



Nov. 28, 2016

News

A week of events marks World AIDS Day at Sac State

World AIDS Day is celebrated globally Friday, Dec. 1. The fight against AIDS is about social justice and about supporting efforts that aim to strengthen access to culturally responsive education, prevention, policies, and treatment of HIV. For this year's World AIDS Day, join the global front by attending Sac State's week of events presented by the PRIDE Center, the Multi-Cultural Center, the Women's Resource Center, and Student Health and Counseling Services. If you have questions or concerns, please call 278-5422.

- 10:30 to 11:30 a.m. today – PrEP for It: Informational presentation and conversation for the whole community; The Wellness Hub in the University Union
- 10 a.m. to 2 p.m. Tuesday, Nov. 29 – Free and confidential HIV testing; The Wellness Hub and an RV parked near the Library Quad
- 9 a.m. to 5 p.m. Wednesday, Nov. 30 – An interactive table display on the history of the AIDS crisis in the United States; University Union Lobby
- 10:30 a.m. to 1 p.m. Wednesday, Nov. 30 – Condom cart and safer sex product demos; Library Quad and University Union
- 9 a.m. to 5 p.m. Thursday, Dec. 1 – An interactive table display on the history of the AIDS crisis in the United States; University Union Lobby
- 3:30 to 4:30 p.m. Thursday, Dec. 1 – Standing Up Against the Stigma on HIV/AIDS; Multi-Cultural Center
- 4 to 6 p.m. Thursday, Dec. 1 – Film screening and discussion of *Life Support*; The Wellness Hub in the Union

Submitted by Student Health and Counseling Services, the PRIDE Center, the Multi-Cultural Center, and the Women's Resource Center

Sac State joins in Giving Tuesday this week

With Black Friday behind us and Cyber Monday in full swing, it's time for Giving Tuesday. From noon today through 11:59 p.m. Tuesday, Nov. 29, Sac State once again will participate in the Giving Tuesday (csus.edu/givingtuesday) global effort dedicated to encourage selfless giving during the holiday season.

If your end-of-year plans include making a charitable contribution, consider how your gift can make a difference for Sac State and our students. Once again, faculty, staff, and student gifts will be matched dollar-for-dollar (up to \$100) by The University Foundation at Sacramento State. Every penny of your donation stays at Sacramento State, so show your Hornet Pride and support our students.

Submitted by the Office of Alumni Relations and Annual Giving

Post-Election Forum: Navigating the Changes Ahead

Following the results of the November election, conversations and emotions have been heightened with the uncertainty of what changes may be ahead. It is important to come together to confirm our commitment to cultivating a safe learning and working environment that promotes the free exchange of ideas. Staff and faculty are encouraged to come and

engage in a constructive dialogue about the recent election, process their post-election responses, and learn of resources to assist staff and faculty in supporting students.

Please join us for the Post-Election Forum: Navigating the Changes Ahead, scheduled from 11:30 a.m. to 1:30 p.m. Tuesday, Nov. 29, in the University Union, Foothill Suite. The forum is co-hosted by the University Staff Assembly, the Office of Diversity and Inclusion, and Academic Affairs. For more information or questions, visit csus.edu/usa.

Submitted by the University Staff Assembly

Stress-less therapy dogs on campus

By popular demand, Student Health and Counseling Services will be bringing therapy dogs back onto campus. Students, staff, and faculty will be able to interact with licensed therapy dogs in between classes. Students who visit our stress-less tables can pick up a stress-less kit and have a chance to win a free Starbucks hot chocolate. Feel free to stop by or send students to any of the following locations to pet the stress away.

- Wednesday, Nov. 30, 10 a.m.-1 p.m. – Guy West Plaza (rain location: Library Breezeway)
- Thursday, Dec. 1, 10 a.m.-1 p.m. – Library Quad (rain location: Library Breezeway)
- Wednesday, Dec. 7, 6:30-8 p.m. – American River Courtyard Lobby

If you have any questions or concerns, please call the Health and Wellness Promotion office at 278-5422.

Submitted by Student Health and Counseling Services and Sac State Active Minds

MLK Dream Gala is coming Saturday

The Martin Luther King Jr. Scholars Program will host the Dream Gala from 6:30 to 8:30 p.m. Saturday, Dec. 3, at the Leslie and Anita Harper Alumni Center to recognize program scholars and to further the MLK Jr. Center's mission of creating a sense of belonging and fostering student success. Join us for this special event by reserving your space by Thursday, Dec. 1, at csus.edu/saseep/mlk/dreamgala.

The event, the first of its kind, will feature dinner, entertainment, and an honoring of our students and community leaders. Join us for this time of celebration as we advance the opportunities of students and the community. The event will begin with a pre-reception at 6 p.m.; dinner will be served at 6:30 p.m. Don't miss this great opportunity to share in a special time of inspiration and empowerment.

Submitted by Student Academic Success and Educational Equity Programs

Introducing the Financial Aid Meter to help students

The Financial Aid and Scholarships Office is excited to introduce to our students the new Financial Aid Meter. This tool is a visual representation of students' financial aid and provides them with:

- The amount of remaining financial aid in relation to their estimated graduation date.
- Answers to questions about their lifetime limit of federal and/or state aid.
- A resource to plan ahead academically and financially to budget their financial aid through graduation.

The Financial Aid Meter adds another tool to our KEYS to Degree Toolbox to guide our students to a four-year graduation. To learn more about the resources available to assist our students on the road to graduation, visit csus.edu/keys.

Submitted by Financial Aid and Scholarships

Don't forget to RSVP to the CBA's Winter Reception on Dec. 7

The College of Business Administration (CBA) will host its annual Winter Reception from 4:30 to 7 p.m. Wednesday, Dec. 7, at the Leslie and Anita Harper Alumni Center. This event recognizes the accomplishments of CBA faculty, staff, students, alumni, campus-wide collaborations, donors, and community partners. Heavy appetizers and refreshments will be served. If you would like to attend, please RSVP by Wednesday, Nov. 30, at surveymonkey.com/r/MSDBF7Q. For additional information, please contact Jasmine Graham at 278-6578 or jasmine.graham@csus.edu.

Submitted by the Dean's Office, College of Business Administration

Testing Center services during finals week

The Testing Center would like to remind faculty that the deadline for students registered with the Office of Services to Students with Disabilities to schedule their final exams at the Testing Center is Wednesday, Nov. 30. Students are required to let instructors know when they have scheduled their exams. We also will offer two makeup test sessions, for a fee of \$6 charged to the student, during finals week – at 4:30 p.m. Tuesday, Dec. 13; and 2 p.m. Wednesday, Dec. 14. Students must call us or visit our office ahead of time to schedule an appointment.

We also would like to encourage faculty to pick up exams taken during finals week (Dec. 12-16) directly from our office to guarantee they will receive the exam(s) before grades are due. Please contact us at 278-6296 or testingcenter@csus.edu with any questions during our normal business hours of 7:30 a.m. to 4 p.m. Monday-Friday.

Submitted by the Testing Center

Rhode Island professor to speak Dec. 2 on pedagogical cultures

Dr. Bryan Dewsbury, assistant professor of biology education at the University of Rhode Island, will lead a workshop for the campus community titled "The Culture of Inclusive Pedagogies: Strategies for Change and Sustenance" from 10 a.m. to noon Friday, Dec. 2, in Library 11 (enter through the lower back entrance near the AIRC). Dewsbury is interested in helping to reframe the discussion in higher education to better address questions of equity and community-building, with the belief that the solutions to these are equally important to student exposure to content.

In this workshop, participants will discuss strategies for increasing self-awareness with respect to the evolution of inclusive teaching. Participants will further engage in activities that elucidate measures of privilege and bias, discuss strategies for continued self-reflection, and devise ways to encourage others in the academy to do the same.

Submitted by the Center for Teaching and Learning

Open candidate forums for executive director, Union WELL Inc.

The campus community is invited to the following open forums for candidates for the position of executive director, Union WELL Inc.

- Bill Olmsted, associate executive director, Union WELL Inc.: 2 to 3 p.m. today, University Union, Redwood Room

- Andrew Fields, dean of extended education, Shasta College, Redding: 2 to 3 p.m. Thursday, Dec. 1, University Union, Delta Room
- Linda Buonanno, associate athletic director for recreation and community outreach, University of Pennsylvania: 3 to 4 p.m. Thursday, Dec. 8, University Union, Hinde Auditorium

Submitted by Student Affairs

Interviews for HHS associate dean begin Dec. 5

Interviews for associate dean of the College of Health and Human Services will begin Monday, Dec. 5. Please join us to meet and interview candidates.

- Mary Maguire, Ph.D., professor and chair, Division of Criminal Justice, Sacramento State: 9:30 to 10:30 a.m. Monday, Dec. 5, University Union, Oak Room
- Peggy Trueblood, Ph.D., professor and chair, Department of Physical Therapy, Fresno State: 9:30 to 10:30 a.m. Tuesday, Dec. 6, University Union, Oak Room
- Michael Wright, Ph.D., professor, Department of Kinesiology, Sacramento State: 9:30 to 10:30 a.m. Wednesday, Dec. 7, University Union, Sequoia Room
- Gregory B.C. Shaw, Ph.D., professor and chair, Department of Recreation, Parks, and Tourism Administration, Sacramento State: 9:30 to 10:30 a.m. Thursday, Dec. 8, University Union, Oak Room

To provide comments and feedback, please visit surveymonkey.com/r/TSZHKN2. The survey opens Dec. 5 and should be submitted by noon Friday, Dec. 9, for consideration.

Submitted by the Department of Physical Therapy

Celebrate the retirement of Deborah James

Please join us for a retirement celebration for Deborah James from 2 to 4 p.m. Thursday, Dec. 8, in the University Union, Orchard Suite. Debbie is retiring after 28 years of dedicated service to Sacramento State. If you would like to contribute to a campus gift, please send donations to Kristen Anderegg (Lassen Hall 2008, mail stop 6122). Contact Kristen with any questions at kristena@csus.edu or 278-5343.

Submitted by Liberal Studies and Social Science Programs

CCE offers new professional development workshops

The College of Continuing Education will offer new workshops this spring to help build critical professional development skills. These one- and two-day courses are perfect for the busy professional who is not ready to take the plunge into a full certificate program. Enrollment is open to the public, and most classes can be completed in one day.

Classes come in a wide range of skill topics – communication, supervision, time management, and more. Current Sacramento State Alumni Association members are entitled to 15 percent off courses. Learn more at cce.csus.edu/workshops.

Submitted by the College of Continuing Education

Apply now for the 2017-18 Research and Creative Activity Faculty Grants Program

Approximately \$150,000 has been received from the CSU Chancellor's Office for academic year 2017-18 to support faculty research, and scholarly and creative activity, as well as to encourage faculty contributions to their disciplines. Grant recipients must produce a scholarly deliverable, such as an article or manuscript to be submitted for peer-reviewed publication, or a grant proposal, juried exhibition, or performance. Faculty may apply for a

combination of up to four units of assigned time, \$5,000 for summer salary during 2018, or up to \$7,500 for research support expenses, provided the total budget request does not exceed \$7,500.

The application can be found at csus.infoready4.com/ and must be submitted by 11:59 a.m. Monday, Dec 12. An applicant information session will be held from 10 to 11 a.m. Wednesday, Nov. 30, in Suite 3010 of the Hornet Bookstore (third floor). Questions? Contact Dr. Nancy Sweet, RCA chair, at rcachair@csus.edu.
Submitted by the Office of Research Affairs

Reviewers needed for RCA Faculty Awards Program

The Research and Creative Activity (RCA) Subcommittee of the Faculty Senate seeks reviewers for the 2017-18 RCA Faculty Awards Program. Reviewers will read and evaluate up to eight proposals over the semester break and must be available to participate in a Proposal Review Day from 9 a.m. to noon Wednesday, Jan. 18 (coffee and pastries to be provided). Reviewer eligibility is limited to tenured and tenure-track Sacramento State faculty. Faculty planning to submit an application for the 2017-18 competition also are eligible to serve as reviewers. The subcommittee acknowledges service as a reviewer with a letter of thanks, which can help document University Service for ARTP.

To volunteer as a reviewer, please complete the online registration form by 5 p.m. Friday, Dec. 2. The registration form is available at forms.office.com/Pages/ResponsePage.aspx?id=AZC0tj-L-KOZoXBujH41mJ_7ES4GAhFLvtv1PhZ5ScVUOFE4OVVQNUtDWIUwVFRWMFBUUDAzUzZEVy4u. Questions about serving as a reviewer may be directed to Dr. Nancy Sweet, RCA chair, at rcachair@csus.edu.

Submitted by the Office of Research Affairs

Nomination deadline for RCA University Awards extended to Dec. 5

The Research and Creative Activity (RCA) Faculty Senate Subcommittee continues to invite nominations for the 2016-17 University Awards for Research, Scholarship, and Creative Activity for Early-Career and Senior Faculty. These awards are given each year to faculty members who have made significant contributions to a discipline through research, scholarly activity, creative/artistic endeavors, and publication. Each award includes a \$2,500 professional development grant and three units of release time. Nominations can be made by any faculty member for a colleague or for her/himself.

The full nomination application can be found at csus.infoready4.com and must be submitted by 11:59 a.m. Monday, Dec. 5. Questions? Contact Dr. Nancy Sweet, RCA chair, at rcachair@csus.edu.

Submitted by the Office of Research Affairs

Volunteer for the Writing Across the Curriculum Rubric Pilot Program

The Writing and Reading Subcommittee is calling on faculty to volunteer for the Writing Across the Curriculum Rubric Pilot Program during the Spring 2017 semester. Why participate?

- Faculty are the professionals best equipped to assess our students, due to familiarity with the University's programs and institutional needs.
- Your involvement will provide service to the University and give you the opportunity to provide your input, feedback, and critiques on the writing rubric being developed.

Participation will include an orientation session during the week of Dec. 12 and professional development sessions during the Spring 2017 semester aimed at learning how to match programmatic and institutional writing rubrics to writing assignments.

If you have a writing assignment in one of your Spring 2017 courses, please consider participating. To participate or obtain more information, please contact Marcy Merrill at merrills@skymail.csus.edu.

Submitted by the Writing and Reading Subcommittee

AA/EOR training sessions offered

Affirmative Action/Equal Opportunity Representative (AA/EOR) training sessions for faculty will be held Tuesday, Jan. 31; Monday, Feb. 6; and Thursday, March 9, in Library 11. Two sessions will be offered each day: 9 to 11 a.m. and 1 to 3 p.m. You need to attend only one session.

Per the 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 of, and sensitivity to, diversity issues in the hiring process.

To RSVP or if you have a question, please contact the Office for Equal Opportunity at equalopportunity@csus.edu and include your name, department, and the training session for which you are registering.

Submitted by the Office for Equal Opportunity – Human Resources

Office for Equal Opportunity has moved

The Office for Equal Opportunity has relocated to the Hornet Bookstore, Suite 1009. Please enter the suite through the north door facing Parking Lot 4 near State University Drive. Please do not enter through the bookstore. If you need assistance locating the office, please call 278-5770.

Submitted by the Office for Equal Opportunity – Human Resources

Group exhibit in the Union Gallery features student art

The University Union Gallery is pleased to announce "Revealing Identity," an insightful group exhibit of paintings and sculptures exploring the idea of identity as interpreted by each contributing artist. The exhibit is on display through Thursday, Dec. 15. An opening reception will take place from 6 to 8 p.m. Thursday, Dec. 1. Admission to the reception and the exhibit is free.

The art comes from members of Sacramento State's art club, FORM. To each artist, the idea of identity takes on a different meaning. Some directly investigate this idea within their work; for others, their medium is a reflection of their own persona.

Submitted by the University Union

SOAL's Spring Diversity Leadership Conference coming in January

Student Organizations and Leadership invites all Sacramento State students to attend the 2017 Spring Diversity Leadership Conference, scheduled from 9 a.m. to 4 p.m. Wednesday, Jan. 18, in the University Union, Redwood Room. The theme of the conference is #NoFilter.

#NoFilter is intended to create a space for students to remove their biases, question their realities, and be open to dialogue in an effort to create more empathy in the Sac State community. In an effort to be more student-centered, the students will be crucial in deciding the topics that are covered during the conference. For more information: orgsync.com/1983/forms/227248. Please share this event information with students.
Submitted by Student Organizations and Leadership

Opportunity open to all students to create short 'Intent to Enroll' video

The Office of Admissions and Outreach is looking for a student or students to create a short video clip reminding students to accept their "Intent to Enroll" for admission to Sac State. There's no budget available for this project; the deadline is Friday, Feb. 17. Those interested may contact Carlos Fernandez at 278-2337 or carlos.fernandez@csus.edu.
Submitted by Admissions and Outreach

Faculty Status Report for Fall 2015/Spring 2016

The Faculty Status Report for Fall 2015/Spring 2016 is now available online. The report displays four different tabulations of the ratio: All faculty headcount, Instructional Full-Time Equivalent Faculty (FTEF), Full-Time Equivalent Student (FTES) generated by Instructional FTEF, and Course Level by Faculty Status. This report also groups faculty headcount, Instructional FTEF, and FTES into separate categories: Tenure/On Tenure Track, Non-Tenure Track, Faculty Early Retirement Program, Staff, and Teaching Associates. Moreover, all figures are aggregated at the departmental, college, and University levels. For a second year, the report also shows the count of courses at Course Level by Faculty Status.

For a detailed look at the report, visit csus.edu/oir/Data Center/Faculty Special Reports/Faculty Special Reports.html. For more information, please contact the Office of Institutional Research at 278-6566.
Submitted by the Office of Institutional Research

Results of the Listening to Students Study available online

To learn more about the needs of students from a variety of backgrounds and educational paths, including this week's section, "Listening to Students with Speech Limitations," please visit csus.edu/saseep/listeningtostudents.
Submitted by the Department of Communication Studies

Violence in the Workplace Prevention Training

This is a one-hour presentation, with additional time for questions, on information regarding University policy on violence in the workplace, applicable campus statistics, crime prevention information, reporting practices, and available resources. The course will give attendees information on how to prepare, recognize, document, and report incidents in their respective areas as it pertains to violence in the workplace or unacceptable behavior. Materials will be provided. Class participation every three years is required of all faculty, staff, and student employees by Cal-OSHA and Sacramento State. Training is in the University Union, Hinde Auditorium:

- 9 to 10 a.m. and 1 to 2 p.m. Wednesday, Dec. 7

To RSVP for the training, please email barnettk@skymail.csus.edu.
Submitted by the Sacramento State Police Department

Building coordinator/floor marshal training

An annual two-hour training session will be held from 9 to 11 a.m. Tuesday, Nov. 29, in the University Union, Hinde Auditorium. Attendance is mandatory for all members of the building emergency preparedness teams, building coordinators, floor marshals, and faculty who have responsibilities during a disaster or emergency. Seating is limited to the first 150. Register on LearnerWeb at csus.edu/aba/ehs/learner-web.html.

Submitted by the Sacramento State Police Department

Faculty professional activities

The latest faculty professional activities are available at csus.edu/news/articles/2016/10/1/Professional-activities,-October-December-2016.

Submitted by the Office of Public Affairs and Advocacy

Faculty Senate schedule

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

Submitted by the Faculty Senate

Security tip: Downloaded programs can cause peril

University security can be compromised by installing software and downloading programs for personal use on campus computers. Peer-to-peer applications such as AIM, Yahoo Messenger, NaCentral Timeer and Gnutella allow users to share data with others outside the CSU network, creating an inherent risk of virus infection. The sharing of information may violate copyright laws. Spyware can also piggyback on software, including peer-to-peer applications. For more information, contact the Information Security Office. You will find contact information on its webpage at csus.edu/irt/is.

Submitted by the Information Security Office

Human Resources

Next HR Spotlight coming Dec. 6

The next quarterly Human Resources Spotlight is scheduled for 10 to 11 a.m. Tuesday, Dec. 6, in the University Union, Hinde Auditorium.

Realizing all of you are very busy, we hope you will find time to attend. The topic will be "Spotlight on HR 2017." Vice President for Human Resources Christine Lovely will present about the higher education issues affecting HR and will engage in an interactive discussion on the focus of the HR Spotlights for the coming year.

Please share this communication with all managers and staff in your office who have ongoing interactions with HR and would have benefited from some of the previous HR Spotlight agenda topics. Please remember that all staff need to obtain their manager's approval to attend.

Year-end pay warrants and direct deposit posting dates

The regular master payday falls on Friday, Dec. 30; however, please be aware that the issue date is Jan. 1, 2017, and the posting date for direct deposit is Tuesday, Jan. 3, per the State Controller's Office.

Please note that because the December payroll is the first pay warrant issued in 2017, your paycheck net may or may not be different from your previous month's check. This may be

due to new benefit rate deductions and tax withholding changes that occur with the new year.

The Office of Human Resources – including Payroll – will be closed for the holidays from Monday, Dec. 26, through Monday, Jan. 2. If you have questions, please call Payroll Services at 278-6211.

W-2 forms and correct mailing address

W-2 forms for the 2016 year will be mailed to an employee's current mailing address by the end of January. To ensure your W-2 is delivered to the correct address, please verify your current address and make necessary address changes prior to Thursday, Dec. 15. You can check the mailing address on file by logging on to My Sac State and visiting the Employee Center. View your "Personal Information Summary" and, if the information is incorrect, you may submit your change online by clicking "Change Home Address." If you are unable to access your information online, you also can change your address in Payroll Services, located in Del Norte Hall 3006. If you have further questions about the W-2 process, you can contact Payroll Services at 278-6211 and someone will be able to assist you.

Catastrophic leave donation

Sacramento State employees may voluntarily donate to other employees up to a maximum of 40 hours of sick or vacation leave credits in one-hour increments each fiscal year. Bargaining Units 1, 10 and 11 may donate only up to 16 hours per fiscal year. If employees are interested in donating time, a form can be obtained at csus.edu/hr/forms.html#disability by visiting the Human Resources Disability Leaves office in Del Norte Hall, Suite 3004, or by calling 278-3522.

The Benefits Office currently has the following employees on an approved CAT Leave:

- Joshua Bakke – University Transportation and Parking Services
- Bradley Buchanan – English
- Brian Sarantopulos – Reprographic Services