

**Executive Committee Minutes***Tuesday, August 26, 2025, 2:00 pm,**Approved: September 9, 2025***Call to Order:** 3:04 pm**Roll Call:** Mary Breunig, Mae Chaplin, Angela Clark-Oates, Sharon Furtak, Hogan Hayes, Carolyn Gibbs, Sheree Meyer, Antonia Peigahi, Lina Rincon, Andrea Terry**Open Forum**

**Sabbatical Leaves:** How are sabbaticals ranked for funding? After the sabbatical proposals are evaluated and ranked, is the date of an applicant's last sabbatical taken into consideration when determining the final ranking and funding of the most meritorious proposals? The Senate Chair will follow up.

**Student hiring:** Professor Hayes shared the English Department's request for him to bring up the impact of the timing of budget allocations. Specifically, the allocation of budget for student hires arrived late in the summer, delaying the hiring process. That means that Teaching Associates (TA) for first-year writing were not hired in time for the beginning of the semester. This resulted in several fall courses having no instructor during the first week of class. The issue, as of the time of the meeting, was still unresolved. The English Department has several sections that have TAs assigned, but they are not allowed in the classroom.

The Department is asking that Academic Affairs develop a budget allocation calendar using backwards planning that takes the student hire approval process into consideration. Professor Hayes will forward the email conversation from the English Department to the Provost and the Senate Chair.

**Student Affairs updates:** Chao Vang, Associate Vice President in the Division of Student Affairs shared

- As a direct result of last year's increase in the IRA fee, we successfully onboarded 17 new staff members this summer across the Cultural Academic Resource Centers. Each Center is now supported by three full-time staff members, an intern, three integrated academic advisors, and five faculty scholars who are dedicated to advancing students' research skills and information literacy.
- A special thank you to Antonia Peigahi and the University Library for being invaluable partners in this educational effort.

- Beyond that, we are strengthening campus-wide partnerships to integrate subject-specific academic tutoring, with a focus on high DFW-rate courses, while also expanding culturally responsive career development and mental health and wellness services for our students.
- In alignment with President Wood's 100 Days of Listening, the Centers collectively hosted more than 15 listening sessions last year, including five just this summer with students, staff, and faculty.

From these conversations, a clear theme emerged: the need to foster greater cross-cultural understanding and collaboration. Currently, more than 6% of our students identify as multiethnic or biracial, underscoring the importance of preparing them for success in a diverse and interconnected world.

- To meet this need, the expanded Multicultural Center team—now consisting of a director, coordinator, assistant program coordinator, and intern—will lead efforts to strengthen collaboration across Centers.

The Multicultural Center will support intercultural programming and coordination with 20 centers and programs beginning this fall. One example is the launch of Unity Ambassadors: Bridging Students, Services, and Stories, a program designed to connect identities, communities, and campus units.

This initiative reflects our renewed commitment to building a more inclusive, connected, and collaborative campus culture. Let me be clear: we are not downsizing. On the contrary, thanks to the IRA fee, we have increased staffing and resources to better meet the evolving needs of our student population.

**\$25 student fee late registration:** Information regarding the new fee was requested. Was there consultation with students and faculty? Is the fee per class or a flat fee? Does the fee pertain to students moving from a weight list and adding a course?

**Mendocino Hall Elevator Concerns:** Concerns were expressed about the ongoing inoperable elevator issue.

### **Approval of the Agenda:**

The agenda was amended to add:

A discussion on the position description for the Dean of Undergraduate and Graduate Studies after Item #10 and the Parliamentarian vacancy add as #15. The agenda as amended was approved.

**Minutes** - May 13 and May 20 approved as published. July 24, 2025 minutes will be placed on the next meeting agenda to allow for missing information to be added.

### **From the Chair**

- A moment of silence was held for Professor Martin Boston, Ethnic Studies. The Chair asked that the At-Large representative position not be filled until the first Senate meeting in October.

- **Collective Access and Inclusive Event Planning:** The University has a new policy on accommodation access. The Senate website (home page and Exec Committee page) has been updated with the following language:
  - Faculty Senate homepage:
 

All Faculty Senate meetings will provide accessible seating, pathways, captions, and ASL-English interpretation. To request additional accommodations, contact the Faculty Senate Chair at [senate-chair@csus.edu](mailto:senate-chair@csus.edu) **five** business days prior to the scheduled meeting date.

The Faculty Senate is committed to continuous improvement in our good faith efforts towards collective access. At the beginning of every Faculty Senate meeting, an anonymous accessibility feedback survey link will be provided to all participants to gather input and identify opportunities for greater inclusion.
  - Executive Committee webpage:
 

To request reasonable accommodations for Executive Committee meetings, please contact the Faculty Senate Chair by 5:00 p.m. on the Friday prior to the scheduled meeting date.
- Updates to the Senate Bylaws and Standing Rules will be brought forward.

#### **From the Provost**

- The Provost Strategic Planning and Budget Committee will be convened this fall.
- Eleven new faculty started at Sac State, 70 faculty received promotions. Update on sabbatical leave approved.
- WASC update: In May a final self-study will be brought to Senate for feedback. Each college is making sure that syllabi for all courses are stored at the college level. All syllabi will need to be provided for WASC. Also, the BLG's need to be listed on all syllabi.
  - It was noted that this is not required in the syllabus policy.

**Curriculum Subcommittee Chair appointment:** The Executive Committee, acting on behalf of the Faculty Senate, approved the appointment of Adam Rechs, Biological Sciences (NSM), to serve as the Chair of the Curriculum Subcommittee as a non-voting member. Term: Fall 2025 – Spring 2026.  
*Carried.*

## **Draft Senate Retreat Agenda – September 4:**

Committee of the Whole topic:

- Voting question that came up last year: How do we know if the people who should not be voting are voting?
- Question raised: Should there be a policy in Senate about being in the room to vote and regarding attendance? Similar to the Executive Committee's policy.
- Question raised: Is there a tool to do electronic voting for Senators only? The Senate previously rejected a different tool than the current process. Can this idea be brought to Senate again? Any changes would require Bylaws and Standing Rules amendment.
- Committee of the Whole: Voting and meeting modality

The agenda was approved with the Committee of the Whole topic: Faculty Senate voting and meeting modality. *Carried.*

### **Second Semester Composition Implementation Timeline:**

Discussion:

- Who is responsible for ensuring some of the bullet items are done?
- Some type of accountability is needed.
- Include information in the Provost's meetings with department chairs.

Phase 1: Summer 2025 (Immediate):

- For some of the bullet points, who collaborated with students?

Phase 2 Fall 2025 discussion:

- Line 9: Communicate the bridge solution to students who meet the requirements (see above).  
Line 10: Collaborate with advisors on messaging and outreach  
*Academic Affairs working with the Registrar's Office will be responsible for communication regarding Lines 9 and 10.*
- Line 15: Implement temporary bridge solution for affected students  
*Messages in the WPJ email have the messaging come from Academic Affairs regarding the process for a consistent message to faculty, advisors, students. The Provost asked about messaging from the Registrar's Office.*

GWAR coordinator working with IRT for a new COGNOS report for prerequisite for submitting the WPJ after Labor Day

- Line 16: Engage the appropriate faculty senate committees in course identification and recommendations for pilot program and follow university policy and procedures for curriculum review  
*The following committees were suggested: Writing and Reading Subcommittee and the General Education / Graduation Requirements Policy Committee.  
Course deadlines are posted.  
Workshops are suggested.*
- Line 19: Engage in faculty and department outreach to identify existing courses with writing 20 components for proposed writing-enriched curricular pilot program.  
*What person or committee would be most appropriate for this to happen? Suggested assistance from Undergraduate Studies.*

- Line 21: Begin systematic launch of pilot with professional development, curriculum 22 development, etc. We plan to engage various stakeholders to assist with supporting the 23 professional development and training (i.e., Center for Teaching and Learning)  
*Workshop development offered through the Center for Teaching and Learning(CTL) or other places. Hogan Hayes, Writing and Reading Coordinator, volunteered to help.*
- Line 24: Collect data on student outcomes  
*How will the data be stored, and who will decide what types are collected? The Provost will be responsible. This also provides an opportunity to review students who met requirements without taking English 20. The review could be conducted by the Provost's Office, ORIED, or the relevant committee. Multiple data points will be analyzed as part of this ongoing process. Angela Clark-Oates, the GVAR Coordinator, has volunteered to assist.*

**Discussion of the Position Description of the Dean of Undergraduate and Graduate Studies:**

The document will be presented to the Executive Committee for discussion at the next meeting.

**Discussion: Faculty Senate Voting Process:**

- The Chair requested an agenda item that is a discussion of the whole in the Faculty Senate. Accountability of bullet items on the list.

**Discussion: The practice of “follow-up” services in the Faculty Senate:**

The Chair shared that during open forum, when people want to distribute information to senators, it has previously been shared by the Senate Office. The Chair asked if there were any concerns about the removal of this practice. No concerns were raised.

**Academic Affairs Strategic Roadmap:**

There was a question regarding whether the working group for the AA Strategic Plan was formed as promised in April 2025. The Provost shared that she decided not to create a workgroup and instead will work with the AA Strategic Planning and Budget Committee to help operationalize the roadmap. The Road Map is not a strategic plan. The Provost shared that the strategic roadmap should be considered as a live document. The committee will review the activities and will adjust as needed. As the University adjusts its strategic plan, the committee and Academic Affairs will adjust the AA strategic plan.

**Parliamentarian:** The position is vacant. The Chair made a request to identify faculty that would be interested in serving.

**Adjourned:** 4:50 pm