
California State University, Chico



Academic Senate
(530) 898-6201, Zip 020

MEMORANDUM

ACADEMIC SENATE MINUTES Thursday, December 4, 2014, 2:30 p.m., K-207/209

PRESENT: Baumgartner, Boyd, Cross, Crofts, Ellingson, Elrod, Ford, Gray, Heilesen, Herren, Hoffman, Janos, Kaiser, Kipnis, Kirchhoff, Lee, Livingston, Mace (Ratekin), McCabe, McConkey, Meadows, Mills, Nichols, Ponarul, Pratt, Ratekin, Roll, Rowberg, Schierenbeck, Schindler (Cross), Schulte, Seipel, Selvester, Sistrunk, Thompson, Tinkler, Traver, Zingg

ABSENT: Calandrella, Donoho, Smits

1. Approve Minutes of November 6, 2014.

The agenda was approved with the following revisions:

New Hires decreased from ca. ~~50~~ 52 in 2007 to ca. ~~12~~ 13 in 2011 and have increased to ca. ~~45~~ 50 for 2015.

Attrition has resulted in a net loss of 64 TT faculty between 2009 and 2014.

Attrition (TT):	264 <u>164</u>
New Hires (TT):	100
Net:	-64

Tenure Density (TT FTEF / Total FTEF) has decreased from 69% in 2010-11 to ~~57%~~ 58% (est.) in 2014-15.

Tenure Density at Chico exceeded tenure density in the CSU by 4 % in 2010-11, but Chico and the CSU have steadily converged and Chico exceeds the CSU by only 1% in 2014-15.

FTEs (Students) at Chico has increased from 14,640 in 2010-11 to 15,764 in 2014-15 while **Tenure Density** decreased from 69 to ~~57%~~ 58% (est.) in 2014-15.

2. Approve Agenda.

The Agenda was approved.

3. Announcements.

Kirchoff announced that FRAS has recognized Senator Tim Sistrunk for the inaugural Outstanding Lecturer Award. Meadows announced that Chico alumnus James (Jay) Finney, will screen his short film, Killer Cart, on Friday, December 05, at noon in Tehama 346. Katy Thoma, Executive Director of the Research Foundation, announced the open house for the Big Chico Creek Ecological Reserve, on December 12, 1 p.m. to 4 p.m., at 3521 14 Mile House Road, Chico. Kaiser noted a report from the CSU Faculty Trustee that focuses on cost and time to degree, "but is not in any way focused on quality." Kaiser noted that the legislature wants to

contain costs, and that most Californians feel that higher education costs are too high, “but they don’t know to go about how to do it.” Kaiser will distribute the report. Bill Loker, Dean of Undergraduate Education, announced that a Civic Engagement Forum will take place on December 09 in Selvester’s from 10 a.m. to 2 p.m. A “Sense of Place Exhibit,” featuring students’ work in courses from the Sustainability Pathway, will take place in a large tent on the Trinity Commons Lawn from 10 a.m. to 3 p.m. On December 10, the Office of Diversity and Inclusion and U-Course students will present the Poverty Mapping Showcase in Tehama 116 from 2:30 p.m. to 4:30 p.m. There is “lots of civic activity going on.” Schulte noted that the Chico Peace & Justice community encourages people concerned over police shootings, and the Michael Brown case (Ferguson, Missouri) in particular, to participate in a protest at 4:30 p.m., December 13, in the downtown plaza. Rowberg announced that senior public health nursing students will host a poster presentation tomorrow, December 05, from 11:30 a.m. to 12:30 p.m., in Holt Hall, third floor. Kate McCarthy, Comparative Religion and Humanities and Multicultural and Gender Studies, announced that faculty are invited to participate in submitting proposals for two campus initiatives: 1) serve as a faculty lead in the 2015-16 Proven Course Redesign Program focusing on “bottleneck courses”; 2) Virtual Labs Program to acquire funding and support for faculty redesigning STEM courses by incorporating virtual labs into the curriculum which result in improved student success and more timely progress toward graduation. McCarthy is serving as the campus contact for all the Chancellor’s Office course redesign initiatives.

4. Chair’s Prerogative.

A. Intrasystem Online Course Enrollment At-A-Glance – Kaiser.

Kaiser reviewed AB 386 and CourseMatch and the similarities between the two.

Intrasystem Online Course Enrollment At-A-Glance

Assembly Bill 386

- AB386 signed in September 2013
- Effective 2015-2016 academic term
- Requires that every state-supported, fully- online course offered by every CSU campus must be made available for enrollment by students at other CSU campuses
- Enrollment in an online course by students at other CSU campuses is on a space-available basis after local students have had the opportunity to enroll; **no requirement to make additional seats available**
- Campus offering course must inform students of and may require prerequisite courses or other academic preparation deemed necessary for the online course

CourseMatch

- Originated to address ‘Course Bottlenecks’
- Courses are a subset of the fully-online, state-supported AB386 courses which are being “sponsored” by the CSU
- Campuses will submit courses for consideration for “sponsorship”
- **The CSUCO will provide funding to reserve capacity in those online courses so that students from any CSU can enroll;** funding based on enrollment data at census

- Enrollment of students from other campuses will not count toward FTES target
- While participation by all CSU campuses in offering “sponsored” courses as part of CourseMatch is being highly encouraged, it is not required

Similarities

- Student must meet the requirements of existing “Intrasystem Concurrent Enrollment” program, to be eligible to enroll in an online course offered by another CSU campus.
 - Student has completed at least one term at the home campus as a matriculated student and earned at least 12 units at that campus.
 - Student has attained a minimum grade point average of 2.0 or better in all work completed at the home campus and is in good standing at that campus.
 - Student will be/is enrolled at home campus during the period of concurrent enrollment at host campus and has paid tuition fees as a full-time student.
- All fully-online courses will receive an attribute in PeopleSoft which designates they are part of AB386 or CourseMatch.
- Enrollment will be facilitated by an online enrollment process within CMS with confirmation back to the student that she/he has been enrolled and appropriate provisioning of the student for campus access within a specified timeline. The process will also deliver credit via an electronic transcript back to the home campus after completion of the term.
- A course provided entirely online pursuant to AB386 or CourseMatch shall be accepted for credit at the student’s home campus on the same basis as it would be for a student matriculated at the host campus.
- Initially only available for undergraduate courses and for full-time enrollment

Kaiser noted that initial participation in CourseMatch among campuses was “quite limited” with few students participating. A disturbing feature of CourseMatch was that campuses were required to hold seats from the own students and make them available to students from other campuses. This issue has been resolved. Senators shared observations and concerns including acceptance of courses — “A course provided entirely online pursuant to AB386 or CourseMatch shall be accepted for credit at the student’s home campus on the same basis as it would be for a student matriculated at the host campus”; proctoring practices; ensuring whether or not prerequisites had been completed; transferability of courses; and course equivalency. Jean Irving, Office of the Registrar, noted that the CSU will use College Source’s TES (Transfer Evaluation System) to link courses to students’ records.

B. Title IX Statewide Resolution – Kaiser.

Kaiser reviewed Resolution AS03192-14/FA/AA (Rev) that was passed by the Statewide Academic Senate.

IMPROVING CAMPUS RESPONSE TO SEXUAL ASSAULT AND SEXUAL VIOLENCE

RESOLVED: That the Academic Senate of the California State University (ASCSU) recognize that the faculty have a crucial role in fostering awareness of sexual

violence and supporting students and other members of the campus community impacted by sexual violence; and be it further

RESOLVED: That ASCSU state its support of Title IX and encourage faculty to engage in trainings as well as conversations with students, administrators, staff and local partners to help create a climate that ensures sexual violence is treated with the utmost urgency and sensitivity; and be it further

RESOLVED: That ASCSU call on all campus Presidents and senates to review current sexual violence policies to guarantee they reflect newly emerging exemplary practices and specify clear reporting structures; and be it further

RESOLVED: That ASCSU call for the Chancellor's Office and campus Presidents to undertake campus climate studies that meet or exceed the new guidelines by the United States White House Task Force to Protect Students from Sexual Assault and that appropriate campus committees be assigned (or established) to regularly review campus climate study findings, make recommendations for campus improvements, and review of sexual violence prevention and education programs; and be it further

RESOLVED: That all committees assigned to review, develop, implement and/or oversee policies, research, and trainings include faculty, staff, and significant representation of students; and be it further

RESOLVED: That the ASCSU distribute this resolution to the CSU Board of Trustees, CSU Chancellor, CSU campus Presidents, CSU campus Senate Chairs, CSU campus Senate Executive Committees, CSU campus Vice Presidents of Student Affairs, CSSA President, CSU Campus ASI Presidents, CSU-ERFA President, and CSU Campus Title IX Coordinators.

“This resolution recognizes the crucial role faculty play in fostering awareness and providing support for members of the campus community impacted by sexual violence, and urges faculty to engage in training and conversation with the campus community to create an environment that ensures that sexual violence is treated with urgency and sensitivity. It also calls upon campuses to take specific steps to ensure that sexual violence policies and efforts to improve campus climate are consistent with current best practices.” Kaiser called attention to the “Resolved” in the resolution indicating: “That ASCSU state its support of Title IX and encourage faculty to engage in trainings as well as conversations with students, administrators, staff and local partners to help create a climate that ensures sexual violence is treated with the utmost urgency and sensitivity....” Regarding the 4th and 5th Resolveds, Kaiser noted, “I don’t know if campuses are going to be allowed to run out and pick up their own climate surveys.” Kaiser noted that sexual assault is not always “student to student.” Zingg noted that the Chancellor has appointed a systemwide Title IX Coordinator, and each campus has a Title IX Coordinator (Dylan Saake for Chico; see Academic Senate minutes, September 18, 2014). Zingg reported that a systemwide survey “is in the works.” To the extent that there will be a campus specific component is not yet known. Campuses have been told to “hold back” until this is resolved. Dylan Saake noted that training developed by the Chancellor’s Office is presently available on a voluntary basis. This training is linked to the Title IX website and will be rolled out in January. “MPPPs will be

assigned that training and told they will have to complete it.” There is discussion at the Chancellor’s Office and with various bargaining units about requiring them to complete that training.” Kaiser noted several concerns including each campus has its unique profile and risk framework and a desire for training from local campus experts rather than coming from the CSU. A major issue is where the assault takes place. The area subject to crime statistics compiled under the Jean Clery Act (requires colleges and universities across the United States to disclose information about crime on and around their campuses) covers only one mile beyond campuses. Evanne O’Donnell, Director of Labor Relations in Faculty Affairs and member of the Title IX Oversight Committee, noted that, in light of this resolution, a subcommittee may be formed to consider “how would this campus want to personalize this and make it work for us—how you would want to make a culture change that is tailored to Chico.” If you would like to participate, “That would be great.”

C. Resolution Update – Selvester.

Selvester reviewed the Senate Resolution Update (December 04, 2014).

“We are a place devoted to the academy’s most fundamental tenets: reason, respect, civility, and community. We are a place where the passion of our commitments and clarity of our values find expression every day in the community of learning and serving we have fashioned.”

So far...

- Sept. 25: Resolution passes in Senate.
- Sept. 30: Letter sent to Chancellor White with the enclosed Resolution.
- Oct. 13: Senate Chair sends an email inquiry to Chancellor White regarding a response.
- Oct. 13: Chancellor White responds same day indicating the letter is written.
- Oct. 15: Senate Chair receives letter.
- Oct. 16: Senate discusses the Campus Climate Report.
- Oct. 24: Executive Committee agrees that the model of the EM 13-078 revision process (two stages) will be used.
- Oct. 29: First stage of the process began.
Stage 1 Committee has met every Wed. morning since then and sometimes on Fridays. (10/29, 11/5, 11/12, 11/19, 11/21, 12/3).

Creating a Path Forward

The Resolution Response Process (Adopted in EC, Oct. 24)

- Based upon the EM 13-078 Facilities issue
- Took place in two stages
- Resulted in successful EM revision, relationship building, empathy for each other’s positions, appreciation of each other’s work

Shared Commitment to Values

“We affirm that we are ‘One University’ where collaboration, mutual support and trust, and common goals define our work together and the spirit of its engagement

The Full Team

Paul Zingg (University President)

Susan Elrod (Interim Provost Academic Affairs)

Lori Hoffman (Vice President Business and Finance)
Drew Calandrella (Vice President Student Affairs)
Peter Smits (Interim Vice President University Advancement)
Karla Zimmerlee (President's Chief of Staff)
Paula M. Selvester (Chair, Academic Senate)
Jennifer Meadows (Vice Chair, Academic Senate)
Joe Crotts (Secretary, Academic Senate)
Tim Sistrunk (Chair, FASP)
Betsy Boyd (Chair, EPPC)
Annette Heilesen (Chair, Staff Council)
Ann Schulte (State-Wide Senator)
Kathy Kaiser (State-Wide Senator)
Robert Tinkler (FASP Committee member)
Rick Ford (EPPC Committee member)
Matt Thomas (Campus Faculty member)

Stage 1

Purpose: *Discovering the issues with care, acknowledge conflict*

Subset of the team gathers information from stakeholders throughout campus community

1. Identify issues and perceptions
2. Organize for discussion with whole team
3. Discuss findings together

Stage 1 Members --Subset

Paula M. Selvester (Chair, Academic Senate) Jennifer Meadows (Vice Chair, Academic Senate) Joe Crotts (Secretary, Academic Senate)
Tim Sistrunk (Chair, FASP) Betsy Boyd (Chair, EPPC)
Annette Heilesen (Chair, Staff Council)
Ann Schulte (State-Wide Senator)
Kathy Kaiser (State-Wide Senator)
Robert Tinkler (FASP Committee member)
Rick Ford (EPPC Committee member)
Matt Thomas (Campus Faculty member)

Stage 2

Purpose: *Identify the core problem(s) and design solutions*

1. Bring forward issues, perceptions, and concerns that lead to resolution (and reflected in questionnaire).
2. Work in the larger group to understand the conflicts and (mis)perceptions.
3. Develop understanding, trust, empathy, and commitment to solving problems together.
4. Renew our commitment to Shared Governance.
5. Design and implement actions to ensure trust, empathy, care, and restore community.

Stage 2—The Full Team

Paul Zingg (University President)
Susan Elrod (Interim Provost Academic Affairs)
Lori Hoffman (Vice President Business and Finance)
Drew Calandrella (Vice President Student Affairs)
Peter Smits (Interim Vice President University Advancement)
Karla Zimmerlee (President’s Chief of Staff)
Paula M. Selvester (Chair, Academic Senate)
Jennifer Meadows (Vice Chair, Academic Senate)
Joe Crofts (Secretary, Academic Senate)
Tim Sistrunk (Chair, FASP)
Betsy Boyd (Chair, EPPC)
Annette Heilesen (Chair, Staff Council)
Ann Schulte (State-Wide Senator)
Kathy Kaiser (State-Wide Senator)
Robert Tinkler (FASP Committee member)
Rick Ford (EPPC Committee member)
Matt Thomas (Campus Faculty member)

Why the Past Matters

“Study the past if you would define the future.” --Confucius

- Process is not intended to be a simple airing of past issues.
- It is an effort to identify the *nature* and the *perception* of the issues in order to implement the right solutions and design a better architecture that supports care, trust, and transparency.
- The issues have created a *Cumulative Effect*

This cumulative effect is what needs to be addressed.

Five Key Sections of the Resolution

1. Cooperation and Communication
2. Shared Governance
3. Primacy of Academic Affairs
4. Transparency and Information Sharing
5. Morale and Relationships

A Sense of Place: The Chico Way

“Chico State truly is a special place—a place of people and ideas, public purpose and service, creativity and values. What binds us together—teaching and learning—and what commands our attention—our students and the high expectations that our stakeholders have of us—define the Chico way. Above the doors of Kendall Hall is the inscription ‘Today Defines Tomorrow.’ ” *Updating CSU, Chico’s Strategic Plan for the Future, 2006*

Stay Tuned...

- We have promised to work together.
- We are committed to building trust.
- We intend to get to the heart of the matter.
- We will stay motivated until our conflict is resolved.
- We are hopeful about the future.
- We will provide regular updates about our progress.

Herren noted that she was “disheartened that students were not included” in the process. Students are stakeholders in all issues of shared governance, transparency, and exclusivity. “Climate is about how people feel.” Students should be involved in “changing the culture on campus.” Responses noted confidentiality concerns over student involvement. Selvester noted that she has discussed with Herren why students were not involved in stage 1 and students will be appointed to the stage 2 team. Students were not involved in stage 1 or stage 2 in the EM 13-078 (Policy for University Facilities Allocation and Use) process. We are addressing issues in stage 1, and will get down to the business of resolving issues in stage 2. Students, and possibly a consultant, will be brought in. The Chancellor, in his response to the Resolution, noted that consultants “are sometimes warranted.” Zingg noted that we “are looking at apple and oranges.” Since no students were involved in stage 1, how can students effectively engage in state 2? Discussion concluded with a senator’s suggestion that Herren use the Student Senate for getting input from students for stage 2.

D. University Diversity Committee – Lee, Robinson, Miller.

Tray Robinson, Office of Diversity and Inclusion and lecturer in Multicultural and Gender Studies, provided a brief “historical context of how we got to where we are today.” In 2011, President Zingg appointed Tracy Butts (English) to head a committee focused on diversity issues. Robinson noted that Butts has just received the Outstanding Faculty Service Award from FRAS. The committee assisted in the development of a Diversity Action Plan. A search for a campus Chief Diversity Officer ended unsuccessfully. We learned from the process that a national trend is toward a group process focusing on diversity issues rather than heavy reliance upon a single officer. The original University Diversity Committee evolved into a University Diversity Council with an executive team made of President Zingg, Wenshu Lee, Associate Vice President of Faculty Affairs, Michelle Morris, Professor of Nutrition and Food Science and Faculty Diversity Officer, and Robinson, “and it’s really working.”

Michelle Morris presented the University Diversity Council.

UDC Membership

Frank Li, Director, Office of International Education

Eddie Vela, Interim Dean, College of Behavioral and Social

Chela Patterson, Director, Educational Opportunity Program Student Support Service,
Student Learning Center, and Trio Programs

Joe Wills, Director, Public Affairs

Dylan Saake, Director, Labor Relations and Compliance, Title IX
Paula Selvester, Chair, Academic Senate Faculty of Education
Pedro Douglas, Associate Vice President of Student Affairs
Paula Selvester, Chair, Academic Senate Faculty of Education
Pedro Douglas, Associate Vice President of Student Affairs
Charles Carter, Director, Student Life and Leadership
Jordan Walsh (student), Commissioner of Diversity Affairs, Associated Students
Candy Pahua (student), Cave Group Leader, Associated Students
Dr. Paul Zingg, President
Wenshu Lee, Associate Vice President of Faculty Affairs
Michelle Neyman Morris, Faculty Diversity Officer; Professor, Nutrition and Food Science

UDC Priorities & Key Performance Indicators (KPIs)

Priority 1. DAP Stewardship

KPI 1.1 Number of existing diversity plans completed; point person for diversity plan assigned; diversity plan placed on agendas of unit committees; existing plans re-evaluated; number of faculty/staff receiving campus diversity training

Priority 2. Hispanic Serving Institution (HSI) Status Considerations

KPI 2.1 Establish a steering committee to guide efforts by December, 2014

Priority 3. Should a seventh priority (Diversity) be added to the University Strategic Plan?

Priority 4. Increase Workforce Diversity

KPI 4.1 Track data across key hiring points

KPI 4.2 Exit survey

KPI 4.3 Increase diversity profile (faculty, staff, administration, student; consider retention and advancement)

Priority 5. Annual Report Scorecard

KPI 5.1 Develop template for scorecard by end of academic year; produce/publish scorecard

Priority 6. Campus Climate Considerations

KPI 6.1 Annual campus climate survey (across groups-students, staff, faculty, administrators; compare results among groups (show indicators of participation-- to boost the response rate, meaningful participation)

KPI 6.2 – Measure of respect/dignity

KPI 6.3 – Measure impact of training programs (global voices; Diversity Academy; Conversations on Diversity; giving workshops open to all; multicultural and global awareness)

KPI 6.4 – Measure perceptions around diversity across all divisions and groups in terms of our receiving impactful diversity trainings

Priority 7. Closing the Achievement Gap

KPI 7.1 Reduce by half the URM achievement gap in four and six year graduation rates by 2000

KPI 7.2 Based on institutional data, identify at least three barriers to success for URMs

KPI 7.3 Based on institutional data, identify at least three strategies to overcoming barriers for URMs

Morris concluded by noting that she would be pleased to visit with faculty and staff in their classrooms and offices to talk about the Diversity Action Council. On a short term basis, she can post job announcements for any position on campus to the Ford Foundation Fellows List Serve which is a closed listserv that has thousands of scholars of color across disciplines at various stages of the pipe line from pre-doctorate fellows all the way up to the college presidents across the nation. Wenshu Lee, Associate Vice President for Faculty Affairs, added that the work of the DAC is not just the work of the council itself; “it is everybody’s job and everybody’s obligation.” “It is one of the very important priorities of the university.”

5. Standing Committees Reports.

A. Educational Policies and Programs Committee – Boyd.

EPPC Summaries, November 13 and 20, 2014

On 13 November 2014:

1. EPPC members amended and unanimously approved at Action a new Executive Memorandum proposal titled Guidelines for Discontinuation of Academic Programs.
2. EPPC members unanimously approved at Action a proposed name change for the Certificate in Electronic Printing and Publishing to the Certificate in Web Design and Publishing (Department of Communication Design).
3. EPPC members unanimously approved at Introduction a proposal for new Option in Botany within the MS in Biological Science.
4. Discussed the role of EPPC senators at full Academic Senate meetings.

On 20 November 2014:

1. EPPC members unanimously approved at Action a proposal for new Option in Botany within the MS in Biological Science.
2. Members requested that online course enrollment be added as a discussion item to the January agenda. Members expressed interest in making a tour of the U-Course classroom a future agenda item.

B. Faculty and Student Policies Committee – Sistrunk.

FASP Summary: November 13 and November 20, 2014

On November 12, 2014 the FASP **Class Size** Subcommittee released its survey to University Chairs.

In its meeting on November 13, 2014, FASP passed the following item:

- Proposed Change to FPPP: **Definition of Office Hours** passed as Action Item.
- In its optional meeting on October 20, 2014, FASP discussed
- the response rate to the **Class Size** survey from the Chairs and decided to send out a reminder to respond
- the challenges that must be met to convert 3 unit courses into four unit courses within a curriculum
- the creation of a Committee Review and Assessment Project

C. Executive Committee – Crotts.

Executive Committee Synopsis

Friday, November 07, 2014, 8:30 a.m., K 103

The Executive Committee met on November 07, 2014. The primary topics of discussion included:

- The proposal for a policy on the External Funding Coordinating Council (EFCC)
- Market salary adjustments
- Salary equity, compression, and inversion
- A campus ombudsman
- Communication with students requesting to drop a class

Executive Committee Synopsis

Friday, November 21, 2014, 8:30 a.m., K 103

The Executive Committee met on November 21, 2014. The primary topics of discussion included:

- Article 20 of the new CBA MOU: Assigned Time for Exceptional Levels of Service to Students.
For each fiscal year 2014/15, 2015/16, and 2016/17, the CSU will provide a pool of \$1.3 million, allocated based on campus full--time equivalent students (FTES), to provide assigned time to faculty employees who are engaged in exceptional levels of service that support the CSU's priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort.
- Academic Senates on each campus shall develop criteria and procedures for the use of the funds.
- Update to the response to the Academic Resolution: Request for Review of and Assistance in Strengthening Campus Shared Governance, Communication, and Morale and a proposal to move forward.
- Update on searches for deans of the College of Engineering, Computer Science and Construction Management; College of Behavioral and Social Sciences; and College of Agriculture.
- Michael Schilling, Vice Provost for Information Resources, and Wendy Bentley, Information Resources Business Analyst, reviewed the Campus Management Training System. The system provides a cloud based training management system for delivering online training, managing training registrations, and tracking training history for faculty, staff, and student employees.
- Michael Schilling, Vice Provost for Information Resources, addressed the committee regarding plans to realign TLP (Technology and Learning Program) from Information Resources to Faculty Affairs and CELT.

The agenda for the Academic Senate meeting on December 04, 2014, was approved.

6. Statewide Academic Senate – Kaiser/Schulte. <http://www.calstate.edu/AcadSen/>
Kaiser reported that the Statewide Academic Senate (SAS) passed a “sort of emergency” resolution encouraging high schools to encourage juniors to take the SAT or ACT in their junior year. The test results “will be marked” to correlate with the now defunct EMT (Early Mathematical Thinking) test and are needed for placement in their senior year. Financial aid is available for students to cover the test fees.

Schulte noted other resolutions passed by the SAS:

- “Protecting Academic Freedom of California State University Faculty
- “Commendation for Wayne Tikkanen,: outgoing Faculty Director of the CSU Institute for Teaching and Learning
- California State University Board of Trustees’ Proposed 2015-2016 Budget.
This resolution commends the Board of Trustees for recommending a 2015-16 support budget that recognizes that CSU fiscal needs are significantly greater than those in the governor’s proposed allocation.

Schulte noted two resolutions that had their first reading.

- The Need for a Current, Comprehensive California State University Policy on Academic Freedom: This resolution calls upon the Chancellor’s Office and Board of Trustees, in consultation with faculty representatives, to update the CSU policy on academic freedom to affirm the main principles of the 1940 AAUP Statement on Academic Freedom and its 1970 interpretation.
- Non-Tenure Track Faculty and Shared Governance in the California State University: This resolution encourages campus senates to accord the status of faculty to all full and part-time lecturers, coaches, and non-tenure track counselors and librarians in their constitutions.

Selvester noted that the campus senate chairs discussed Article 20, Section 20.37 in the new CBA contract.

Assigned Time for Exceptional Levels of Service to Students:

For each fiscal year 2014/15, 2015/16, and 2016/17, the CSU will provide a pool of \$1.3 million, allocated based on campus full--- time equivalent students (FTES), to provide assigned time to faculty employees who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort.

An Implementation Summit on implementing the section will be coming up.
CSU, Fullerton has developed a plan that we will look at.

Selvester conclude by noting that there was “some discussion” among the campus senate chairs regarding mental health issues and appropriate training for faculty, staff, and students on “active shooters” on campus.

7. Associated Students – Herren.

TO: ACADEMIC SENATORS
FROM: Taylor Herren and Michael Pratt
DATE: December 4th, 2014
SUBJ: **Associated Students Report**

The Student Academic Senate is currently working to solidify their internal policies and procedures and crafting initial language for several resolutions regarding subjects such as shared governance and STEM. All four standing committees of the Student Academic Senate are currently meeting and actively seeking membership. All four committees have open seats for

faculty to serve on as advisors, and any assistance would be greatly appreciated as the Senate moves through the planning and implementation stages of numerous projects.

Of highest priority currently within the Senate is the Shared Governance Committee's (SGC) work on university committees and student appointments therein. This semester has been dedicated to designing policies and procedures for the effective management of committee reporting by our student appointments and other related procedures. The information, forms, policies, and procedures will all be shared with the Faculty and Student Policies Committee (FASP) to assist with the Committee Efficiency Project by the Director of University Affairs.

Our Internal Review Committee (IRC) is working diligently to codify all of the policies and procedures coming from the different Senate committees and the Senators. The committee has been conducting periodic reviews of different campus governing structures to ascertain best practices and then integrate them into the Senate's policies.

The Resolutions and External Policies Committee (REPC) is currently reviewing multiple items including Student Success Fees, support of STEM, and the Student Involvement and Representation Fund (SIRF). Resolutions are being drafted for the Student Success Fees and SIRF. The resolution for supporting STEM is currently being refined for final presentation to the Student Academic Senate for consideration.

The Academic Affairs Committee (AAC) is defining the functional parameters of the committee and working on an effective method for communicating with students in all of the different colleges so as to determine any unmet needs that can be brought to the attention of the university. A preliminary system is currently in place to provide an intake method for students to present academic concerns they may have to their senators. These concerns are then transmitted to the appropriate academic body in the college by the Senator.

Two new Senators are now representing the interests of the students for the College of Natural Sciences and the College of Communication and Education. Madeline Michael is the new Senator for the College of Communication and Education. She is a junior transfer student from Butte College majoring in Communication Studies with an Option in Organizational Communication. Crystal Vasquez is the new Senator for the College of Natural Sciences. She is first year graduate student studying Nutrition Science and Education.

Student Academic Senate meetings are currently every other week on Friday from 2 to 3pm in BMU 209. Agendas are posted in front of the Government Affairs Office the Tuesday before the meeting and can be received electronically by emailing sas2@csuchico.edu with the title: "Request for Electronic Senate Agenda". Agendas will be available in the future on both the AS website and OrgSync. Any additional requests for information can be sent to the AS Director of University Affairs, Michael Pratt, at asunivaffairs@csuchico.edu.

The Associated Students, Alumni Association, Student Life and Leadership and Athletics have been meeting as a working group and are collaborating on the Wildcat Statue Project. The group met with the Campus Public Art Committee on December 4th to discuss the next steps in the proposal process.

Herren added that student groups are having conversations about peer mentor training on sexual assault. Herren noted that the format of the Associated Students' report has been changed and "I will have some material for you" in the reports from the Student Senate that is now "up and running" and the Student Senate committees. Kaiser requested that the Associated Students "put together a report that she could take to the Statewide Academic Senate. The residential campuses "may have a different contextual flavor to this and I would love them to see what we are doing.

8. Staff Council – Heileson.

Staff Council
Minutes of November 18, 2014
Kendall 207-209, 8:30 am – 10:30 am
(Subject to Council approval)

Attendance: Sharyn Abernatha, Michelle Berglund-Smith, JoAnn Bradley, Mary Kay Bringham, Rebecca Cagle, Mario Chandrakumar, Don Converse, Joe Crofts, Nicole Davis, Becky DeVault, Dana Francis, Chris Gardner, Annette Heileson, Michelle Holmes, Mark Kauffman, Shondra Kaufman, Cindy Kelly, Heather Kilcoyne, Barbara LaRue, Rena Marino, Jackie McMillan, Margie Mitchell, Melanie O'Connor, Laurie Ratterree, Jen Ross, Holly Soldavini, Rachelle Sousa, Erin Tarabini, Scott Taylor, Kathrine Tilman (proxy for Ronda Kramer), Jessica Verardi, Karla Zimmerlee

Absent: Jim Aird, Taylor Herren, Kara Maas, Cari Phipps, Michael Pratt, Joel Ramirez, Carol Rudolph, Catlin Wulferdingen, Alyson Wylie

Meeting Commence: 8:35am

Call To Order: Annette Heileson

Announcements: Mark Kauffman's last day at the University will be November 28.

Approval of September & October Staff Council meeting minutes: Approved

Chair's Prerogative:

Human Resources - Sharyn Abernatha: Training series on Work life Balance has been going well with great turnouts. There will be two more in this series: Balancing Work and Family on Dec. 5 and Successful Single Parenting on Dec. 12. There has been a request for a caretakers support group which we are trying to get started. We are also implementing a new training tracking program. Currently, some of the required training comes from EHS and also get notices from HR through Skill soft for compliance training. This would be an enterprise system that would serve the whole campus and put all training for campus in one place. You can log in to your account and track all the training you have completed and trainings that are offered. This will be implemented the beginning of January and you will receive email notification. We have been working with Academic Senate on the email policy. The policy would say that Chico State email is the primary source of information and automate the system so that when someone gets hired they automatically get set up with an email account. The part of the Affordable care act that applies to public organizations goes in to place Jan 1. This means that if any emergency hires with a time base of .75 or more will automatically be eligible for health insurance. Also, if lecturers receive an increase in time base they will be eligible. For faculty who teach special

sections we will have to track their hours each month and calculate how their hours equate in time base. There will be no increase in parking fees this year. In addition, Identity Finder is a new software package that the information security office will make available to campus. You would download and run the software and it will identify any confidential information that you have on your computer. Then you can go in and delete the information or save it in a place where it will be protected. Rollout details: Nov. 15 available for voluntary download from the software center, Jan. 7 automatically deployed to all computers, Feb. 15 will begin to identify campus computers that are storing sensitive data.

Payroll & HRIS - Rebecca Cagle: CSUEU, SETC, and APC have completed salary negotiations and are being processed by the State Controller's Office. 3% retroactive to July 1, 2014 which will be issued on a separate check and should come early December. The salary increases will be reflected on the regular December paycheck issued on the 31st at 4pm. CFA implementation information has not been received yet.

Associated Students - Taylor Herron: absent, no report

Academic Senate - Joe Crotts: Senate met on Oct. 16, 23, and Nov. 6. At the Oct. 16 meeting there was an update and discussion on the Campus Climate Questionnaire Results Report. There was also an update on the Resolution: Request for Review of and Assistance in Strengthening Campus Shared Governance, Communication, and Morale. The Chancellor did respond and said he wants more work and data from us before he sends a consultant. We are currently working on our response to his response. At the Oct. 23 meeting there was a full scale discussion on the CSU, Chico Campus Climate Questionnaire Results Report. At the Nov. 6 meeting we passed as an action item the Certificate in Professional Management Consulting. We also passed as an introduction item the proposal for the California Mechatronics Center. The purpose of the center is to bring in people from the outside, make them aware of what they are doing in the area of mechatronics, and also make the students aware of what is going on in the field of robotics and mechatronics. There was also discussion on four information items; Email Policy, Identity Finder, Faculty Data, and Campus Planning Update. You can request via email electronic copies of any of these reports from Joe Crotts. Next meeting is Dec. 4.

Office of the President - Karla Zimmerlee: Update on the new revised Facilities EM 13-078.

Standing Committee Reports:

Governance Committee - Becky DeVault:

- Reminder to send in area updates if you have not already done so.

Service Projects – Erin Tarabini

- UNCP raffle today. All of the family assignments have been sent out. There are about 10 families that still need adopting. Please encourage other departments/people to adopt. We are working on the Kohl's discount and are waiting on confirmation from the manager. We will send out notice when we hear about that.

- Staff Academic Award update – decided to do two awards in the spring because we did not do one this fall. The email will go out soon and it will be 2-\$500 awards. The recipients will be announced in February.
- November blood drive last week, 133 whole blood pints and 4 platelets collected
- We will pass around the sign-up sheets to help at the farm with UNCP gift drop off, baked goods, and driving.

Ways and Means – Rachelle Sousa

- Today was the last day for Mixed Bag sales but you can still order online through Nov. 27. We receive 40% profit from online sales. We plan to do this fundraiser again in the spring. We will also do some See's candy sales in the spring.

Executive Committee business/New Staff Council business

- **Don Converse:** Update on campus Bike & Board Safety Project – We have met with AS Community Affairs Committee and advised them to redo the signs that they created. The first priority is the cards that will be attached to the candy we hand out.
- **UNCP Raffle Drawing**
- **Melanie O'Connor:**
 - Refreshment coffer collection - \$10.00 per person, envelope will be at next month's meeting.
 - Relay for Life handout and fundraiser information – this Thursday, Nov. 20 there will be a fundraiser at Mountain Mikes on Mangrove from 6-9pm. 20% of sales will go toward Relay for Life. We will also have a bake sale at the same location and times. Also having a Chico Bag fundraiser until December 1.
 - Halloween Costume Contest – Office of Admissions won this year, 2nd place was Educational Talent Search, and 3rd was College of Communication and Education.

Intent to Raise Question: None

Adjournment: 9:45am.

Heilesen reiterated that participation is down in the University's Needy Children Program and families have had to be turned away. Heilesen encouraged everybody to attend the open house on December 10, 4:30 pm. to 5:30 p.m., at the University Farm to see the gifts that will be distributed to families of with needy children.

9. University Report – Zingg/Elrod.

Zingg shared four “interrelated developments that all speak to campus culture and all speak to institutional and academic reputation.” WASC “is four years coming.” The 2009 WASC report was developed in the shadow of our inclusion on the Playboy party school list (2002)) and several incidences of hazing. The report “called upon the university to challenge the culture still too grounded in alcohol abuse and to appropriate ways in which the First-Year Experience connects integrally with the Chico experience.” Zingg commended the efforts of Trisha Seastrom, Program Manager of CADEC and the CADEC staff, and Associated Students President and Senator Taylor Herren. “You play a critical role in changing campus culture and leading to student success.” Seastrom reviewed several CADEC sponsored and related activities addressing efforts to curb alcohol abuse and fulfill this role. Zingg noted that several years ago

the University of Virginia, and recently San Diego State, have contacted us for advice on addressing rape and alcohol abuse culture.

The current issue of the Chronicle of Higher Education profiles Chico and three other campuses (Yale, Nebraska, Lehigh) for their exemplary efforts at addressing a campus culture of alcohol and partying. The biennial National Survey of Student Engagement notes that in the area of the First-Year Experience, in terms of civic engagement, community service, and faculty research programs, Chico is 15 percentage points higher than the CSU average. Zingg reported that Chico has been selected among the first group of colleges and universities to receive the new Community Engagement Classification from the Carnegie Foundation for the Advancement of Teaching. “The award is good for 10 years.” Zingg reported that Chico has experienced the greatest increase it ever has in the U.S. News & World Report’s “peer reputation” ranking; going from 2.7 to 3.0. These achievements go far in enhancing our image for prospective students and reflect a sense of wellness and student success to people who are looking for a good institution for themselves or their family members to attend.

Elrod noted that she was president of the Associated Students and consequently a senator when the A.S. passed a resolution calling for an exam-free week prior to finals. Now, as Interim Provost, she distributed the memo to the campus based on the resolution. She has now served at Chico for six weeks and will hold the second “Meet and Greet” on Friday, December 12, at 3 p.m. in Selvester’s. She also can be reached on Twitter. Elrod updated senators on dean searches. The Agriculture search proved unsuccessful, and is being re-strategized. Searches are in preparation for BSS, Engineering, and the Meriam Library. She is anticipating the report from the Academic Plan Committee. The Faculty Renewal Program will be focused upon during spring semester. The Faculty Renewal Program involves all faculty—current and new faculty. One goal is to have a place where faculty can go to communicate and learn from other faculty, “or just drink some coffee.”

Kaiser reported provided a brief update of the LCAP (Local Control and Accountability Plan) for the Chico Unified School District. Each school district must engage parents, educators, employees and the community to establish these plans. The first of a series of LCAP Advisory Committee meetings will be held this evening at 6:30 p.m. in Lincoln Hall at Chico High School. Meetings are open to all interested.

11. Proposed Center: California Mechatronics Center – **EPPC – Action Item.**

Boyd moved the Proposed New Center: California Mechatronics Center.

Nick Repanich, Mechanical and Mechatronic Engineering & Sustainable Manufacturing, reviewed the proposal.

Goals and Purpose of the Center

For many years, CSU Chico has had a very unique Mechatronic Engineering (MECA) degree. It is the only ABET-accredited degree of its type in California and one of very few programs offered nationwide. The MECA engineer takes many more electrical, computer and controls classes than a mechanical engineer, and more mechanical classes than an electrical engineer. So we always have students that are very interested in automated machines and robotics. *The proposed California Mechatronics Center (CMC)*

does not affect this curriculum, but rather enhances opportunities for those students. Finding projects and then employment for these students has always been a challenge, as many manufacturers are in the Bay Area, and coming to Chico for their future talent is not necessarily part of their normal consideration, especially given Chico's periodic bouts of negative press.

Need for the Center and Relationship to the University

By formalizing the activities we have been doing the past several years into an official "center", it gives us more standing to attract more fine projects for our students and staff. We can market ourselves more widely, and perhaps have better choice of projects as we go forward. We also have developed a few products that have resulted from our research projects. One of our sponsors (LLNL) has encouraged us to market these beyond the original project. A named center allows for more market recognition. A specific example is the small Scout remote control vehicle that was in the news a few years ago. We now have prospective customers from the nuclear industry, the chemical industry, and the law enforcement community (bomb detection). As a customer, it is always more reassuring to buy a product from an entity that sounds like someone that will be around after they buy it, not just a bunch of students that will graduate and leave the purchaser with no technical support.

The motion was moved and seconded to amend the proposal.

~~The Board of Directors will consist of 6 members:~~

- ~~• A representative from the ECC Dean's office~~
- ~~• A representative from the CSUC Research Foundation~~
- ~~• The Center Director~~
- ~~• A member of the CSUC community~~
- ~~• A representative from Industry or the CSUC community~~
- ~~• A non-voting student representative appointed by the CSUC student chapter of the American Institute of Mechatronic Engineers~~

The Board of Directors consists of six members:

- The Dean of the CSUC College of ECC, or designee from the Dean's Office in consultation with the Director of the Center
- The Executive Director of the CSUC Research Foundation, or designee in consultation with the Director of the Center
- The Director of the California Mechatronics Center
- A CSUC student majoring in Mechatronic Engineering, appointed by the CSUC student chapter of the American Institute of Mechatronics Engineers (one year term, non-renewable, non-voting)
- A CSUC at-large representative (non-prescribed, one year term, renewable)
- An industry or CSUC at-large representative (non-prescribed, one year term, renewable)

The two non-prescribed members will be chosen by the Director of the Center, in

consultation with four prescribed members of the Board. The Chairman of the Board of Directors will be appointed by the Board at the Board's first meeting. Until that meeting the Director of the Center will assume that role. At the resignation of any voting Board member, a replacement will be elected by the consensus of the remaining voting Board members. At least one annual meeting will be held, but the Director may call meetings more often as needed.

The motion was moved and seconded to amend the amendment by giving voting privileges to the student member by deleting the "non-voting" from the 4th bullet of the amendment.

Vote: The amendment to the amendment passed.

Vote: The amendment passed.

Editorial revisions were made to:

Change "CBOD" to "Board of Directors" in the two locations where it occurs.

Delete the "voting" in "...a replacement will be elected by the consensus of the remaining voting Board members. [The amendment to the amendment made the student member voting, and consequently all board members have voting privileges.

Vote: Proposed Center: California Mechatronics Center passed as an action item.

11. Proposed Executive Memorandum: Guidelines for Discontinuation of Academic Programs – **EPPC – Introduction Item.**

Boyd moved the Proposed Executive Memorandum: Guidelines for Discontinuation of Academic Programs. Boyd reviewed the proposal.

The proposal supersedes EM 01-014: Guidelines for Discontinuing Programs, and EM 93-017: Budget-Induced Academic Program Elimination.

Scope: This policy governs discontinuation of all academic and educational programs. For the purposes of this policy, the word *program* pertains to all graduate degrees, baccalaureate degrees, options within a degree, minor programs, and certificate programs.

Policy: This document outlines the information and processes related to program discontinuance including the role of the Academic Senate in this process. The Academic Senate's primary role in the review of proposals for the discontinuation of programs is to provide the Provost with a carefully considered recommendation based on, among other things, a detailed assessment of the rationale and evidence provided for program discontinuation.

Discussion of the bullet, "Provide additional evidence to support the discontinuation proposal. (If possible, reference original EM of approval so readers can go to that [source of] evidence)" culminated in the suggestion to replace "EM of approval" with "program proposal." The revision is considered editorial and based on the circumstance that not all academic programs originated from an EM (Executive Memorandum).

Vote: Proposed Executive Memorandum: Guidelines for Discontinuation of Academic Programs passed as an introduction item.

Selvester noted the efforts underway, beginning with the standing committee chairs, to inform all stakeholders, including deans and chairs, of this proposal and other proposals, before they have been introduced and extending through standing committee and Academic Senate consideration. All those involved in the development of a proposal need to be informed of the progress of the proposal; “so that we really get as much consultation as we can.”

12. Proposed Name Change: *from* Certificate in Electronic Printing and Publishing *to* Certificate in Web Design and Publishing – **EPPC – Introduction Item.**

Boyd moved the Proposed Name Change: *from* Certificate in Electronic Printing and Publishing *to* Certificate in Web Design and Publishing. Boyd reviewed the proposal.

Rationale: There are many students who have requested web design and publishing courses as a compliment to their primary degree. Programs such as Computer Science, while offering many more specialized web-related courses and programs, do not offer programs for generalist web developers. CDES has an existing certificate in “Electronic Printing and Publishing” that is dormant and we believe it will benefit students to convert this certificate program to focus on web design and publishing.

Vote: Proposed Name Change: *from* Certificate in Electronic Printing and Publishing *to* Certificate in Web Design and Publishing passed as an introduction item.

The motion was moved and seconded to suspend the rules and move the item as an action item status.

Vote: The motion to suspend the rules passed.

Boyd moved the Proposed Name Change: *from* Certificate in Electronic Printing and Publishing *to* Certificate in Web Design and Publishing as an action item.

Vote: Proposed Name Change: *from* Certificate in Electronic Printing and Publishing *to* Certificate in Web Design and Publishing passed as an action item.

13. Proposed Option: MS Biological Sciences, Option in Botany – **EPPC – Introduction Item.** Boyd moved the Proposed Option: MS Biological Sciences, Option in Botany. Schierenbeck, Biological Sciences, reviewed the proposal.

California is considered one of the top 25 biodiversity hotspots on the planet and Northern California contains some of the highest biological diversity in California. There is currently a dramatic shortage of botanists training nationwide and many federal and state positions are going unfilled due to this shortage. ALL of our past students in the botany master's program have either gone on to PhDs in the field or are currently employed in the field of botany either in the public or private sectors. It is our responsibility, as educators, resource managers, and

citizens of the north state to fulfill these resource management needs, provide well-trained students, and ensure that our students are employed upon graduation. Sustainability depends on functioning ecosystems and ecosystem function is dependent on biological diversity. Plants constitute not only a large portion of biological diversity, but in addition, terrestrial ecosystems are dependent on the energy produced by plants. Botanical capacity plays a fundamental role in solving the grand challenges of the next century, including climate change, sustainability, food security, preservation of ecosystem services, conservation of threatened species, and control of invasive species. Yet critical components of botanical education, research and management are lacking across government, academic, and private sectors. A recent nationwide survey revealed severe shortages of botanists at government agencies, a wave of upcoming retirements, and an alarming decline in botanical degree programs and course offerings at the nation's colleges and universities. Private sector organizations are helping to fill identified gaps in capacity, but there is a need to work strategically with all sectors to ensure their sustainability. If botanical capacity continues to erode at its current rate, the nation's science, sustainability, and land management agenda will suffer, opportunities to economically and efficiently solve environmental challenges will be lost, and our public and private lands will continue to degrade.

Need for the proposed option: There is an established need for botanists nationwide. See the Botanical Capacity Report <http://www.bgci.org/usa/bcap>, which provides extensive data for the need for botanist training due to the discontinuation of many programs (due to "over-integration" of sub-disciplines in biology) and large wave of "baby-boomer" retirements. There are no other CSU campuses with a master's degree or option in botany.

Vote: Proposed Option: MS Biological Sciences, Option in Botany, passed as an introduction item.

14. Proposed Change to FPPP: Definition of Office Hours – **FASP – Introduction Item.**
Sistrunk moved the Proposed Change to FPPP: Definition of Office Hours.
Sistrunk reviewed the document.

FPPP 1.0 INSTRUCTIONAL FACULTY – RESPONSIBILITIES AND ETHICAL REQUIREMENTS

1.1 Assignments

Office hours, including online office hours, provide an opportunity for a faculty member to have individual interaction with students and other members of the community. All instructional faculty members must schedule at least 20 minutes of office hours per week for each weighted teaching unit (WTU); the maximum number of required office hours is four hours (240 minutes) per week for instructional assignments of 12 WTUs or more, although faculty members may voluntarily schedule more. Office hours will be held in the instructor's campus office or a designated location on campus at times when the university normally schedules classes. For students unable to meet during these scheduled office

hours, instructional faculty will provide reasonable opportunity for consultation. If an instructor is teaching a class remotely or substantially online or if a majority of students in a class live outside of Butte County, online office hours are permitted with the approval of the appropriate administrator. The instructor determines the format of online office hours. For online students desiring to meet face-to-face, instructional faculty will provide reasonable opportunity for consultation.

Each instructor will include in the syllabus a schedule of all office hours (i.e., locations, days, times, formats) and note the opportunity for consultation outside of scheduled office hours.

~~1.1.e A full-time faculty member with a 12-unit (or more) teaching load shall be available for consultation in his/her office for an aggregate time of five hours per week. Such office hours shall be scheduled at times and on days when affected students are normally in attendance. This provision shall be applied pro rata for faculty with less than a 12-unit teaching load. All full-time/temporary faculty must schedule at least one hour (60 minutes) of office hours for every three units taught (applied pro rata as 20 minutes per unit). At least half of the office hours must be in the instructor's office or a designated location on campus: Exceptions to this can be made if an instructor is teaching a class remotely or if the majority of an instructor's students reside outside of Chico. Consultation with the Department Chair is required if instructors wish to have more than half of their office hours online. The format of online office hours is determined by the instructor, however, they should be at scheduled times when a student can get immediate feedback from the instructor. For online office hours, the instructor will explain the format of the online office hour (e.g. email, video chat, etc.) to students at the beginning of the semester.~~

Senators shared numerous and wide-ranging concerns including issues, observations, and concerns related to office hours for online classes, online office hours for classroom and online classes, irregular scheduled classes, classes meeting outside of “normal operating hours,” classes meeting in off-campus locations, off-campus locations for office hours, team teaching and laboratory instruction, shared offices, and whether or not office hours just apply to the instructional portion of WTU, and how is instructional buy-outs and release time figured in. Zingg noted that the average weekly workload of faculty is easily around 52 hours, “and that is probably a lowball.” The real issue here is how to structure office hours to facilitate contact with students and accommodate students’ needs. Office hours are not just for students contacting faculty, but also for faculty initiated-contact with students and faculty-to-faculty contact. Discussion culminated with the observation: What is the real purpose of office hours?

The motion was moved and seconded to return the proposal to committee (FASP). Elrod advised that FASP discuss the proposal with CAD (Council of Academic Deans).

Note: The motion to return the Proposed Change to FPPP: Definition of Office Hours to committee (FASP) passed.

15. Ask the Administrator.

No questions were posed directly to an administrator.

16. Other.

Livingston noted that we should be prepared for questions on the University Research Foundation at the next Academic Senate meeting (December 11, 2014). Sistrunk inquired regarding the status of the Space Allocation Committee. Elrod responded the SAC was an advisory committee under the Provost. There was confusion over the functions of the committee, including that students could submit requests for space usage to the committee. Consequently, Elrod has suspended the committee “until the new Vice Provost for Budget and Academic Resources comes on board and we can talk a little bit more about how space recommendations are made in Academic Affairs.” An offer to a candidate for the Vice Provost for Budget and Academic Resources has been made. Thompson requested that any information about changes in parking and information that will be addressed in the presentation to the Academic Senate on parking (December 11, 2014) be distributed prior to the meeting.

17. Adjourn.

The meeting adjourned at 5:52 p.m.

Respectfully submitted,

Joe Crotts, Secretary

