

Academic Senate  
(530) 898-6201, Zip 020

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## MEMORANDUM

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### ACADEMIC SENATE MINUTES Thursday, February 26, 2015, 2:30 p.m., K-207/209

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

**ABSENT:** Smits, Zingg

1. Approve Minutes of February 12, 2015.  
The minutes were approved.

2. Approve Agenda.  
The agenda was approved with the following revision:

Selvester noted that a revised agenda will be posted to the Academic Senate website with a link to the letter to the Chancellor from the Executive Committee officers and standing committee chairs updating the Chancellor on the Resolution: *Request for Review of and Assistance in Strengthening Campus Shared Governance, Communication, and Morale* ([http://www.csuchico.edu/fs/documents/academic\\_senate/2014\\_2015\\_senate\\_mtgs/feb\\_26\\_2015/letter\\_CO\\_feb\\_2015\\_signed\\_letter.pdf](http://www.csuchico.edu/fs/documents/academic_senate/2014_2015_senate_mtgs/feb_26_2015/letter_CO_feb_2015_signed_letter.pdf)).

“This letter serves as a mid-year follow-up and as a description of our status at this time, what we have done in response since we received your letter, and what we intend to do this spring, 2015. We also want to share some of the concerns we have going forward.”

3. Announcements.

Seipel announced, regarding AB 386 (Public postsecondary education: cross-enrollment: online education at the California State University), that we still have two \$1,000 stipends available for faculty who currently teach fully online or a hybrid course. You may nominate yourself or a colleague. CSU Academic Technology Services is sponsoring a Quality Online Learning and Teaching (QOLT) program to recognize exemplary teaching and learning in blended and online courses. **The 2014-2015 QOLT Awards and Recognition Program, Call for Participation is now open.** All CSU instructors are eligible to participate in QOLT. However, the evaluation instrument is very detailed and, therefore, favors those who are using a Learning Management System (BlackBoard, Moodle, Canvas, Desire2Learn) more extensively for teaching and learning. The QOLT instruments are designed to evaluate courses that are either blended/hybrid (30% or more of course delivery and interaction takes place online) or online courses (100% of course takes place online). Further information on the QOLT program visit <http://courseredesign.csuprojects.org/wp/qolt-cfp/>.

Kaiser noted the “very nice article” on the front page of the ER on bullying in the Chico Unified School District. Kaiser added that bullying occurs at Chico State as well. Kaiser distributed brochures and announced the “Red Tent” event on March 08, 2015, 2 p.m. to 5 p.m., in the BMU Auditorium. The event is in celebration of International Women’s Day. The theme of the event is “Make It Happen, Raising Our Voices: Stop Violence Against Women.”

Kaiser announced the S.T.O.P. 4th Annual Human Trafficking Week, “You Are the Movement, Fight for Freedom.” The event runs from March 02 to March 06, 2015. All events are scheduled for 6:30 p.m. to 9:30 p.m., in the BMU Auditorium. Three of the presenters have been victims of trafficking.

Kaiser noted that the CUSD is preparing for a potential strike by teachers. All who may be concerned, and particularly parents of students in the school system, should visit the CUSD website.

Schulte announced that her cohort (Bernadette Walker-Gibbs) on the book she edited (*Self-studies in Rural Teacher Education*) will arrive on campus, from Deakin University (Australia), on February 27 for a two week stay. The School of Education will host a reception for Dr. Gibbs on March 03, 1 p.m. to 2 p.m., in Tehama 105. She will accompany Schulte to the SAS meetings in March.

McCabe announced the “Student Affairs First Friday” on March 06, 2015, in BMU 210, from 8:30 a.m. to 10:00 a.m. The event is “What the Heck is NCHIP.” Chico joined the National Collegiate Health Improvement Program (NCHIP) in fall 2013. The program addresses best practices in dealing with high-risk drinking. The event is sponsored by CADEC (Chico Alcohol and Drug Education Center) and the CSU, Chico NCHIP Task Force, made up of students, staff, and faculty.

Elrod announced “Mindful Mondays” and “Walking Wednesdays.” At noon on Mondays, Grand Master Azad will lead a 15 minute Tai Chi experience on the Kendall Lawn. A campus walk will begin at Selvester’s on Wednesdays, 12:45 p.m. to 1:45 p.m. Bring your tennis shoes and join in. Informal Friday afternoon social hours are scheduled for February 27 and March 27, 2015, from 3 p.m. to 4 p.m., in Selvester’s 104. All are welcome.

Mills announced that this is National Engineers Week.

Thompson announced the Student Research Competition is March 04, 2015, from 5 p.m. to 9 p.m., in Colusa 100A. The deadline to register is March 01, 2015. Last year Chico sent 10 students to the state competition, with three students garnering 1st place honors.

Kirchoff announced that men’s baseball will host Sonoma State at 5 p.m., today. Men’s and women’s basketball will host Monterey Bay tomorrow and East Bay on Saturday. The men’s game will mark 100 years of competition for men’s basketball at Chico.

#### 4. Chair’s Prerogative.

##### a) Letter to Tim White

Selvester distributed the update letter (momentarily delayed for printing) to the Chancellor on the Resolution: *Request for Review of and Assistance in Strengthening Campus Shared Governance, Communication, and Morale*. The letter will also be linked to the revised agenda (see item 2, Approve Agenda). Selvester noted that the Executive Committee officers sent the resolution and an accompanying letter to the Chancellor on September 23, 2014. The Chancellor responded, acknowledging receipt of our letter and resolution. “And now we are sending a response to let him know where we are at this point.” “It’s a little late in coming” but it took us a while to get our plans together and get going and get our schedule of meetings set. Senators shared observations regarding the letter. Overall, some found the tone

of the letter to be positive; some found it to be negative. Selvester noted that the process leading up to letter was, at times, frustrating, confusing; and this could be construed as negative. However, keeping in mind the reason why we were there and what we hoped and believed we could achieve, we found it encouraging and positive. Lack of specificity in some areas was noted, including language indicating "...what alternative ways to proceed came from the Cabinet" and "There are still concerns regarding the nature of effective consultation and shared governance...." Some anticipated seeing a much more detailed statement. Some felt the document to be confusing and lacking "nuances that it deserves." Selvester noted that the writers of the document worked on the thinking that "less was more." Kaiser noted that the document is not the final report. We need to get something now in the hands of the Chancellor, the Statewide Academic Senate, and Faculty Trustee. Some senators inquired regarding when a consultant will be had. Selvester noted that eventually we may get to the point of requesting a consultant but "we are not there yet." Some senators felt that the letter is a good step forward and moves us in a positive direction to come up with solutions. Some feel the letter "reads as a statement." Others attribute this as a positive interpretation based on "we are in the middle of the process." Selvester expressed hope that the process ends well and that we have "a good story to tell." A senator inquired, "Are we working toward some sort of agreement of how things should be?" Selvester said "Yes," and in terms of trust, transparency, collegiality, respect, and shared governance.

## 5. Standing Committee Reports.

### A. Educational Policies and Programs Committee – Boyd.

EPPC Summary, February 19, 2015.

EPPC members discussed the following topics on Thursday, February 19, 2015.

**Special Prefixes:** An abbreviated report from the 2013 task force on prefixes was distributed and provided the basis for discussion. An ad hoc committee was formed to address issues surrounding the creation, management, and oversight of special prefixes on campus.

**Syllabus Policy:** Members discussed current resources available and legal requirements for syllabus creation and guidance on campus. An ad-hoc committee was formed to develop policy or recommendations on syllabus standards for CSU, Chico faculty.

**AB 386 & Course Match status update:** Implications of these separate online course policies for FTEs, articulation, faculty, departments, students, and staff were discussed at length.

Mills suggested that "Syllabus Policy" might [also] be an issue of concern to FASP as it gets into faculty rights.

Boyd noted the discussion on AB 386 & Course Match and referred to the discussion of AB 386 and CourseMatch in the minutes of the Academic Senate meeting on December 04, 2014 ([http://www.csuchico.edu/fs/documents/academic\\_senate/2014\\_2015\\_senate\\_mtgs/dec\\_4\\_2014/senate\\_agenda\\_12-4-14.pdf](http://www.csuchico.edu/fs/documents/academic_senate/2014_2015_senate_mtgs/dec_4_2014/senate_agenda_12-4-14.pdf)). Boyd recognized Bill Loker, Dean of Undergraduate Education, together they reviewed the following document.

## **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

Loker noted that AB 386 did not originate within the CSU. It is a product of the state legislature and “We did not wish for this legislation.” AB 386 and CourseMatch are on the University (Department) Chairs Council for March 06, 2015. Loker particularly noted the emboldened text in the document. Loker noted that “another dimension of this” is that the Chancellor is encouraging faculty to do self-assessments of their online courses along the lines of the Quality Online Learning and Teaching Initiative (QOLT) noted by Seipel under item 3, Announcements. Kaiser noted that campuses receive money for courses taken through CourseMatch. However, courses taken through AB 386 (Public postsecondary education: cross-enrollment: online education at the California State University) will count against our enrollment target but will not generate funding for home campuses. Courses are available on a “space available basis.” The only protection we have is through enrollment caps. Senators shared concerns regarding prerequisites. Students will “self-certify” successful completion of prerequisites. Kaiser noted that prerequisites for online courses will be “syllabus based.” Kaiser noted that any GE course taken through AB 386 will be fully articulated across the CSU. Mills noted that “It seems like faculty are losing control over the curriculum.”

b) FASP – Sistrunk.

FASP summary, February 19, 2015.

- In its meeting on February 19, 2015, FASP made the following decisions:
- Proposed Change to FPPP: **CBA Changes to Online Education Language** passed as Action Item.
- New EM: **Exceptional Service Assigned Time Committee** passed as Introduction Item.
- Proposed Change to FPPP: **Definition of Office Hours** passed as Introduction Item.
- Proposed Change to FPPP: **Faculty Code of Ethics, Personal Relationships** passed as Introduction Item.

In addition, FASP members were asked to volunteer to serve on a new EPPC & FASP ad hoc committee: Special Prefixes.

FASP also heard reports from subcommittees about:

- **Class Size Policies** awaiting response from Deans about written college policies.
- **FPPP Renewal Project** only few items remain for subcommittee discussion as well as vetting by Chairs and Deans.

Sistrunk concluded: “The future is an exciting place.”

c) Executive Committee – Crotts.

Executive Committee Synopsis  
Friday, February 27, 2015, 8:30 a.m., K 103

The Executive Committee met on February 27, 2015. Topics of discussion included:

- Academic Freedom and the Statewide Academic Senate resolution
- Upgrading the minimum grade of “C-“ to “C” in Golden Four courses
- Racially charged incidents
- Student club bank accounts
- Leadership Initiative
- Personnel (RTP) process for counsellors
- EMAC (Enrollment Management Advisory Committee) resolution and recommendation on FTES enrollment targets for 2015-16
- WASC planning team
- Climate survey working group
- SAFE Place
- Elevator operation and maintenance

The agenda was approved for the Academic Senate meeting on February 26, 2015.

Kaiser noted that Chico, along with other CSU campuses, responded to the Community College baccalaureate degree proposals. The list of proposals was “very thin” and one reason for this may be that no funding was provided to develop the proposals. They are under tremendous pressure to move this along. “There might be money next year for developing proposals and we anticipate a second wave of proposals.” There were 34,000 fully eligible students who were denied admission to the CSU last year. Elrod added that, “As I understand, California is the only state that turns away [fully] qualified applicants.” Kaiser added, “The pressure isn’t going to go away.”

## 6. Statewide Academic Senate – Kaiser/Schulte

The federal government has proposed increasing the barriers to completing requirements for teacher education, and badly underestimated the cost to states for implementing these increased requirements. The cost to California is estimated to be some \$40M. Concerns are being noted over the excessive use of test results to evaluate teacher education programs and in evaluating students. The new requirements include a certification process that will cost new teachers in the Chico Unified School System (CUSD) \$3,000 (or \$1100 online) to participate in. This is a real financial burden on our lowest paid new teachers. Schulte noted the Chico State's school of education is working toward incorporating the induction courses as part of the master's program so that students who are paying for induction are at least paying for credit that will go toward their master's degree program. Kaiser noted that the U.S. President is putting pressure on California's elementary and secondary education; "You promised you would start making results and you are not making enough results." A lot of it is about testing. We had no test results, and the first round of Smarter Balance testing will happen this spring, with results made known in ("I believe") October. A state oversight committee will monitor LCAP students to see if the extra money the districts receive for these students are showing up as positive provable results. School districts are under great pressure to show "provable results."

## 7. Associated Students – Herren.

Associated Students Report.

From: Taylor Herren and Michael Pratt.

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. The Student Academic Senate would like to thank Susan Roll for agreeing to sit on the Senate as the faculty representative for our March meetings.

The Senate has heard reports on the Student Involvement and Representation Fund that will be implemented next semester and are prepared to address any and all concerns students may have about the new fee. Additionally, at the next Senate meeting, we will hear more information from the Board of Trustees' February meeting regarding Student Success Fees and what that potentially means for our campus.

Major projects underway by the Student Academic Senate include the passage of internal policies and the gradual development of an administrative procedures manual as well as the creation of a uniform shared governance system for students using our latest technology resources. Both projects will require assistance by experienced faculty in these areas, and any help would be greatly appreciated.

By the middle of March the Senate hopes to have the College Councils in place and student representatives at the department level appointed, trained, and ready to serve students. The Associated Students, Alumni Association, Student Life and Leadership and Athletics have been working with the Campus Public Art Committee on the Wildcat Statue Project. The group met on February 13th to re-view over 50 proposals that have been submitted for consideration.

The Associated Students will be sending a group of students to the California Higher Education Student Summit (CHESS) on February 28th. Those students will be meeting with Chico State's congressional representatives to discuss the importance of supporting higher education and specifically the CSU.

Any questions, comments, or concerns can be directed to the Chair of the Student Academic Senate, Michael Pratt, at [asunivaffairs@csuchico.edu](mailto:asunivaffairs@csuchico.edu) or to Taylor Herren at [aspresident@csuchico.edu](mailto:aspresident@csuchico.edu).

Pratt added highlights of the Associated Students Director of University Affairs report:

#### Student Academic Senate Committees

- White Paper on Shared Governance
- Student Ambassador Program
- Culminating event on student academic experience
- Development of an Administrative Procedures Manual
- Training to understand SIF fee
- Numerous resolutions being prepared

#### CHESS (California Higher Education Summit), February 24, 2015

- Bulk of students gone over Saturday, Sunday, and Monday, February 22—March 24, 2015
- Meeting with several legislators and reps of legislators

#### Cats in the Community

- Tuesday, March 31, 2015

Pratt noted that the California State Students Association has completed a white paper on online education and they are working on a white paper on diversity issues. Kaiser noted Taylor Herren's published article in "Chico Clips" on why she chose Chico and her experiences at Chico.

8. Staff Council – Heileson.

**Staff Council**  
**Minutes of February 10, 2015**  
**Kendall 207-209, 8:30 am – 10:30 am**  
**(Subject to Council approval)**

**Attendance:** Jim Aird, Sarah Balana Molter, Michelle Berglund-Smith, JoAnn Bradley, Mary Kay Bringham, Rebecca Cragle, Mario Chandrakumar, Don Converse, Becky DeVault, Dana Francis, Chris Gardner, Annette Heileson, Ronda Kramer, Barbara LaRue, Kara Maas, Rena Marino, Jackie McMillan, Margie Mitchell, Melanie O'Connor, Cari Phipps, Laurie Ratterree, Jen Ross, Holly Soldavini, Rachelle Sousa, Erin Tarabini, Scott Taylor, Alyson Wylie, Karla Zimmerlee

**Absent:** Sharyn Abernatha, Joe Crotts, Nicole Davis, Taylor Herren, Michelle Holmes, Shondra Kaufman, Heather Kilcoyne, Margie Mitchell, Michael Pratt, Joel Ramirez, Carol Rudolph, Jessica Verardi, Catlin Wulferdingen

**Meeting Commence: 8:31am**

**Call To Order:** Annette Heileson

**Announcements:** Melanie announced Relay for Life will be selling Valentine Candy Grams Wednesday through Friday from 11am-1pm between Siskiyou & Butte. There will also be a bake sale. Jessica Verardi, the new CSUEU President, is not here but would like to remind people that the “Rally for Change” will be on Friday, Feb 13<sup>th</sup> from noon – 1pm in the Trinity Commons Area. She encourages everyone to attend. In addition, Nicole Davis had her baby. If interested, Staff Council will be taking up a donation for a gift card. If you are not prepared to contribute today but would like to participate, let Melanie know via email and she will get in contact with you. A card is being routed. Nicole had a baby girl! Laurie Ratterree commented on the Union Rally. It is imperative that as many come as possible to show solidarity and support the union.

**Approval of December Staff Council meeting minutes:** Approved.

**Chair’s Prerogative:** Becky Cagle needs to leave early so the Chair proposed Becky to report early.

### **Human Resources – Sharyn Abernatha absent**

**Payroll & HRIS - Rebecca Cagle:** Payroll’s second busiest time of year is now, from February through the beginning of the spring semester. Spring appointments are going on. The CFA General Salary increase of 1.6% for SFA, are getting pushed into the State Controller’s Office tomorrow tonight. Going into March, C99 and M80 increases and another round of CFA increases to be processed, salary adjustment, and a CSU equity increase in March. Also, HRAS is beginning headway on Student Reports 2 project. This is capturing all the populations of student employees, and all state student employees. Payroll will be working with different areas to identify who that person is, getting new positions, getting folks into the new positions to capture the information. Goal is to automate the Student Payroll process and have the Student Supervisor as part of that process. This will be going on throughout spring semester. Also, they are working on the Affordable Care Act Process and some of the program changes to it as well. If there are any questions for Sharyn, Becky will report back to her. Becky has nothing to report on her behalf.

Faculty will see increase the retroactive payments early next week. Those with auto-deposit will see it sooner. February check will have new base.

**Recognized Guest:** Sarah Langford is a guest in attendance who works with Joe Wills in Public Affairs and Publications.

### **Associated Students - Taylor Herron: Absent**

**Academic Senate - Joe Crofts:** Absent. There was no Senate Meeting this week, so no report. Jim Aird and Annette Heilesen attended the Academic Senate retreat, which was very interesting. Both indicated more were in attendance at the retreat than who attends the Senate Meetings: staff, faculty and administrators were represented, making it more interesting. Jim Aird indicated it was a good experience of collective thought with different opinions and points of views. There were discussions on budget, university diversity, campus climate, etc. Discussions were in groups of six with various areas represented. There will be an Academic Senate Meeting next Thursday. Joe Crofts will report after that.

**Office of the President - Karla Zimmerlee:** Absent; no report  
*Karla Zimmerlee arrived late and reported after “time certain” guests.*

### **Standing Committee Reports:**

**Governance Committee - Becky DeVault:**

- Welcome Sarah Balana Molter will be serving as a member at large. She will be serving FMS. Sarah is new to campus, having just moved here in July. She recently graduated with her masters from Indiana State and this is her first career position. She works in University Housing and Food Service as Assistant Resident Community Coordinator for the University Village. She is very excited to have another new opportunity to meet people from the “other side of the creek.”
- Cindy Kelly is stepping down due to new responsibilities in her new job. Thank you for all the hard work she has done. Her departure leaves another at-large opening on 4th floor SSC thru June 30<sup>th</sup>. If you know anyone interested in the position, there are documents on the website to apply.

### **Service Projects – Erin Tarabini**

- Blood Drive is tomorrow, February 11<sup>th</sup> from 10-4pm in BMU.
  - Please distribute fliers and send out an email to your area.
  - Encourage your area members to participate.
  - Staff and faculty can make an appointment to save time in line.
- If you have donated in the past, “Donor Appreciation Night” invite from Blood Source is coming. You will be notified by mail (either at home or on-campus). You and a guest can attend. The evening includes dinner and a comedian.
- Quick meeting with her staff after the general meeting to solidify plans and update forms for Academic Awards. Also, to talk about the Art Show. Announcements coming in All Staff email shortly. No date for the Art Show is set yet.

**Per Blood Drive:** Melanie added Blood Source has asked our help to support a Blood Drive for Platelets. It will be done in the smaller rooms in the BMU and is a process one needs to pre-apply to participate. Platelets are only good for 5 days. They are in need of continuous donors. Platelets are used for people going through chemo or radiation therapy. Donation is a longer process, taking up to 3 hours. It was indicated staff would need to take time off work to participate. Other option is to make a weekend appointment with Blood Source. Robin from Blood Source is very appreciative of our support.

### **Ways and Means – Rachelle Sousa**

- Ways and Means staff members stood up to announce the new theme for the Staff Luncheon, “Hats Off to You!”
- Kicking off “Evening for Two Raffle.” Lots of prizes, more to come. If you have connections for more donations, let Rachelle Sousa know as they are looking for more donations for the luncheon. Donors will have their names in Announcements and in the program so good advertisement to 700+ faculty and staff.
- Expectations are for each Staff Council member to sell the 100 tickets distributed today after the meeting.
- If you sell all of your tickets and need more, contact Melanie.
- “Evening for Two” drawing stickers are in the envelopes. Please put on every 10 tickets to assist Melanie
- Money raised by the raffle assist funding for the Staff Luncheon, Employee of the Year Reception, Years of Service Awards, table décor, etc.
- Drawing will be at the next Staff Council meeting
- More prizes being added
- Melanie will send out an email version of the list to share with areas.
- Rachelle is doing a fantastic job getting prizes.

- Meeting afterwards

### **Executive Committee business/New Staff Council business - Don Converse**

- He has been working on *Safety Campaign* for bicycle and skateboards for a long time.
- AS Community Affairs Chairs have gone by the wayside and are no longer helping.
- Don Converse's student staff is designing a card to go with the lollipops to be distributed as a reward to positively enforce the people who are doing things right by not riding their bikes and/or skateboards on campus (and not confront the people who are doing things wrong).
- Some of the ideas on the cards are sayings such as, "You rock! Thanks for walking your wheels today."
- Back of card will say "Courtesy of Staff Council."
- Looking for volunteers to help distribute the cards and suckers to test how this is going and being received by students.
- This is not associated with University Police. However UPD are writing tickets more frequently due to pressure from the Safety Committee.

### **Time Sensitive Guest Speakers:**

**Tray Robinson** and **Michelle Morris** from the Office of Diversity and Inclusion

#### ***Tray Robinson:***

He would like to bring to our attention work being done by the University Diversity council and share information regarding training coming up for Faculty and Staff. Two programs are offered for faculty and staff:

- Diversity Certificate program
  - Diversity Certificate program is a yearlong program where participants attend 3 times a semester to meet and go over various populations of diversity.
  - Some areas reviewed include: Race and Ethnicity, Gender and Sexuality, Faith and Spirituality, Accessibility.
  - Training is facilitated by faculty and staff on our campus.
  - Diversity Certificate Program has a \$100 tuition fee which departments are asked to cover for their staff.
- Diversity Academy
  - A summer 2 week intensive program in July.
  - Led by a guest speaker from Oregon State.
  - Meets 10-4 every day so a big commitment.
  - Diversity Academy is free

The goal is to have everyone trained across campus. Brochures distributed. More information will be in Announcements and a new flier by the end of February/beginning of March. **Michelle Morris:** She is a faculty diversity officer in the Office of the President and part of the University Executive Team along with Tray. This is a council brought together last fall by President Zingg. Members are represented across campus including student representatives. Last fall they were busy flushing out priorities. This fall they are working in smaller groups to tackle the established priorities and engage with others. They need staff support as staff are usually the first point of contact for people coming onto campus. Ultimate aim is for student success and for everyone who walks on campus from students to faculty to visitors to feel included. They are also looking at HSI (Hispanic Serving Institution) consideration. This is when 25% of the student population is Hispanic. Chico State has achieved this and will apply for Federal designation in the coming year. This will give our campus federal funding which will provide help to all students across the board.

Also, we have engaged with sister campus CSU, Humboldt who has a model for unconscious bias in hiring which has brought a cultural shift on their campus. Chico State would like to see the same at our campus.

Michelle also works on the nutrition side working with diversity of size, weight bias and discrimination. "Love Every Body" is coming up in February. It is Chico States' version of honoring "National Eating Disorders Week." All events are free and open to the public. Please distribute fliers to your areas.

Tray's new office is Kendall 118

Questions to Tray & Michelle:

What can we specifically do? What can Staff Council do?

Response: Send out information to our offices so they can participate. Alert your areas that these events are occurring. Look at your environment and inventory your area to determine if it is inclusive. Look at forms. Do they represent the members of our campus in language, and a variety of things? Regarding size diversity, does your office have sturdy chairs? Tray has an inventory sheet to look at your office. He will be sending it out. A Diversity Action Plan is being developed for 2016. Be at the table and part of the conversations and plan.

Unconscious bias training: How do people participate in this voluntarily?

Response: At the end of the semester their office might be piloting something.

Age was not one of the populations mentioned. What is being done to include older students, faculty and staff?

Response: They are approaching this on two fronts. One is a group to work with older students who are returning. The other is to address age discrimination in the work place as people work longer. There is a dedicated space on campuses for this.

Laurie Ratterree mentioned that Lori Hoffman and HR are working towards a campus wellness program that incorporates walking 10K steps a day. They want to pilot a program starting with Staff Council members and expanding. Watch for that!

Michelle Morris acknowledged Annette for all she does in Nutrition and Food Sciences and by serving as Staff Council chair.

Tray offered thanks for our support for "Up 'til Dawn."

Closing statement: Diversity is global. Being reps of your area please get the information out there.

### **Office of the President - Karla Zimmerlee**

Karla encourages everyone to attend Budget Meetings

- Break down budget in a way that is more meaningful to those attending. State support, explanation parking, housing and funding and limitations.
- It is a complicated budget with a lot of sources and limitations.
- Meetings are 8:30-10 in Kendall 207/209
- Bring questions.

The VP for University Advancement search is underway. Annette Heilesen is on the committee. Candidates will be on-campus at the end of March/beginning of April.

- If you want to know who your administrators are, go to the presentations.

- All Administrator searches have surveys that follow. The survey results matter.

Annette brought up budget training:

- Budget 101 presentation in Academic Senate
- Amazing what can be learned.

**Intent to Raise Question:** none

**Adjournment: 9:50am**

9. University Report – Zingg/Elrod.

Elrod announced that three candidates for Dean of Behavioral and Social Sciences will visit the campus. Visits are scheduled for March 02-03, March 04-05, and March 09-10. The search for the Dean of the College of Engineering, Computer Science, and Construction Management just closed and review of applications is beginning. The search committee has been completed (She is fairly certain) for the Dean of the Library search.

Under the coordination of Bill Loker, we are forming an ePat (Electronic Portfolio Assessment Team).

Elrod noted two sets of data (charts and tables) from the Chancellor's Office: Faculty Profile: CSU System and Faculty Profile: Chico. The data includes Student/Faculty Ratio, Tenure Density, by Year, Retirement Risk: Age Distribution of Tenure-Track Faculty, Fall 2014, Tenure Track Turnover, and the number of tenure-track faculty, lecturers, and students for 2009 and 2014. These are posted on the Institutional Research website at <http://www.csuchico.edu/ir/InstitutionalData/index.html>.

Kaiser noted that, in "CSU Clips," there is an article on stress in the counseling services at Chico (also see item 13, Ask the Administrator). Also noted is work with CFA on sharing sick leave among campuses in the system. Presently this not an option. "I hope our campus will be working to find a way to do that." Kaiser noted that we recently had a mental health week, and it appeared it was only available to faculty and staff, and not available to students. "But it was." Kaiser noted the issue of "diversity by appearance" and inquired regarding any workshops or other awareness efforts being planned for this campus. Elrod noted, "not that I am aware of." However, we recently made forays into the issue of unconscious bias in hiring.

Meadows noted the Task Force on Research that Elrod is putting together and inquired whether or not the group would be investigating possibly dividing RESP between pre and post operations, "and if not, are you going to doing something else." Elrod noted that the task force will focus on the following:

**Specifically, the task force will address the following questions:**

1. What are our goals for supporting student and faculty research, scholarship and creative activities through external grants and contracts? How are these goals aligned with our university mission and strategic plan? What specific outcomes do we want to achieve and how will these outcomes be measured over time?
2. What support processes, structures, and incentives need to be in place?
3. How well do our current processes, structures and incentives meet these needs? What are current good practices? Where are the gaps? What opportunities can we capitalize upon to improve what we are doing?

Presently there are no plans for the task force to formally engage in discussions regarding the structure of RESP.

Ellingson noted that planning is underway for an Interreligious Understanding Certificate. A luncheon will be planned for all interested to attend and informally discuss the program. At the luncheon we will discuss creating a faculty learning community where you may network with others about integrating interreligious understanding into your courses. “It also has an internship attached to it” which may go to understanding interreligious understanding on campus.

#### 10. Proposed Change to FPPP: CBA Changes to Online Education Language – FASP – Introduction Item.

Sistrunk moved the Proposed Change to FPPP: CBA Changes to Online Education Language as an introduction item. The revisions to “our beloved FPPP language” reflects language that is necessary to remain in compliance with the CBA.

FPPP: Renewal 8.1.1.e

Per CBA Article 15.14, “When classroom visits are utilized as part of the evaluation of a faculty unit employee under this Article, the individual faculty unit employee being evaluated shall be provided a notice of at least five (5) days that a classroom visit, **online observation, and/or review of online content** is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es) regarding the classes to be visited and the scheduling of such visits.”

FPPP (AY14/15) 8.1.a.3

When classroom visits are utilized as part of the evaluation of a faculty unit employee under **2012-2014** CBA Article 15.14, the individual faculty unit employee being evaluated shall be provided a written notice of at least five (5) days that a classroom visit, **online observation, and/or review of online content** is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es). The evaluation of online portions of a course should take place with the candidate present to give a narrative of online material. In certain circumstances, when suggested by the evaluatee and agreed to by the evaluator, limited temporary instructor-granted course access can be given at the discretion of the evaluatee. The requirements to provide written notice and consultation apply to evaluation of online portions of a course. Additional details regarding the timing of the visits, the documentation of the Assessment, etc. shall be determined by the DEPARTMENT/UNIT PERSONNEL COMMITTEE prior to the start of the review process.

Senators shared observations and concerns over evaluating online education instruction. Faculty being evaluated and evaluators of fully online course are “at a distinct disadvantage.” There is not a class to see; you cannot observe student reactions. You cannot answer many of the questions that a review is supposed to address. “I feel that we are in danger of not being fair to both positions: the faculty [being evaluated] and the observer.” However, we must bear in mind that faculty in each department set the standards on what quality is, and we should not be judging content but judging the quality and delivery of content. We should also be aware that some faculty are assigned to teach online but have not been fully trained (or trained to any extent at all) on how to teach online. Last year we added section 8.1.a.4 to the FPPP to try “to capture the complexity” of how we go about evaluating a course online when every course online is different.”

FPPP 8.1.a.4 In order to assess the effectiveness of instruction in online courses, additional and/or substitute methods of data gathering likely will be necessary. For

example, while some online courses include real-time instruction by the faculty member – allowing for the equivalent of a peer visitation – other courses might consist of asynchronous content exclusively. The candidate, with the department’s assistance, is to provide a sufficient evidentiary basis for evaluation.

It’s not very specific, but maybe someday we will get to the point where we can create something more specific.

**Note:** Proposed Change to FPPP: CBA Changes to Online Education Language passed as an introduction item.

11. Nominations OPEN February 27, 2015 for one Statewide Senator position (Kaiser) for a three year term (2015- 16, 2016-17 and 2017-2018 AY). Nominations CLOSE March 13, 2015. A faculty-wide evote will be conducted the week of March 23 through March 30, 2015 if there is more than one person nominated. ([Nomination Form](#)).

Kaiser requested a moment of personal privilege and noted that’s the will end her FERP this June 30 and conclude over 20 years of service on the Statewide Academic Senate “and Faculty Trustee in between.” Schulte will move up to the position of “fully empowered” statewide senator [round of applause]. “Ann has been extremely observant and asked a lot of great questions.” She will request assignment to a specific committee. The person taking Kaiser’s spot will not get a committee assignment as first-year statewide senators do not get a committee assignment. This allows new senators to explore the committees. “I would encourage you to think about this holistically.” This person will join Schulte in representing Chico to the statewide level. Beginning the year after next, “Their position on a committee will be the kind of place where Chico will have a lot of influence.” “I just encourage you to think wisely about your nominee and when they ask for your support that you make a good decision.”

12. Nominations OPEN February 27, 2015 for one at-large Senator position (Thompson) for a three year term (2015- 16, 2016-17 and 2017-2018 AY). Nominations CLOSE March 13, 2015. A faculty-wide evote will be conducted the week of March 23 through March 30, 2015 if there is more than one person nominated. ([Nomination Form](#)).

13. Ask the Administrator.

Reid distributed the following text from the Chico News and Review indicating that the administration does not see the lack of tenured/tenure track counselors as detrimental to providing an appropriate level of counseling.

"Chico State administrators disagree on both counts that high-quality candidates are best attracted by offering tenure-track positions, and that tenured faculty provide the best services to students. Douglas said Chico State employs a mix of tenured and non-tenured positions, and the optimal balance is struck when tenured faculty mostly handle duties such as grant-writing and research. "The argument for tenured faculty doesn't really work in the Counseling Center," Stewart said. "It doesn't fit when the need is for more counselors seeing students--not for counselors writing grants. That's the view of administration here."

Reid noted, “I find that incredibly de-professionalizing [sic].” I find it devaluing to teachers. “It is not true that our tenured/tenure track counselors do not see students.” Having tenured counselors is “the only way we are going to have assured contact” between a counselor and student over four years. Kaiser added that this text was also in the CSU Clips that went out to the entire CSU system. Elrod noted that she, being new to the campus, does not have the necessary background here to provide a good response here and now but that it is an issue that will receive consideration. “We’ll circle back somehow.”

In response to an inquiry on February 12, 2015, regarding the requirement of a Live Scan for final candidates for positions, Hoffman noted that she is still working with Sharyn Abernatha on the issue and will get back. In response to an inquiry on February 12, 2015, regarding numerous students recently missing classes due to Greek activities, Baumgartner noted that, “to her knowledge,” there were no mandatory events that prevented students from attending classes. Pratt lent confirmation to this.

14. Other.

No other items were brought forward.

15. Adjourn.

The meeting adjourned at 4:25 p.m.

Respectfully submitted,

Joe Crotts, Secretary