

**California State University, Chico**  
Academic Senate  
(530) 898-6201, Zip 020  
**M E M O R A N D U M**

**ACADEMIC SENATE MINUTES**  
Thursday, April 16, 2015, 2:30 p.m., K-207/209

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

**ABSENT:** Calendrella, Hoffman, Ratekin, Richmond, Smits

Vice Chair Jennifer Meadows presided over the meeting.

1. Approve Minutes of April 02, 2015.

The minutes were approved.

Rowberg noted that the minutes reflected her announcement, “Chico’s School of Nursing has been ranked 10 out of 442 nursing schools nationwide.” However, it is actually “in the West” rather than “nationwide.”

2. Approve Agenda.

The agenda was approved.

3. Announcements.

- Kaiser announced that “Take Back the Night” will begin April 20, 2015 and run through April 24, 2015. The theme is “Ending the Shame, Shifting the Blame.” Events are scheduled for Monday through Friday evenings. Kaiser noted Michael Meissner’s presentation, “More Men: From Violence to Anti-Violence (Tuesday, 6 p.m., BMU 203) and “The Hunting Ground” Film Screening and Panel (6:30 p.m., BMU 203).
- Kaiser reported two job announcements for the CSU (system): CDIP (Chancellor’s Doctoral Incentive Program) Manager and Director, CSU Institute for Teaching and Learning.
- Kaiser reported that the CUTA (Chico Unified Teachers Association) and the CUSD (Chico Unified School District) passed a contract.
- Kaiser reported that a 5th grade class at Shasta Elementary School won the grand prize in the California Water Challenge. The prize is an all-expense paid trip to the Channel Islands—the “Galapagos of North America.” The Chico High School Computer Games Programming Team won the state championship and is headed for the nationals in

Louisville. Bidwell Junior High School and Chico High School are introducing two new courses: Medical Detectives and Sports Medicine, respectively. The people behind these new courses at both schools praised the support received from Chico State and Enloe Hospital. “It was very significant to them.”

- Rowberg announced that a nursing student, Valery Bessmertnyy, was named the University-wide Outstanding Student Leader.
- Seipel announced that applications for EOI (Exemplary Online Instruction) awards are due on May 15, 2015. Fully online and hybrid courses qualify for awards. Please refer to the following website: <http://www.csuchico.edu/roi/chicofaculty/eoiprogram/index.shtml>. You may also contact TLP, CELT, or Seipel for further information.
- Schulte announced that the fall, 2015, National Network for Educational Renewal (NNER) conference will be held at Chico on October 01-03. The NNER “is not just a teacher education program but it talks about the whole K-12 community partnership.” The theme of the conference will be “Diversity, Equity, and Democracy in Education.”
- Kaiser announced that the (student) president of STOP (Stop Trafficking of People) who coordinated the STOP conference on March 02-06, 2015, received the Outstanding Student Service award. She is headed to Tanzania to work with teaching children English. Upon returning she will serve an internship with the city of Austin, Texas, which has declared itself an “anti-trafficking city.”

#### 4. Chair’s Prerogative.

##### A. Resolution Update.

Meadows reported that the Resolution Response Full Committee (aka, “Team”) is continuing working on a final report, “Progress to Date.” The committee hopes to finalize the report next week.

##### B. Water Preservation (Hoffman).

Hoffman and Kevin Doyle, Interim Director of Facilities Management and Services (FMS), presented a Powerpoint presentation, Possible Emergency Water Conservation Actions (April 16, 2015). Hoffman and Doyle reviewed the slides, with particular emphasis on the highlighted text.

### **Governor Brown Signed Executive Order on April 1, 2015**

#### **☐ Directed State Water Board to impose restrictions that achieve 25% reduction in potable urban water use through February 28, 2016**

- Targeted reductions compared to 2013 usage

#### **☐ Specifically addressed watering frequencies and campus water usage**

- Local regulations are forthcoming

## **Governor Brown Has Declared a Continuous Drought Emergency**

Initial campus planning efforts are intended to achieve immediate water conservation results

- Initial focus towards reduction of Cal Water usage
- Cal Water Board to finalize local regulations on May 5
- Analysis of regulatory impact on well water and agricultural use is still ongoing
- Campus will adjust savings targets and methods as necessary based on results and clear regulatory guidance

## **Campus Water Usage**

**Campus Cal Water meters reflected 65M gallons annual billed total usage in 2013:**

- Cal Water Irrigation: 10.2M Gal
- Main campus: 17.9M Gal
- Housing: 25M Gal
- Farm: 7.45M Gal
- AS: 4.4M Gal

## **2015 Possible Campus Water Savings**

**We need to save 16.25 million gallons through February, 2016**

Cal Water Irrigation: 2.6M Gal

- Main campus: 4.5M Gal
- Housing: 6.2M Gal
- Farm: 1.8M Gal
- \*Pending regulatory interpretation
- AS: 1.1M Gal

## **Priorities of the Irrigation Savings Program**

## Reduce impact to academic programs

- “Is this our first priority?” consideration process
- Athletics?
- Kendall Lawn?
- Other considerations:
  - Who should we work/consult with over the summer?

## Proposed Irrigation Savings

**Through improved watering schedules we can achieve potential campuswide irrigation savings of 43.4 million gallons/year (13 million from Cal Water meters)**

2013 Irrigation water used campus wide (includes irrigation well):

- Planting beds: 8.5M Gal
- Turf areas: 56.5M Gal

## Proposed Irrigation Saving

**Reduced usage through modified irrigation schedules:**

- Reduces watering times,**
- Improves “soak” periods,**
- Limits watering to 2x per week per zone.**
- Modified schedules will result in new lower usages:
  - Planting beds usage: 4.0M Gal
  - Turf areas usage: 17.5M Gal

## Possible Turf Reduction Water Savings

**Additional irrigation savings can be achieved through elimination of select turf areas**

□ *Total Area: 1,359,072 ft.<sup>2</sup> (31.2 acres)*

□

*Total projected additional irrigation water savings: 16M gallons annually*

Hoffman noted that 15 trees will be removed along the new fence beside the new boiler chiller plant complex. These trees will be replaced with native, drought tolerant trees (Hoffman noted Shierenbeck has been consulted and approves). Hoffman noted, “It is our hope that very little turf will come out at least this year.” In response to Shierenbeck’s inquiry regarding reassigning gray water, Doyle noted that this has been investigated; but is “complicated and very expensive.” Hoffman emphasized that the consultative process will play a major role in considering measures for achieving water use reduction. She wants feedback on what groups to consult with, and would like Academic Senate consensus on the consultation process. Shierenbeck noted that the Arboretum Committee should be involved “for sure.”

## 5. Standing Committees Reports.

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

#### **EPPC Summary: April 09m 2015:**

1. EPPC members unanimously approved at Introduction the EMAC Resolution in Support of Increased Staff and Tenure/Tenure Track Faculty Growth.
2. EPPC members unanimously approved at Introduction a proposed New Graduate Option: Master of Business Administration Option in Enterprise Information Systems (BUS: BSIS).
3. EPPC members unanimously approved at Introduction a Significant Change Proposal – BA Music Option in Music Education (HFA).
4. EPPC members approved at Introduction a Proposed Academic Reorganization – Teaching International Languages (CME to HFA).
  - a. Concerns over resources for this program were discussed at length.
5. EPPC members approved at Introduction a Revision of EM 99-003.
  - a. Two changes to the EM were proposed. One was to change the prerequisite grade needed for writing courses to better align the minimum grade with EO 1100 (from C- to C). The second was to change the requisite grade (from C- to C) for all writing courses. The latter change was debated at length.
6. Discussed the newly developed syllabus template created by the ad-hoc EPPC subcommittee.

### B. Faculty and Student Policies Committee – Sistrunk.

#### **FASP Summary: April 09, 2015:**

- New EM: Instructionally Related Activities Committee passed as Action Item.
- New EM: University Ombuds Office passed as Action Item.
- New EM: Policy on Student Evaluation of Teaching passed as Action Item.
- List of Substantive Changes to FPPP from ReOrg. subcommittee (SP 2014) passed as Introduction Item.

In Addition:

- The Class Size Policy subcommittee recommended in its final report that FASP develop a full class size policy to make practice more uniform across the Campus.
- The Lecturer Policy Issues subcommittee recommended that FASP develop some guidelines so that practice about Lecturers voting for the Chair of their departments follows the CBA, which requires it.

In response to Kaiser’s inquiry regarding the context for the class size issue, Sistrunk noted that several factors figure in here, including size, type of class, equipment needed; “there is much complexity.”

C. Executive Committee – Crotts.

**EC Summary: April 03, 2015:**

- Proposed Interdisciplinary Sustainability and Resilience major
- Water conservation on campus
- Topics for upcoming UBC meetings
- The “Wildcat Statue
- Potential revision to EM 12-065, Conflict of Interest in Grants and Contracts, resulting from HR 2015-05 (Chancellor’s Office HR Letter: Conflict of Interest Update – Principal Investigators – Nongovernmental). HR 2015-05 does not require a “completion statement.” However, a completion statement is required in EM 12-065.
- ASCSU (Academic Senate of the California State University) resolution, “Towards a Culture of Assessment in the California State University System: A Call for Faculty Professional Development
- The Teaching International Languages program, and specifically the proposed move of the program from CME to HFA

**EC Summary: April 03, 2015:**

- The Executive Committee met on April 03, 2015. Discussion focused on:
- Teaching International Languages: The Teaching International Languages program, and specifically the proposed move of the program from CME to HFA. The program is “under-resourced. Concern was noted over shifting programmatic authority without appropriate attention being paid to faculty resources.
- University Budget Committee: Observations were share over the need to have presentations by “appropriate representatives.” Some issues that need discussion include appropriate resources for international students, Hispanic students (we are now a “Hispanic Service Institution”), and students with special needs.
- Space audits: Concern was noted over the lack of communication to the campus, and especially to affected areas, regarding space audits and communication regarding space issues from the
- Space Allocation Committee (SAC). EM 13-078, Policies for University Facilities and Use, was noted.
- Potential revision to EM 12-065, Conflict of Interest in Grants and Contracts, resulting from HR 2015-05 (Chancellor’s Office HR Letter: Conflict of Interest Update – Principal Investigators – Nongovernmental). HR 2015-05 does not require a “completion statement.” However, a completion statement is required in EM 12-065. Concerns were noted over whether or not a “completion statement” is a necessary follow-up, and if the

value of the statement warrants the faculty and staff time and expense of preparing and processing the statement.

- EO 1100: EO 1100 changes the minimum grade from “C-“ to “C” for each CSU or transfer student completing courses in written communication in the English language, oral communication in the English language, critical thinking, and mathematics or quantitative reasoning (the “Golden Four). EC shared concerns over the implications of this change to Chico’s GE (General Education Program). EM 99-003, Graduate Writing Assessment Requirement, was noted.

Kaiser noted more clarification is needed regarding the value of the “completion statement” (6th bullet). Boyd will request more information from E.K. Park, Vice Provost for Research.

6. Statewide Academic Senate – Kaiser/Schulte. BOT Meeting March 2015.

Kaiser reported that virtual committee meetings are scheduled for Friday, April 17, 2015. Kaiser noted the Faculty Trustee’s Report of the CSU Board of Trustees meeting on March 23-25 that Schulte had linked to the agenda.

Schulte noted the resolution the Statewide Academic Senate resolution on assessment:

**AS-3209-15/AA Towards a Culture of Assessment in the California State University System: A Call for Faculty Professional Development:** This resolution encourages the creation of a systemwide culture of assessment in the CSU, encourages the CSU to support systemwide faculty development in assessment, and urges campus senates to review and revise their policies to ascertain that supports are in place to facilitate faculty competence in assessment.

The resolution passed its “first reading” at the March 18-20, 2015, meeting. The second (final) reading is scheduled for the SAS meeting on May 14-15, 2015. Schulte noted, “I have recently learned that there is a lot to do about assessment on our campus,” and she would like input to take to the Statewide Academic Senate in May.

7. Associated Students – Herren.

Herren reported the results of the Associated Students election:

President	Deanna Jarquin
Executive Vice President	Luiz Tiznado
Vice President of Business & Finance	Matthew Zaleski
Vice President of Facilities & Services	Charlie Curtis
Director of Legislative Affairs	Nick Howell
Director of University Affairs	Michael Pratt
Commissioner of Community Affairs	Oliver Montalbano
Commissioner of Diversity Affairs	Aaron Thao
Commissioner of Student Organizations & Programs	Jerad Prevost
Commissioner of Sustainability Affairs	Jake Jacobs

Senators (Student Academic Senate):

BSS Justin Peterson

COB Erica Moran  
ECC Tamara Fleet  
HFA Diego Yepez  
NS Victoria Matthews

Herren noted the very high voter turnout, 28%%, which is 4% above last year and among the highest in the CSU. Herren is completing her second term as President of the Associated Students and did not seek reelection. “This election makes me a lame duck officer.” Herren commended Heilesen on the Staff Council Awards Luncheon.

Ellingson noted concern that students employed in the bookstore, which is operated through a contract with Follett Corporation, can be required to work 29 hours per week; whereas, the university has a policy that limits student employees to 20 hours per week. Herren will follow up. Heilesen added that staff employees in the bookstore now do not get some of the benefits that were available when the bookstore was operated by the Associated Students.

#### 8. Staff Council – Heilesen.

Heilesen expressed appreciation to the administration for covering the fee for attendees of the Staff Council Awards Luncheon. Heilesen reported that the administration is funding two new staff awards at \$500 each: a Customer Service and a Wildcat award, and has increased the award for the Employee of the Year. This year’s recipient is Michelle Holman.

#### 9. University Report – Richmond/Elrod.

Elrod noted that the numerous awards ceremonies that are occurring around this time, including the Staff Council, Student Awards, and Distinguished Alumni, lets us celebrate “all the wonderful people and accomplishments” we have going on here.

Elrod provided updates on administrator and dean searches. Searches for the Vice President for University Advancement and Dean of the College of Engineering, Computer Science, and Construction Management are in the interview stage with candidates visiting the campus. The applicant pool for the Library Dean will be certified on Friday, April 17, 2015.

Elrod reported that a “call for interest” will go out on Friday, April 17, 2015, for two interim appointments: Interim Associate Vice President for Research and Interim Director of Sponsored Programs. Both of these positions are replacements for people who are about to or have already left these positions. Details will be included in the memo. In response to how the applicants for the two interim positions will be selected, Elrod noted that a small committee to make recommendations to her will be established. BSS Dean Eddie Vela has volunteered to chair the committee. A representative from the Academic Senate will be requested. Elrod added that she will serve as Interim Dean of the Graduate Studies “for a time.”

Elrod reported that we are in the process of distributing equity adjustment information “by college to payroll.” By April, or May at the latest, we will “certainly see everybody covered.” A memo will be distributed describing the method of implementation. The numbers of those affected should be available by the end of May. Once everything is confirmed in Payroll,

everybody who gets an adjustment will get a “personalized letter” detailing what they got and why.

A pilot survey is scheduled tomorrow for the “climate-morale” survey and hopefully the survey will follow in about a week. Boyd announced that only one faculty is signed up for the pilot survey, and more faculty are needed. Please consider volunteering and sharing this with your colleagues. The “Pilot Test” is Friday, April 17, 2015, 11:30 a.m. to 2 p.m., in Butte 113. Pizza will be served. Please RSVP to Matt Thomas. Boyd added that the survey itself will consume only a small portion of this time and participants need not remain for the entire time.

A student survey began this week and continues. We are using UCLA’s Higher Education Research Institute (HERI) tool and have added climate questions. Bill Allen, Director of Institutional Research, reported that we are giving three surveys to students now: “Your First College Year” to freshman; sophomores and juniors will get a “Diverse Learning Environments” (DLE) survey; and seniors will get a “College Senior” survey which is a kind of capstone survey about their college experience here. The DLE survey will “capture student perceptions regarding the institutional climate.” Two add-on modules for the DLE survey are the “Classroom Climate Model” and the “Intergroup Relations Model.” A fourth survey will be given to new freshmen in summer orientation this summer, (which will include about 95% of our new freshmen). Using that and the “Your First College Year” survey will allow us to see “what are they expecting and what did we do.”

Allen noted that SETs went out last week. Roll added, “bad timing” with student surveys and SETs overlapping. Allen noted, “Things don’t slow down this time of the year. I had no choice.” Elrod added that it was an unfortunate set of circumstances that led to this “survey overload,” and “in subsequent years it will not be this way.” Kaiser inquired regarding the federally mandated Title IX survey. Sharyn Abernatha, Assistant Vice President for Staff Human Resources, noted that the Chancellor’s Office has not yet given the go-ahead to implement this survey. Allen added that the NSSE (National Survey of Student Engagement) is administered in alternate (every even) spring semesters. At the same time we also implement the FSSE (Faculty Survey of Student Engagement).

**10. Proposed EM: Instructionally Related Activities Advisory Committee – FASP – Introduction Item.**

Sistrunk moved the Proposed EM: Instructionally Related Activities Advisory Committee. Sistrunk noted that this is a “student driven” committee. “This document establishes an Instructionally Related Activities (IRA) Advisory Committee and sets forth administrative policies associated with instructionally related activities funded by the IRA fee. The Instructionally Related Activities Advisory Committee reviews and recommends IRA programs consistent with Education Code 89-230 and pursuant to Title 5, California Administrative Code Section 41800.2. The IRA fee is established in accordance with Executive Order 1054.”

Herren noted that the composition of the committee has been updated over the previous committee (EM 87-009). Kaiser recommended that, under “Committee Charge,” that Special athletic fees” be better defined and that under “Staff Support to the Committee,” the fifth bullet,

“Staff support members are not formal committee members and are nonvoting,” be moved up to become the first bullet.

**Vote:** Proposed EM: Instructionally Related Activities Advisory Committee passed as an introduction item.

#### 11. Proposed EM: Ombuds Office – **FASP –Introduction Item.**

Sistrunk moved the Proposed EM: Ombuds Office as an introduction item.

Sistrunk noted, “I am very excited about this policy. It has just magnificent ideas. Lots of other universities have Ombuds Offices.” The proposed policy incorporates advice from the Chancellor’s Office legal counsel. Sistrunk noted that the proposal establishes an ombuds office, but is not intended to provide details of training requisite to serving as an ombudsperson or reporting lines. “The Office functions to assist parties in reaching mutually acceptable agreements in order to find fair and equitable resolutions to concerns that arise at the University. Use of the Office is voluntary.”

Sistrunk reviewed the policy:

The Ombuds Office shall be a place where members of the CSU Chico community can seek guidance regarding and the addressing or resolution of disputes or concerns through a resource which is confidential, neutral, informal and independent. Services of the Ombuds Office do not replace other processes at the University. The Ombuds Office does not assist with conflicts, complaints, or disputes as defined by the collective bargaining agreements or governed by other applicable policies. Specifically, the Ombuds Office does not have authority to assist Title IX, Discrimination, Harassment, and/or Retaliation issues arising under Executive Orders 1095, 1096 & 1097. Issues concerning any of these matters will be referred the services of the appropriate Administrative office.

Sistrunk noted sections of the documents treating:

- Confidentiality
- Independence
- Impartiality
- Informality
- What the ombudsperson can do
- What the ombudsperson cannot do
- Retaliation for Using the Ombuds Office
- Office Structure and Responsibilities

Discussion focused primarily on observations and concerns over mandatory reporting of Title IX (sexual harassment and discrimination) issues to the Title IX office, and the “principle of confidentiality” and expectation of confidentiality underlying the role of an ombudsperson. A “very strict policy” requires Title IX issues to be reported to the campus’ Title IX office. New regulations prescribe formal processes for Title IX reporting, which may potentially conflict with the more informal approach characteristic of an Ombuds Office. The Ombuds Office is intended and should be designed as a “safe place” for clients to seek advice and perhaps guidance on resolution of issues; a place to feel comfortable to turn to. The office should operate

independently, and perhaps report directly to the president with an annual report to the Academic Senate. But, as Ellingson noted, “How does any campus office be truly and completely independent?”

Maurice Bryan, Director of the Center for Alternative Dispute Resolution, reviewed operation of the center. The center is intended to function during spring semester, 2015, and serve as a forerunner to establishing an Ombuds Office.

Center for Alternative Dispute resolution  
Spring Semester 2015  
Report  
April 16, 2015

**Purpose** of the program:

The Center for Alternative Dispute Resolution is a pilot program established by the campus in January 2015. The purpose of the program is to assist staff and managers by resolving issues in an informal manner. Methods may include, but are not limited to: informal discussion, advice, facilitation of discussions between parties, mediation, and exit interviews. There will be no investigations or written reports regarding individual cases.

**Guidelines** for the program include:

- Confidentiality unless the individuals authorize their names to be used.
- The Campus Violence Consultation Team (CVCT) may refer issues to the Center to attempt to resolve.
- If an issue should be investigated or handled under a collective bargaining agreement or an Executive Order, the complaining party shall be referred to the Director of Labor Relations and Compliance (Title IX/DHR Coordination).
- Timelines under the collective bargaining agreements and Executive Orders will not be waived while informal resolution is pursued unless written agreement is reached by the employee and the Director of Labor Relations and Compliance or designee.

**Moving Forward:** Recommendations

The Center for Alternative Dispute pilot program should be combined with the efforts of the Academic Senate to reestablish an Ombuds Office.

The Ombuds Office should serve students, staff, faculty, administrators and off campus visitors.

The selected individual should have the demonstrated ability to serve the above constituencies, but the search criteria should remain open and flexible (i.e. not restricted to a particular employee classification) in order to maximize our opportunity to find the best candidate for this position.

Additional suggestions in regard to proposed revision of EM 87-005 will be submitted under separate cover.

**Caseload**

CATEGORIES*	NO. OF VISITS
<b>ORGANIZATIONAL, STRATEGIC, AND MISSION RELATED</b>	<b>14</b>
<b>PEER &amp; COLLEAGUE RELATIONS</b>	<b>10</b>
<b>EVALUATIVE RELATIONSHIPS</b>	<b>4</b>
<b>CAREER PROGRESSION &amp; DEVELOPMENT</b>	<b>3</b>
<b>COMPENSATION &amp; BENEFITS</b>	<b>1</b>
<b>TOTAL NUMBER OF PEOPLE SEEN**</b>	<b>38</b>
(Of the above 38 visitors, 8 individuals were 2 or more times)	

<b>Demographics</b>	Male	7	Female	31
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Bryan cautioned senators to “be careful not to be too restrictive” in the language in the proposed ombuds policy. “Be as open as possible.”

**Vote:** Proposed EM: Ombuds Office passed as an introduction item.

## 12. Proposed EM: Policy on Student Evaluation of Teaching – **FASP – Introduction Item.**

Sistrunk moved the Proposed EM: Policy on Student Evaluation of Teaching as an introduction item. “This is another policy I feel real good about.” Hopefully this policy will serve to “change our culture of SETs on this campus.” The proposed USET Committee should serve as a “council of expertise” for helping and guiding faculty through the SET process. Sistrunk reviewed sections of the document:

### **PURPOSE**

To provide a systematic framework in which the University evaluates learning and teaching through one aspect of evaluation known as **Student Evaluation of Teaching (SET)**. SET will serve as one component of the University’s strategy for improved student learning and should be combined with additional assessment methods, such as peer observations and teaching portfolios.

#### **I. SCOPE**

This policy applies to all students, staff, faculty, and administrators conducting or managing instructional activities at CSU, Chico.

#### **II. POLICY**

SET refers to the specific evaluation instruments as well as the processes used to accomplish the systematic campus-wide collection of student feedback, analysis, reporting and interpretation of data and feedback on the quality of teaching and learning in order to do the following:

- Establish processes and instruments to provide accurate, timely, reliable, and valid information to evaluate teaching (parameters);
- Provide feedback to faculty for improved teaching and learning (formative);
- Contribute information to retention, tenure, and promotion decision-making (evaluative).

In order to accomplish the stated purpose and scope, the University Student Evaluation of Teaching (USET) Committee will be established. The mission of the USET Committee is to:

- 1) promote the growth and development of good pedagogical practice by fostering a culture that values the input of everyone participating in the learning experience;
- 2) provide counsel about the most current research and best practices about the ways SET can aid in cultivating pedagogical innovation and success;
- 3) establish guidelines about how to interpret and understand SET when used for teaching improvement as well as evaluating faculty performance;
- 4) provide recommendations about how SET can be used as part of an overall strategy for improving student learning

Under PURPOSE, Kaiser noted concern over potential limitations of “teaching portfolios and peer observations” as additional assessment methods: “SET will serve as one component of the University’s strategy for improved student learning and should be combined with additional methods, such as peer observations and teaching portfolios.” Kaiser added that many of the sources in the Appendices appear dated.

**Vote:** Proposed EM: Policy on Student Evaluation of Teaching passed as an introduction item.

13. Nominations are open for Senate Officer positions. Nominations close April 16, 2015.

The following nominations have been received:

Chair	Betsy Boyd
Vice Chair	Rick Ford
Secretary	Tim Sistrunk
EPPC Chair	Joe Crotts
FASP Chair	Jennifer Meadows

Nominations remain open until 5 p.m.

14. Ask the Administrator.

Shierenbeck inquired regarding notification to faculty of deceased students. Elrod will check into this. Crotts noted that the library routinely receives notification of deceased students, faculty, and staff.

Kaiser noted to Elrod several questions that had been submitted to the Executive Committee:

1. How many Interim Positions do we have at this time on campus?
2. Who is hold the Interim Positions and what have been left open when the person holding the positions left?
3. What is the criteria/process for filling the interim position? (EK’s position is now left open with no interim. Who is doing is job?)
4. Why are Associate Dean positions being opened to National search and how much does it cost to do a national search for an Associate Dean? Why not allow faculty to be appointed to a three year term to give them leadership opportunities? Why would you bring a person from off campus to hold an Associate Dean position when they are probably going to leave for a Deanship? Isn’t that an expensive investment which will not be in the interest of the campus long term? *Are the job descriptions vetted with the college faculty?*

Elrod and Wenshu Lee, Associate Vice President for Faculty Affairs, noted that when a decision is made to conduct a national search for an associate dean, this does not preclude an internal candidate. A nation search broadens the pool of applicants, especially for a small college. It may generate candidates who bring in different perspectives. This isn’t to say that we don’t want to nurture our own faculty for leadership roles, and we are supporting faculty to participate in leadership training. Judy Hennessey, College of Business Dean, added that, if a search is “external” but the winning candidate is “internal,” then the search may have the advantage that “it may validate the candidate in a stronger way for the position.” Discussion ensued among senators and administrators regarding whether or not the dean’s select the scope of the search, and who *should* be making this decision.

Kaiser noted that she wanted Elrod to be aware that these questions seriously reflect concerns of faculty. These questions will be sent to Elrod.

Livingston inquired regarding surveys of space on campus, presumably conducted by FMS. Hoffman noted that FMS is not conducting space surveys. A request was made to SAC (Space Advisory Council) for space for either the Office of International Education or the Office of Undergraduate Education. The SAC supported the request. The actual survey itself is done by a staff member in the Provost's Office. Elrod added she requested a space survey of the library in preparation of the Dean of Library interviews. Elrod noted that she has put into practice a process whereby deans are asked to work with their chairs and faculty regarding space issues. The college deans meet as a group and discuss and prioritize needs and make recommendations to the provost (Elrod). Elrod reviews the priorities within the context of budgetary considerations and forwards a recommendation to the Space Advisory Committee.

15. Other.

No other items were brought forward.

16. Adjourn.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Joe Crotts, Secretary