



May 21, 2018

Deadline today: Submit your students' best writing to Writing the University

The Writing and Reading Subcommittee of the Faculty Senate is pleased to sponsor the University journal for student writing, Writing the University. We encourage submissions of undergraduate or graduate writing by students in any discipline and writing in any genre. A faculty sponsor is required for each submission. Submission criteria are as follows:

- Original work from the 2017-18 academic year.
- Individually or collaboratively written.
- A one-page letter from a faculty sponsor introducing and describing the project, and explaining why this work is representative of the best student writing at Sac State and worthy of this distinction.

To submit, please email the following as a Word document to Marcy Merrill at merrills@csus.edu:

- A final draft of the work, edited and revised per the faculty's request of the student, with the author's name and email, the course name and number, and the instructor's name and email.
- The written assignment prompt if available.
- An electronic copy of the IRB approval letter for any research involving human subjects.

The Writing and Reading subcommittee will select the nine to 12 best submissions. Deadline to submit is today, May 21. Direct questions regarding Writing the University to Merrill, the subcommittee chair.

Submitted by the Writing and Reading Subcommittee of the Faculty Senate

Meet Risk Management director candidate Tuesday

The campus community is invited to meet Erike Young, global safety manager at Google and candidate for Risk Management director. He will share his philosophy on "What Does a Successful Sacramento State Risk Management Program Look Like?" The forum is from 1:30 to 2:30 p.m. Tuesday, May 22, in Sacramento 161. A comment/feedback card will be provided at the presentation.

Submitted by Risk Management Services

Join us June 1 for the annual University Staff Appreciation Picnic

The University Staff Assembly Staff Appreciation Picnic will be held Friday, June 1, in the Main Quad. This year's theme is "Surf at the Beach." Bring your boards and sand pails and join us for delicious food, fun games, and awesome prizes! Complementary tickets for staff and MPPs are available now from your USA representative. Tickets for non-staff are \$10. Visit csus.edu/usa/staffpicnic for more information or to volunteer.

Submitted by University Staff Assembly

University Staff Assembly seeking committee nominations

University Staff Assembly is seeking nominations for election/appointment to several

campus committees that have openings for staff representation. More information about these committees and positions may be found at csus.edu/usa/election.

If you or someone you know is interested in serving on one of these committees, please submit the following to usa@csus.edu by 5 p.m. Friday, June 1.

- Name
- Phone extension
- Department
- Email address
- A brief explanation of why that person should sit on the committee or why you would like to sit on the committee

If you are nominating someone, please obtain that person's permission and that of their supervisor and HEERA designee before submitting the name. If you are nominating yourself, please obtain permission from your supervisor and HEERA designee. Permission via email is acceptable. Elections will commence once all nominees have been confirmed.

The voice of the staff on campus is invaluable. Please consider serving the staff and the University.

Submitted by the USA Election Committee

Curriculum Workflow is live

Courseleaf CIM (Curriculum Inventory Management) is now officially live. Tremendous teamwork went into the development, testing, and implementation of this new online system that transforms the time-honored process of curriculum development and approval. From paper to paperless, Curriculum Workflow creates efficiency, transparency, and innovation opportunities. Beginning now, tenured and tenured-track faculty may propose curriculum to be reviewed during the 2018-19 academic year through Curriculum Workflow. Recorded training workshops will be available soon, and more in-person workshops will be offered in fall 2018. On-demand resources, support, and how-to videos are hosted on the new Curriculum Workflow web page at csus.edu/curriculumworkflow. Questions? Please contact Janett Torset at torsetj@csus.edu or 278-2793.

Submitted by Academic Affairs

Fall AA/EOR training

Fall 2018 Affirmative Action/Equal Opportunity Representative (AA/EOR) training sessions for faculty are scheduled for 1 to 3 p.m. Thursday, Aug. 16; and 9 to 11 a.m. and 1 to 3 p.m. Tuesday, Sept. 11; Tuesday, Oct. 2; and Friday, Oct. 5. Please note that these are the only dates this training is being offered for fall 2018.

Per University ARTP policy, training is required at least every three years for each AA/EOR and each department or equivalent unit chair to prepare them for their hiring responsibilities. However, all faculty are encouraged to take the training. The AA/EOR will serve to advise search committees on issues of affirmative action and equal employment opportunity, based on training and advice from the Office of Human Resources and the University Counsel. The goals of this training are to raise a greater awareness and sensitivity to diversity issues in the hiring process.

To RSVP, please email the Office for Equal Opportunity at equalopportunity@csus.edu and include your name, department, and the training session for which you are registering.

If you have questions, you may contact the Office for Equal Opportunity at 278-5770 or email equalopportunity@csus.edu.

Submitted by the Office for Equal Opportunity

Summer interior window cleaning effort

Custodial Services will be working to clean the interior surfaces of windows in departmental and faculty offices this summer. We will send out a notice each week on which areas we will be working to make occupants aware. We will not move personal items, so please assist us by removing any personal items attached to or blocking office windows as we work through your area. If you are leaving for an extended period, please remove these items before you depart. We will not be able to clean windows that are blocked by personal items. Thank you for your help.

Submitted by Facilities Management

Faculty professional activities

The latest faculty professional activities are available at csus.edu/news/articles/Professional-activities. To submit an activity, email briefing@csus.edu.

Submitted by University Communications

Faculty Senate schedule

The Faculty Senate calendar is available at csus.edu/senate.

Submitted by the Faculty Senate

Human Resources

Summer hours begin next week

This summer, in an effort to conserve energy, we will continue the practice of a modified work schedule with normal business hours for the campus of 7:30 a.m. to 4 p.m. with a 30-minute lunch break. These hours are effective Tuesday, May 29, and continue through Friday, Aug. 17. As always, authorized supervisors may modify individual work schedules to address special situations.

As in past summers, this schedule enables the University to realize substantial budget savings by reducing energy consumption during the late afternoon hours when energy demand is highest. We hope this change also permits many of our employees to get the most from the longer summer days.

If you have questions or concerns that cannot be answered by your supervisor or manager, please contact Chela Cholula, employee and labor relations manager in the Office of Human Resources, at 278-6779 or cholula@csus.edu. Thank you.

Catastrophic leave donation

Sacramento State employees may voluntarily donate up to a maximum of 40 hours of sick or vacation leave credits in one-hour increments each fiscal year to another employee who has been deemed eligible for catastrophic leave. Bargaining Units 1, 10 and 11 may donate only up to 16 hours per fiscal year. If you are interested in donating time, the form can be obtained at csus.edu/hr/forms.html#disability, by visiting the Benefits Office in Del Norte Hall, Suite 3004, or by calling 278-3522.

The following employee(s) have been approved to receive donations through the Catastrophic Leave Donation Program:

- Alexis Chavez, SHS-Clinic
- Shannon McDonald, Custodial Services