20-133](#) ASCSU March 19-20,2020 Report
- **President Nelsen**
- **Provost Perez**
- [FS 19/20-132](#) **CFA/OFA Memorandum of Understanding on Addressing Impacts of Student Evaluations, Spring 2020**
Guests: Margarita Berta-Avila, CFA Chapter President and Bill De-Graffenreid, Vice Provost (Interim), Faculty Affairs

APPROVAL OF THE AGENDA

The agenda was amended to a Committee of the Whole, placed following the Minutes, to discuss the Information Item [FS 19/20-132](#). The agenda, as amended, was approved.
Carried.

ACTION ITEMS

POLICY

[FS 19/20-122/UARTPC/EX](#) **University Appointment, Retention, Tenure and Appointment Policy, Amendment of Section 5.05, E. 1.c. 1. Criteria for Retention, Tenure, and Promotion: Procedures to Govern Student Evaluations Submitted Online: Cloud Migration of Course Evaluations**

The Faculty Senate recommends approval of the amendments to Section 5.05 Criteria for Retention, Tenure, and Promotion, Section E. 1.c.1: Procedures to Govern Student Evaluations Submitted Online: Cloud Migration of Course Evaluations

[FS 19/20-122a](#) Jones to Rechs, January 30, 2020 Memorandum
Carried.

PROGRAM PROPOSALS

Program Proposal - Amended Program

[FS 19/20-127/CS/EX](#) **Program Proposal – Amended Program
BS in Kinesiology (Physical Education Teacher Education)**

The Faculty Senate recommends approval of the amendments to the BS in Kinesiology (Physical Education Teacher Education).
Carried.

Program Proposal – Discontinued Program

[FS 19/20-130/CS/EX](#) **Program Proposal – Discontinued Program
BA in Art (Art Studio)**

The Faculty Senate recommends approval to discontinue the BA in Art (Art Studies).
Carried.

MINUTES

FS 19/20-128/FL Minutes – March 5, 2020

The Faculty Senate approves the meeting minutes of March 5, 2020.
Carried.

FS 19/20-129/FL Minutes – March 12, 2020

The Faculty Senate approves the meeting minutes of March 12, 2020.
Carried.

COMMITTEE OF THE WHOLE

Discussion of FS 19/20-132 MOU Between CFA and OFA Regarding Spring 2020 Student Evaluations

The Senate discussed a proposed memorandum of understanding between the California Faculty Association and the Office of Faculty Advancement regarding student evaluations for Spring 2020. The proposal would allow faculty to remove any items from their student evaluations that were negatively impacted by the COVID-19 pandemic or, alternatively, to permanently insert into their PAF a statement that would contextualize the student evaluations. Senators asked questions about how many and what type of items could be removed, how direct of an impact would the COVID-19 effects need to be for item removal, and who would decide if a removal was appropriate, and when would the removed items be destroyed. CFA Chapter President Berta-Avila and Interim Vice Provost DeGraffenreid were on hand to answer questions.

REFERRAL

FS 19/20-123/UARTPC/EX University Appointment, Retention, Tenure and Promotion Policy Amendment of Section 5.05 E.1.c.1: Criteria for Retention, Tenure, and Promotion: Procedures to Govern the Administration of Written (paper) Student Evaluations

A motion was made and carried to refer the item back to the University Appointment, Retention, Tenure and Promotion (UARTP) Committee to consider the concerns raised (below) or others that might be raised. The item will return to the Senate upon the UARTP Committee's review.

1. Procedures for Broken Chain of Custody: The policy requires a sealed envelope, signed, and dated, to be delivered in a certain manner, and only to be handled by certain people. But the proposal is silent as to what happens to the evaluations if any of those conditions aren't met - if an envelope arrives open (never sealed or visibly unsealed), unsigned, undated, etc. How is the "chain of custody" established - who contacts whom to verify if the evaluations have been compromised or seem OK to continue with?

2. Procedures for Absent Student Responses: Some units allow a student with a verifiable absence from the day that paper evaluations were conducted, to complete an evaluation later in the office but before the package is submitted. Is there a process to accommodate this (perhaps unseal/reseal/re-sign/re-date or new envelope/seal/sign/date - maybe include the original envelope?). This could cause the problems from (1) above if simply unsealed and sent forward.
Carried.

ADJOURNMENT

The meeting adjourned at 4:25 pm.