Executive Committee Minutes
Tuesday, September 9, 2025, 3:00 pm,
Approved: September 16, 2025

Call to Order: 3:01 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
- Is there a campus or college policy on excessive unit caps or exceptions being granted?
- Is there a timeline to hire or replace the interim Associate Dean in the College of Education?

Approval of the Agenda: The agenda was approved as published. *Carried.*

Minutes: July 24, 2025, August 26, 2025, September 2, 2025: The minutes were approved as published. *Carried.*

From the Chair
- Draft September 18 Senate agenda: There is only one item for the agenda and so there is nothing to approve at this point. Items approved during the meeting today will be added to the agenda for 9/18. The CSU Academic Senate report will also be placed on the next Senate agenda.

From the Provost: No items

Program Proposals
- **BS in Business Administration (AI Management):** Did consultation take place with Mathematics and/or Economics? A motion was made and carried to roll back the program proposals for consultation with Mathematics and Economics prior to the proposal moving through the Senate. *Carried.*
- **Minor in AI Management**: The proposal will be rolled back to have the Learning Outcomes added to the Form As for MIS 15, MIS 101, MIS 181, and MIS 183. *Carried.*

Discussion: Faculty Senate Constitution change to Senate Representation Rules

Constitution: Section 5 membership Item B: Section 6: Terms of Office

Section 6: Terms of Office: At this time there are a few departments that are small and often have to juggle representation on several committees, including the Faculty Senate. Should the language be simplified to say all departments get one senator/alternate and over a certain number two senators/alternates?

Main Points from the Discussion:
- Felt language should be amended.
- Section 5, B. 1: Suggestion: Every department no matter how many faculty can choose to be a single electing unit.
- It was requested a list of departments with the number of faculty and senate representatives be provided before further discussion on this item. A motion was made and carried to table the discussion until the next meeting.

Discussion: Making the Senate Committee's Agendas and Minutes Public.
The Chair shared: Senate committee standing rules state that agendas and minutes for Senate committees are to be made public.
Main Points from the Discussion:
- Anything public needs to be accessible. An agenda and minutes template for all committees would address that. It would be the responsibility of the committee chairs, or their designee.
- If these documents are placed on the Senate website, it would add additional workload for the Senate Office and would propose, if the Executive Committee agreed, hiring additional Senate Office staff:
  - A part-time staff member for posting committee minutes.
  - A full-time staff member would go to all committee meetings to take minutes.
  - It was noted that there is a hiring freeze and so hiring additional Senate staff would not be a viable request.
  - Student or intern suggested.
- Other options: Other campuses have a drop box that requires access.

- Teams:
  - A file can be made available to anyone at Sac State. That would help with the access process. How would the link be distributed?
  - VP Hendrix: Teams: A Team can be open to the campus and will follow-up with more information.
  - If that is possible, a public side of the committee's agenda and minutes would be available upon request. A folder for a committee's internal documents would be restricted to only the committee members.
- Feedback: Supports access restricted to campus only.
- Concern raised: Hesitant pitting links on the Senate public website.
- Feedback: Share Point may be an option.
- Feedback: Add the date agendas and minutes will be posted on a committee page or the campus calendar.

- Question raised: Would this be part of the bigger project of shifting all of the committee work to Teams? Should a reasonable timeline be considered before starting the process of public agendas/minutes.
- The Chair stated she will personally move over all Senate committees' files from Canvas to Teams by mid-semester for two Teams sites.

Motion: Pursue creating two Faculty Senate Team sites: 1) public facing for agendas and minutes and 2) not public facing for committee activity and materials. Carried.

Campus Faculty Legislative Liaison: This discussion is in response to an ASCSU Resolution requestion CSU campuses to have one.

The Chair shared that the President is in support to have a faculty representative and supports to fund with the realization the work will be in conjunction with the Faculty Senate / CSU and with the work with Michelle Willard.

Main Points from the Discussion:
- Would this be a role that is appointed or elected? Elected.
- Would need to develop qualifications and expectations.
- Create a work group with the charge to provide a recommendation for an elected position, how the election occurs, shared responsibilities, clear institutional communication for both sides.

Motion: Create a working group to provide recommendations for the election process, expectations, responsibilities, and financial support for a campus faculty legislative liaison. The workgroup size to include 3 members of the executive committee. Nominations for the workgroup will be on the next agenda. *Carried.*

Faculty Senate Meeting Modality: Creating Recommendations for Senators to Vote On:
Main Points from the Discussion:
- Determining the motion on modality first prior to voting.
- The Chair advised if a zoom option is kept, comments about starting the meeting late will continue unless there is a stipulation that business would not be stopped due to AV issues.
- Question raised: Some Senators agreed to serve based on a hybrid option. What happens if that option is not available?
- It was noted: The Senate every academic year approves the meeting modality.
- It was noted: Accessibility must be addressed.
- Concern Raised: Not having the resources to run our meetings the way they need to be run.
- Is there a classroom space that would accommodate the Senate that is built to accommodate AV.
- Concern expressed: using a campus facility with stadium seating is challenging.
- It was noted: The committee was reminded that the Executive Committee is not deciding on voting and meeting modality the Senate is.
- Concern raised: A new member expressed that at the last Senate meeting it felt micro shaming of those participating online and asked that it be managed by the Exec Committee.
- Feedback provided: Initiate the option of giving members something after reading the statement to ask the audience for an opportunity to offer something.

Motion to adopt the framework discussion in the Executive Committee for debate in the Faculty Senate. *Carried.*

Motion to amend the language as a main motion and a substitute motion. Carried.

Process: The main motion would be on the agenda. The memo being sent to Senators would advise there will be a substitute motion presented and provide that language.

Motion: To adopt the framework for the discussion. *Carried.*

Discussion: Sac State AI Policy:
The Chair asked members to consider a combination of policies areas and recommendations for others that would be responsible. Discussion followed and will be continued at the next meeting.

Adjourned: 4:43 pm