

Executive Committee Minutes

Thursday, September 8, 2020

3-5 pm, Zoom

Approved: September 15, 2020

Call to Order: 3:02 pm

Roll Call:

Amber Gonzalez, Andrew Hertzoff, Anne Lindsay, De-Laine Cyrenne, Harry Theodorides, Harvey Stark (absent), Jay Lee, Jeff Dym, Philip Flickinger, Samantha Elizalde, Susan Perez, Tracy Hamilton

Guests:

President's Office: President Nelsen

Academic Affairs: Provost Perez

College of Continuing Education: Associate Dean Wimbush

Open Forum:

- **Testing Center:** Professor Holl stated that students have inquired about whether or not the Testing Center will be available for makeup exams, as in the past. The President stated that the Center will be open for students with disabilities. The Provost is working on an additional plan for the Testing Center.
- **Grades:** Professor Holl asked if the grade change options that were provided last spring will be an option this Fall. The Provost stated there has been no discussion on this.

Agenda: Approved as published.

Minutes: September 1, 2020 – Approved as published.

From the Chair:

- Asynchronous Finals: There does not seem to be any mention of scheduling finals for asynchronous classes in any existing policy.
- Follow-up from September 1 meeting:
The Ethnic Studies Department has been contacted regarding their correspondence to President Nelsen regarding AB 1460 (Feb 20, 2020 Senate Agenda). The Department has not responded.
- AB 1460: The implementation of AB 1460 will be discussed at the next meeting of the Council of Campus Senate Chairs.

From the President:

- A SacSend will be sent out regarding a temporary protocol to assist faculty, staff, and students due to the current power situation and fires.
- Early exit program: A update was provided.

From the Provost:

- Course Syllabus Policy (Interim): Receiving feedback on the policy and procedures. In particular, regarding the webcam issue and timing of the announcement.

Adding a course to a program

Discussion:

- A simpler Form A and B and process for minor changes and updates are needed.
- Substantive and Non-Substantive Changes:
 - Should the definitions be looked at?
 - Non-Substantive changes: Have a clearer form and definition. Create a list of what falls under that category.
- Curriculum Workflow:
 - It was suggested that Curriculum Workflow be re-examined as to how it works.
 - It was noted that Curriculum Workflow is based on Senate policies regarding curriculum and that if there is a need for a change it would be up to the Senate.

Referral to CPC: To consider if a simpler form A and B and approval process for minor changes and updates can be created. Also, to report on any policies regarding curriculum development and creation that might need to be amended.

Unit Cap for Summer Session

- Chair Hamilton reported that Emelina Logan, Enrollment Services & Customer Relations Director, CCE, says that students must petition to take more than 12 units during the summer sessions.
- The Chair also shared data received from Pamela Wimbush, Associate Dean, College of Continuing Education:

Enrollment Data:

	2017	2018	2019	2020
Total Courses	268	245	253	421
Total Sections	339	308	310	521
Enrollment	7,900	8,928	9,366	13,534
Headcount	4,141	4,605	4,974	6,565

Average student load:

2020: 5.3 units
 2019: 4.7 units
 2018: 4.7 units
 2017: 4.5 units

DFW rates:

Term	DFW percent
Summer 2005	2.7%
Summer 2006	2.7%
Summer 2007	2.6%
Summer 2008	2.7%
Summer 2009	3.1%
Summer 2010	3.1%
Summer 2011	2.6%
Summer 2012	2.3%
Summer 2013	2.7%
Summer 2014	2.9%
Summer 2015	3.2%
Summer 2016	2.7%
Summer 2017	2.8%
Summer 2018	3.3%
Summer 2019	3.3%
Summer 2020	4.5%

Discussion:

- Data was requested. Jim Dragna volunteered to help with data request.
 - Can data be separated out to reflect Sac State students and other students? It was noted that anyone taking a class is considered a Sac State student.
 - Correlation between high unit load and DFW rate.
- Credit Hour Policy:
 - It was suggested that the policy needs to be reviewed. It was stated that, according to the definitions in that policy, there are not enough hours in a day for a student to take 12 units during a single 6-week summer session.
 - Faculty reported seeing students failing courses this past summer where the student might have been able to be successful had they not taken as many units.
 - The current summer credit hour cap of 12 units seems to allow students to take 12 units in one 6-week session. Perhaps there needs to be a cap for each 6-week session.
- A referral to CPC and GSPC was discussed to review the Credit Hour Policy: Review whether the current unit caps are in line with that policy.
 - It was noted that if the policy is amended that action needs to take place early in spring.
 - The discussion will continue at the September 15 meeting to allow time for data to be provided and for consideration of next steps/what needs to be addressed.
 - The ASI representative will consult with ASI on summer session concerns for the discussion.

Adjourned: 5:00 pm