

California State University, Chico  
Academic Senate  
(530) 898-6201, Zip 020  
MEMORANDUM

**ACADEMIC SENATE MINUTES**

Thursday, December 13, 2018, 2:30 p.m., KNDL-207/209

*Academic Senate meetings are recorded. Traditionally the written minutes consist of a summary of topics discussed. For more detail, listen to the audio file [here](#). Time stamps for each agenda item are provided in parenthesis for convenience. CSU, Chico is committed to making its resources accessible for all audiences. If you have accessibility-related difficulties with any of these documents, please email [oats@csuchico.edu](mailto:oats@csuchico.edu).*

**PRESENT:** Adamian, Akinwande, Allen, Altfeld (McConkey), Boura, Boyd, Connolly, Day, Ferrari, Ford, Gruber, Hart, Herman, Hidalgo, Hutchinson, Kaiser, Kim, Kitchell, Lang, Livingston, McConkey, Mitchell-Brown, Paiva, Peterson, Pittman, Sharma (Akinwande), Shepherd, Sistrunk, Sudick, Teague-Miller, Trailer, Underwood, Watkins, Wyrick (Chair), Zartman

**ABSENT:** Donze, Horst, Hostetter-Lewis

Wyrick called the meeting to order at 2:31 p.m. [11:50-12:38]

**1. Approve [Minutes of December 6, 2018](#).** [12:38-12:58]  
Minutes were approved.

**2. Approve [Agenda](#).** [12:59-13:09]  
Agenda was approved.

**3. Chair's Prerogative.** [13:09-

Wyrick wanted to discuss some important effects of the Camp Fire on the university. He introduced Barbara Fortin, Associate Vice President of Enrollment Management to give an overview assessment of Camp Fire impacts on enrollment.

- **Enrollment Update – Fortin** [13:40-29:14]

Barbara Fortin explained what some of the impacts have been to date.

Camp Fire impact assessment

Fall 2018

- Complete Withdrawals due to Camp Fire: 4
- Complete Withdrawals processed to date: 237 (Fall 2017: 288)

Spring 2019

- Pre-Camp Fire priority registrations for current students have been on track
- Priority registration for current students was extended a week due to campus closure,

ending on 11/30

- Year-over-year comparison is out-of-sync due to spring 2018 new students who have registered by 12/1. Will have in-sync year-over-year comparison on 12/17.
- New students:
  - Transfer student orientation shifted to 12/7: 335 attended (spring 2018: 339 attended)
  - New student registration is open 12/10 through 12/14
  - Admission deferments to fall 2019 due to Camp Fire: 5
  - Admission cancellations due to Camp Fire: 8
  - Based on admits and intents to enroll, estimate 1,275 new students (budget target estimate 1,200)
- Housing availability:
  - University Housing: 90 beds
  - Craig Hall: 90 beds
  - Off-campus: Dan Herbert monitoring
- Fee payment deadline is 12/13. Fee payment for new students has been shifted to 1/10/19.
- Add/drop registration for all students opens 1/2/19
- Classes begin on 1/22/19 (Tuesday) Fall 2019

Enrollment projections for Chico State are holding with minimal impact to date.

Lang congratulated the Enrollment management team that kept connected to students and rescheduled a successful orientation despite the challenges of the Camp Fire. Barbara Fortin added that faculty advisors and Student Life and Leadership had done a great job reorganizing events on the fly.

Barbara Fortin continued:

- The Chancellor's Office extended the CSU undergraduate admission application deadline for all campuses to 12/15 due to CA fires
- Year-over-year comparison with fall 2018 through 11/30:
  - First-time Freshman: Submitted and In-Progress: 23,808 (fall 2018 submitted 23,837)
  - Transfer: Submitted and In-Progress: 7,691 (fall 2018 submitted 7,554)
- Admissions will enhance communications about housing throughout the new student enrollment cycle to be sure students find accommodation.

#### Future impacts

- Butte College students are an important source of transfer students to Chico.
  - About 12% of Butte College students had housing in the Camp fire impact area, but only 40 student have completely withdrawn from the college thus far. Many students have dropped units but are remaining.
  - 141 faculty and staff lost homes but no classes were cancelled.
  - advance registration numbers for Sp19 for the average spring headcount are down 815

Boyd asked what percent of Butte students transfer annually. Hutchinson noted that the impact of this is unclear as we don't know where these students are in their studies. Barbara

Fortin said she would find this information, and it would be reported in the Enrollment Management Committee by next February.

- **Student Housing Update –Herbert/Parsons** [29:14-1:05:17]

Wyrick introduced Dan Herbert, Director of off Campus Student Services, to give a housing update and Lang also introduced Sandy Parsons–Ellis, Interim Associate Vice President for Student Affairs to provide an overview of on-campus student housing and the ways Student Affairs has been supporting students as well.

Sandy-Parsons-Ellis reported that as far as we can tell 192 students were displaced or lost their homes in the Camp Fire.

University housing and Sutter dining remained open during the campus closure and 150 students stayed on campus.

Other students from Craig Hall and elsewhere in the community were invited to participate in activities and eat for free. 17 students received emergency housing, meals and a laundry gift-card and a BSS provided \$25 gift card to Target. They also received free parking at University Village, towels, linens toiletries, and case management help. 13 students are still living on campus.

Dan Herbert noted that many faculty have reached out to him with ideas and questions. He described our University interaction with many community organizations including:

- Camp Fire Sheltering Update in Chico city hall via Supervisor-elect Lucero (one-time thus far)
- Butte County Disaster Recovery-Housing (weekly)
- Camp Fire Long-Term Recovery Group (LTRG) (weekly)  
Non-profit, faith-based, government, business and other organizations working within a community to assist individuals and families as they recover from disaster. CAL OES and FEMA beginning to communicate with this group.
- North Valley Property Owners Assoc. and Scion (our housing master planning consultants) along with Connie Huyck and himself last Friday (one time). See Fall Semester and Beyond notes outcomes

Current Status:

- Roughly 150+ beds available in the campus area for single students currently. He said some home and apartment owners have been extending themselves to help students with low cost housing
- Greatest needs: Young couples/with (or without) children and pets  
He said Sion particularly noted this
- Working on HomeStay program currently used for Intl. students. Ideas include expanding this, for example, by finding older single people who might benefit from sharing their homes.

- Working on HomeShare similar program. (being developed by Dr. Sue Steiner) Trade home care and cooking and such things for a partial offset of rent

#### Educational Component:

- Communicate a sense of “urgency” vs. sense of “panic”
- Would the Orion be interested in writing a story about housing crises?
- He and Connie Huyck will reach out to students and their families

#### Educating on-campus residents of the importance of early applications

- Train the trainer-University Housing (RA’s) – Dan Herbert and Connie Huyck  
Provide RA’s with prepared Power Point for training
- Educate on the importance of doubling up (especially sophomores)
- Continuous reinforcement of the importance to apply early
- Early and ongoing education of University Housing students is critical
- Communicate to parents the urgency of early leasing (next week email)

#### Educate current off-campus residents

- If you don’t have a signed lease, do not give up your current lease
- Adulting 101 earlier in the spring semester
- Dan Hebert will speak to REACH students
- Add on University home page the importance of early leasing?

#### Fall Semester and Beyond:

- Consolidation of rental units (2 per bedroom)
- Educating student population on early lease strategy
- Ongoing cooperative work with property owners

Kaiser noted that FEMA has funds for renters and homeowners, but these will run out quickly. Dan Herbert added that students living in groups needed to be sure they document their individual needs so they each get FEMA aid and not just “the household”.

Paiva said she knew of students living in Chico who have been displaced because their leases have run out, or other problems had emerged. There are students seeking help from the Basic Needs project and CLIC. She is concerned about them today and in the immediate short term. They are not getting the message that there are some 150 rooms in the area and the Wildcats Rise website is not clear about how they go about getting help.

Dan Herbert said he can appeal to CLIC to help get the word out and will work on the Facebook page and other outreach. Lang said he hoped everyone would contact Student Affairs if they knew of students who could not find housing, or tell the students to do so, since they would be helped immediately. Sandy Parsons-Ellis added that there are 30 beds available in housing right now.

Zartman hoped that University publications would explain University successes to house students by January or February so that perspective students who have to apply by May 1 would have this information.

Connie Huyck, Interim Executive Director of University Housing, noted that it might be an idea for the University President to make some kind of video along these lines and be joined with the President of Butte College and others to promote that Chico still stands.

Hutchinson said that it is a national trend that universities that have been impacted by natural disasters can often experience increased enrollment because students are actually interested in coming to help. She said it is important to note what are enrollment is right now and will be this coming Spring and think about next Fall as we need to, but we should especially continue to explain who we are by explaining our values of civic engagement, community service and sustainability pillars we have that will appeal to people to come to the area and be helpful in a real way. This happen at Tulane and other New Orleans universities.

Ferrari asked if the attempt to promote students doubling up to increase density or would support affordability or just increase profitability. Dan Herbert said this was a fair question. The renters groups he had met with noted that there as was additional impact if another person is living in a space and using electricity and services. They seem to agree that an \$800 a month bedroom should not become a \$1600 unit, however. The city manager is speaking to the city attorney to figure out how the anti-price gouging ordinance would fit with such attempts to increase available housing.

Ferrari wondered if the CSU administration was looking at some curricular ideas to relieve student burdens like allowing the transfer of course credits across the CSU, online course selections, hubs in nearby cities as well as providing shuttles and other notions to allow students to have flexible housing options at least in the mean time? Is this needed at this point?

Hutchinson said she did not believe we have a housing crisis at the moment. We are monitoring our students need very closely and will respond if needed. Lang said the staff dealing with housing shortage and long term was all over this thing. We don't have a housing crisis. We do have to monitor our circumstances to see if unknowns emerge and change our circumstances. For now we need to help our students lock in their housing for the Fall before they leave for the summer.

Wyrick asked if we are thinking about international students in light of potential dropping enrollments, the loss of graduating seniors and the challenges of transferring. Lang noted that International programs are on the academic side of the house and that he and Larson had been beginning to have those conversations about housing this population.

Sistrunk wondered why we say we don't have a housing emergency but we have the Chico Cares, Student Basic Needs fund that provides help for students facing food and housing

insecurity. He had heard basic figures that at Chico our housing insecurity was about 8-12% of the student body. Is there something else happening? How much does University housing cost and what are normal city rents?

Connie Huyck said we had a total of 2200 beds available in campus housing and for housing combined with food services the cost is about \$10,000.

Dan Herbert said student properties were all over the map. On the north of campus there are not really any student oriented houses, on West 2<sup>nd</sup> avenue you can get a four bedroom house for about \$400 a bedroom; on the south side of campus (Fifth and Ivy corridor) you will pay a premium for the location.

He thought maybe the 8-12% figure from the Chancellor's Office was an estimation for the state system. He said the term "housing insecurity" is not necessarily homelessness, but encompasses the "full ride" of keeping a house (and needing help to supplement efforts with grants or financial aid help). He noted that the program developed by the local property owners generates about \$50,000 annually from the fee they pay to be associated with the campus to give to the Chico Cares endowment.

Joe Picard, Administrator, Basic Needs Project said he thought the challenge of finding housing for students provides us an opportunity to develop models that will work for the students into the future. Hutchinson said these conversations would continue.

Akinwande reported that he was not aware that the city had passed the ordinance to prevent landlords from raising the rent more than 10% because he knew of landlords who had just done that. He said the challenge was making students aware of this law and the math. Maybe something should be added to the Wildcat Rise website.

Dan Herbert said he hoped anyone who saw anything like this should contact him. This had happened just yesterday and he had reached out to a rental agency and found just such a clerical error had occurred. He said the university had some clout to rectify problems and that the anti-gouging ordinance had teeth.

Hutchinson wondered if the Orion would be interested in doing some kind of investigative report that would help get the news out to students. She hoped Akinwande would continue to think about other ways to reach out to students beyond what was already being done because the University can really help in these matters. Lang promised the University would continue to publicize this support. Akinwande said that some landlords were saying they were moving students out to help with the fire victims, but that this should not be done at the expense of students either.

Kaiser pointed out that the Chico Enterprise Record had just run an extensive article about all the fraud being perpetrated in the area by some landlords. She also noted that the city council meeting yesterday had been filled with people angry with the city about where FEMA was going to put its trailers. She said it underlined how faculty and staff may be facing housing challenges as well and this is another layer to the conversation.

Hutchinson said this was also being considered but that today's conversation was just about students. Kaiser noted that some people were having to make long commutes between towns.

Paiva noted that the estimated cost of \$10,000 for on campus room and board only covered 8-9 months. Some students had difficulties over winter break because they had nowhere to go even if they had this housing. She also pointed out that some faculty and staff are leaving Chico because they can't find affordable housing. How shall we recruit new faculty who can have a fairly large debt from student loans that they had to take out to get their PhD's and then they also need to find housing? We need to consider these issues as well.

Peterson asked if staff who had experienced such fraud could also seek Dan Herbert's assistance? Dan Herbert said this kind of behavior was off the charts and he would love to advocate for any staff who need the help.

Jennifer Gruber, Coordinator, Office of International Education, welcomed the inclusion of international students in the discussion. She said about 55 foreign exchange students come to Chico every Fall semester. We don't get their applications until March and they are not admitted until April. This can mean that students who arrive late, or only stay a semester or so can be shut out of the conversation. Most of them are not choosing the Homestay option.

The advice that generally students should lock in their housing at a certain price for a whole year can sometime inhibit their decision to leave for study abroad. There are many options for people leaving a semester, a few month or a year and these should not be lost.

Ford wanted to thank everyone working on the housing problems. He said it looks like a problem that will be solved though he didn't know if it was not a crisis but he recognized Hutchinson admonition that we stay calm and respond to the data.

#### **4. Standing Committees Reports [1:05:020-1:06:33]**

- **Educational Policies and Programs Committee – Ferrari**

Ferrari said that there is no report based on a meeting, but she wanted to note that subcommittee of EPPC that included herself, Allen (Vice Chair of EPPC), Daniel Grassian, Vice Provost and Nicol Gray, Curriculum Coordinator Academic Programs will meet on December 17 to finalize guidelines for the Intent List process so this can be brought to EPPC and Senate for approval next semester.

- **Faculty and Student Policies Committee – Pittman**

Pittman said that FASP had its last meeting on November 29 and finished with the action items offered at this meeting.

- **Executive Committee – Sistrunk**

Sistrunk reported that EC will meet tomorrow.

#### **5. Statewide Academic Senate Report – Ford/ Boyd [1:06:33-1:11:06]**

<http://www.calstate.edu/AcadSen/>

- [ASCSU Resolutions & Summaries](#)

Wyrick asked Ford and Boyd to report.

Ford reminded everyone that he had reported what the statewide plenary meeting had done last week. Standing committees met since then, and Ford is a member of the Academic Preparation Education Programs Committee. He reported that the biggest issues there now are thinking about implementing the TMC's (Transfer Model Curriculum). There are 40 approved TMC's in programs throughout the state and the problem is that we don't have an organization sufficient to maintain and implement the program.

This standing committee is talking about what next steps are to make this program work. Initially, proposals were to form discipline councils for each of these TMC's (like the Math Council, like the English Council, etc.). These councils would "ride herd" on the TMC's. Ford thinks a system like the Math council repeated across so many disciplines is unworkable, but the effort to promote communication across the disciplines and universities is critical. This is a new undertaking that will have impact on a lot of us around the table.

Hutchinson wondered if these councils could support better progress to degree. Ford said there is not strong communication between the same disciplines across the campuses now. Building stronger communication will make transitions easier for everyone. This is a response to Senate bill 1440 which requires such coordination.

Kaiser said that faculty were not paid much to do this great amount of work, but it is critical for students.

Allen said when these TMC's were put together there were discipline groups to read the syllabi, she wondered if there was any thought to bring those discipline groups back together. Some of them are fairly old, but you might appeal to a more recently active one for input.

Ford thought maintaining a quality list serve with contacts from each campus seems doable though it is hard to keep current. Coordinating 40 different committees is beyond the ASCSU and is an add-on to work already pursued. The Chancellor's Office should provide staff support for an active list serve.

## **6. University Report - Hutchinson/Larson [1:11:06-1:21:36]**

### **Hutchinson**

Hutchinson thanked everyone for the conversation today around housing. She said she is as concerned as everyone, but that we should continue to identify the challenges with accurate data and work together to figure out the best way to help our students, staff and faculty in ways that manage expectations. She wanted to avoid getting stuck in crisis, but maintain a level head and manage our concerns.

She wanted to compliment people for their questions and the work that is being done behind

the scenes in addition to the work that people on campus are doing including especially Milton's team as we try to understand the impacts we face.

The post Camp Fire taskforce now has student, faculty and staff representation, and she will continue to search for ways we can all work together more effectively. She thinks people will look to the University in this crucible moment to lead conversations to think about rebuilding our area. She knows our great work in civic and social engagement, sustainability, innovation and diversity that leads us to take our work to the community and engage them in hands on learning. She recognized that many Senators engage in this work already and hoped we would encourage our colleagues to join in. She knew there were faculty learning committees already at work and she hoped people would continue to think outside the box to think of ways to engage our scholarship within the community to lend a helping hand (our teaching, our expertise, classes, students into the community, student groups and student governance)

She would love to see the university more visible in the community as we work in partnership with all the towns of Butte County.

She thought the Kendall holiday open house was very successful today. It was good to have some good cheer and students singing.

Because she could not attend, Kaiser wondered if we could have a short summation of the University Budget Committee meeting last Friday since there is no report on the agenda. Wyrick answered that that it is true, we don't give University Budget Committee reports at the full Senate.

Hutchinson offered to let Kitchell give a brief summary after the Provost gave her report.

### **Larson**

Larson reported that she had just returned from the CSU Provosts' meeting, and she said she is part of a group that is working on a strategic plan for research in the CSU. She explained that it was designed to be CSU appropriate and the plan had gone to the board of Trustees for consideration (she will share a link to this if anyone is interested). It contemplates a nice expansion of our role as a university and is important to engage our students in undergraduate research.

The Chico GI 2025 spending report was sent off to the Chancellor's Office and we responded to comments and a final report will be returned to us in December.

The CSU Chancellor's Office, Commission on the extended University has two awards programs for faculty in particular called the Edward M. McAleer Jr. Excellence and Innovations awards.

- The first is the Chancellor's Office Award for Faculty Excellence in Innovation
- A second is the Chancellor's Award for Student/Faculty Collaboration which is a grant for curricular innovation and development.
- Applications for these awards is due on February 18.

<http://csyou.calstate.edu/mcaleerawards>

22 one semester sabbaticals were awarded; 4 academic year sabbaticals and 2 dips

**Kitchell** graciously summarized the last UBC meeting held last Friday. The approved minutes will be linked and the UBC agenda and documents are already linked to the Academic Senate webpage.

The meeting began with the annual budget timeline. We are currently at the stage when the Board of Trustees just passed the Chancellor's budget request. The next step will be the January release of the 19-20 budget support plan. (the links are on the agenda).

The CSU put forward a \$554M expenditure plan for 19-20. The highlights of this are the \$75M ongoing investment in the Graduation Initiative, a 5% resident enrollment growth; and an \$80M increase for financing bonds to continue our investment in infrastructure facilities.

Kate McCarthy explained the information about what funds the GI team distributed after evaluating funding recommendations to use \$274,000 in GI funds.

We talked briefly about the Camp Fire. Vice President Boura described growth in advancement efforts including Wildcats Rise and the Endowment campaign.

**7. Associated Students Report – Sharma/Akinwande [1:21:36 – 1:23:26]**

Akinwande said that there was ongoing work about the question he raised at the last full Senate meeting in response to a student who wondered about how non-resident students in on line classes can participate in governance more and enjoy all the benefits of other students who can come physically to campus. He said such students pay the same tuition he does and should be included in University life.

This student recommended that the Student Academic Senate create a distance learning students committee. This could be made up of distance learners from each of the colleges to be chaired by himself or the Vice Chair. This will allow the student academic senate to bring the voice of these students to the table.

The Student Academic Senate has reached out for help from people involved in distance education. This communication and organization with these students will start in the Spring. He hoped people would share their ideas if they have any.

**8. Staff Council Report – Peterson [1:23:26-1:24:15]**

Peterson said there is nothing to report.

The Raffle was held today. The tickets sold before this raised \$2700 for the Wildcats Rise Fund. More tickets were sold after the drawing and will be reported next year.

**9. Proposed Elevation of Graphic Design Option to BFA in Communication Design and Discontinuation of the Option in Graphic Design – EPPC – Action Item. [1:24:17-2:05:01]**

Wyrick passed the Chair's gavel to Livingston so he could speak as needed to the proposal as we

considered it. Livingston asked Ferrari to introduce the proposal.

Ferrari stepped aside as Chair of EPPC while items 9 and 10 were discussed because she is a member of the Media Arts, Design, and Technology department and wanted to speak extensively to the proposals. Allen as Vice Chair of EPPC would speak for EPPC as these proposals were considered.

Allen noted that these proposals came forward as the department seeks to bring their options into compliance with EO 1071. Secondly, the department hopes to strengthen their Graphic Design Option into a BFA degree to comply with standards and concerns articulated by the National Association of Schools of Art and Design (NASAD). Four members of the department were available to answer questions including Barbara Sudick, Chiara Ferrari, Nanhee Kim, and Jennifer Meadows, the Chair. She invited Jennifer Meadows to address the proposal as needed.

Jennifer Meadows noted that she would not reiterate all the things she had said at the last Senate meeting a week ago, but offered to answer any questions.

Zartman asked if Meadows would speak to the idea mentioned at the last meeting of adding BADM 300: Writing for Business to the program proposal as an elective.

She pointed out the degree description section that lists the Electives available as part of the Supportive Courses of the degree (page 4). The Electives courses contemplated by the department include MADT 314: Web Programming, MADT 322: Advanced Web Design and MADT 396: Intermediate Commercial Photography and Digital Imaging. These classes all have a highly technical aspects and the department wanted students to take one additional technical hands on course that focuses on web development or photography. These courses also align with the minor in photographic studies offered by the Art department as well as the department certificate in web design and publishing.

She said that the competencies of writing for business are addressed across the department curriculum.

Zartman offered a replacement document with BADM 300 as another optional course in the degree. Seconded.

Zartman passed out a paper with a lengthy discussion of his reasons for making the motion to change the proposal and explained the highlights. He thought the process to adopt the major without a BADM 300 elective was flawed at the department level and in EPPC. He lamented the negative emotions and impugned the motives of some of the people involved that he had heard about. He believed the students would benefit from this particular writing class because it has a W designation that would limit its enrollment cap to 30. He thought that the Senate should exercise its responsibilities to ensure the campus wide impacts of departmental degree designs.

Boyd clarified that the motion was to add one additional course to the Electives section of the proposed degree and did not intend to replace the whole document with another one.

Angela Trethewey, Dean of the College of CME, spoke to the major proposal and the proposed amendment. She said the college was thrilled to bring the new MFA degree forward. She said this proposal has gone through all the appropriate procedural steps at the department level, at the college level, and at the Dean level (where she had a meeting with Asa Mittman, Chair of the Art Department and Tracy Buttes, Dean of HFA to be sure they supported the proposal).

She pointed out that curriculum can be adjusted after the proper assessment of the strengths and weaknesses of a design were assessed as a way to move forward. This happens all the time with accredited programs and this BFA was designed to respond to NASAD and the departments involved (Art History and MADT). This has the enthusiastic support of all of these. The writing components of the BADM course can be distributed across the program in a way that can be assessed.

Paiva said she did not understand the opposition to adding one elective that did not change the number of units required but just added one more option for students. Writing is particularly a skill needed.

Meadows agreed that writing is important and that is why the major has W classes and addresses writing across the curriculum which is what the department plans to do with this program. Adding another elective is not that easy because the current group of technical courses meets the needs of the BFA in Design for these skills. The elective does not really fit with the others and may water down them down so that they are less likely to make because they don't have the enrollment numbers. She begged the Senate to allow the department to see what they can do to address these writing competencies and still maintain that technical elective design.

Sistrunk said that he is always in favor of interdisciplinary conversation about the interconnection of all our different fields and how our different capacities inform each other. He did not think that meant usurping the particular expertise of the people in a department and in a college. He thought it was out of order to wonder about the emotions one had heard about that were generated by conversations that one was not a part of. As a senator, he did not know what to make of that. He wanted to defend the integrity of the departments and the support of the college and would be voting against the amendment.

Boyd said that she was concerned about entertaining an additional class after the proposal has been through department and college review. She recognized the substantial consultative work documented throughout the process going forward with all of the connected programs. She found the Dean's statement compelling and will not support the motion to add a course to the proposal.

McConkey said she was also confused about why there was so much opposition to adding one elective. Her concern was that the coordinator of the program supports the additional elective. She recognized that the program had gone through the college process, but it is the Senate's job to make sure that that process was adhered to. It seems like something is going on when the coordinator has expressed such concerns. That is a red flag. She will support the motion.

Kim noted that she works in graphic design particularly and that is a major focus of this Fine

Arts degree. Writing should be a skill applied while pursuing the graphic design competencies of the whole program that the student will need to do their jobs after graduating. The students take only one elective from this range of courses and business writing will not give them the design skills they will need. If this additional course is added the students will lose the chance to take courses they will more directly use. There are other courses in the degree that teach writing competencies along with other important skills needed for the major.

Shepherd pointed out that the NASAD guidelines do not say that a particular course is required, but only that certain proficiencies are taught to develop writing skills. Can't writing proficiency be gained elsewhere? She understood the conversation in EPPC had determined that other courses could impart the requisite writing proficiencies and those courses were discussed. Meadows said that the NASAD list of competencies includes business writing, but it does not say these must be taught in a single course.

Sudick said that in addition to concerns about writing competency, she noted that the materials already sent to NASAD include this BADM 300 course. This course's competencies are strongly recommended for a program with an emphasis in design strategy. We have been deferred twice for accreditation and this plan is still not approved and is tentative. She did not know why the change was made to drop the course after the whole program had been sent to NASAD and had gone to the Dean.

Meadows said she apologized for repeating information, but the earlier proposal was not approved. It was 123 units which had hidden prerequisites. A subcommittee of the department met with the Dean to think about how best to remove 3 units. The BADM course was selected because the other courses in the major would cover those competencies. She said Asa Mittman had run the new design by the NASAD evaluators and they did not express any alarm at the elimination of the course. The formal submission of the program has not been made yet because it must go through this university level of approval.

Asa Mittman, Chair of the Art Department, said that the NASAD process had been ongoing for 2 ½ years. Our earlier proposals were deferred for different reasons and there has been a lot of work accomplished to address these other issues. At this stage the only obstacle is the organization of the graphic design program that did not meet NASAD approval. We sent a draft proposal in a short form version last year and received a tentative approval that was predicated on our formal submission of the whole program by March 1.

He said all of the programs in the Art Department have passed accreditation by NASAD, and the only other program at the University that requires this is the Graphic Arts program. These are all tied together in a campus accreditation, so the Art department has a lot at stake in seeing this accreditation go through. A number of its professional programs really need this distinction. He thought when we submit our proposal we need to be very clear how the business writing competencies are being met in our Graphic design courses specifically.

Meadows wanted to emphasize that the electives as they are listed will allow students the option to add a higher level proficiency to their program expertise. Thus, they will take basic web design, and with the elective they can choose to pursue advanced web design if they like. This

allows them to build on skills that are important in the job market.

Ford said two things were important to him as he evaluated whether to approve this amendment. The intent of the electives for the program, and the health of the departments and also of the elective courses. We have heard strong arguments that the technical skills of these electives are extremely important to students.

The course that is under consideration, BADM 300 is typically offered every semester with 17-20 sections and is widely available with multiple sections available to students. In contrast, the three electives listed typically have two sections per semester and don't have nearly the demand or enrollment of BADM 300. When 17-20 sections are being offered, they are serving a very broad audience. Offering two sections means you are serving a very select audience. It is clear that these electives will be designed exactly for the students taking them for this program in a way that BADM 300 is not. That is why he opposes this motion.

Allen brought out the language of the NASAD standards. On page 96, it says that institutions are required to develop these competencies which includes business writing across various curriculum. It says that this does not require particular courses but that these competencies must be integrated into all of the classes in a program.

Akinwande observed that the conversation has lost him, and he can only imagine what it would be like for students that who have not been exposed to Senate conversations the way he has. He hopes that whatever is decided today will be for whatever serves students. He wondered what courses specifically address the NASAD requirements that students have competency in business writing.

Jennifer Meadows said this has not been fully developed yet. Some courses have these competencies but others can be built to promote them more. These skills could be in MADT 439W: Presentation and Practice, in MADT 303W: Communication Criticism and different design classes that write up project proposals. It could happen in the senior projects class which is brand new. This will be framed through discussions as the curriculum is developed.

She explained that program assessment is constant as the program assesses its Student Learning Outcomes to evaluate whether courses are meeting the goals set for them. This is especially true for a new degree. Student Learning Outcomes will be evaluated and business writing will be one of the recurrent SLO's found in different courses. This constant adjustment is the normal process to keep curriculum developing.

Ferrari wanted to clarify that some of the courses being discussed are new and that is why they have not been assessed yet. They are part of the new curriculum that has not been offered yet. All courses are constantly undergoing evaluation for continual improvement.

Zartman said that the BADM course has the business writing competencies in it to be sure that the students will get them. It has places in the course where these competencies are demonstrable. He requests senators' support for this additional course.

Larson said she was trying to stay out of the conversation, but she thought there was a logic flaw relative to the proposal. Much of the conversation has centered around the need to develop business writing skills relative to the NASAD standards, but these standards say this competency should not be elective to the program under review, but must be foundational in some way.

Pittman noted that this is a highly technical proposal for a technical field. As such, this made him consider his own field of nursing which is also highly technical. In his department curriculum there is no course called “writing for professionals” although they do meet all the requirements for university writing the technical writing, much as is being proposed here, is spread through various courses that have a writing component which is intensive in one way or another. There is no reason at all that writing proficiency can’t be accomplished across varied courses of the curriculum even without having a specific elective called “writing for business”.

Motion to amend the proposal by adding BADM 300 to the list of electives failed.

Livingston asked if anyone wanted to speak to the proposal. Seeing no one, he said “The Chair thanks you and thanks God.” The vote was called.

Action item passed.

**10. Proposed Significant Change to BA in Communication Design; Degree Name Change for Communication Design to Media Arts; Option Name Change from Mass Communication Design to Criticism; Option Name Change from Media Arts to Production – EPPC - Action Item [2:05:08-2:10:16]**

Wyrick took back the Chair’s gavel and asked Allen to introduce the proposals.

Allen reminded senators that the department of Media Arts, Design and Technology had a degree in Communication Design with three Options. One was just elevated in the item above. The other two will be reorganized into a new degree in Media Arts. She called on Jennifer Meadows to comment on the proposals

Jennifer Meadows said the department was taking care of the rest of its EO 1071 problems and the departments five year review called on them to bring the elements of the department program together more tightly. This was done by creating a larger core with smaller specific options and changing the name of the degree to Media Arts which makes a lot more sense. This will help our students trying to find work as people in media don’t know what “Communication Design” means. Thus, having a degree in Media Arts with an option in Criticism, or an option in Production really makes more sense for our students.

She added that the proposal makes the major more efficient which is important given our budgetary challenges. It offers heavier work in Production and in Criticism.

Wyrick asked for questions or comments.

Gruber said she really liked the name change as it makes things clearer when working with prospective students and international student partners. She did not like the bare appellation of

the option, Criticism, but thought Media Arts Criticism was less harsh sounding. She said she polled people in International and domestic admissions to see what their perspective was and they primarily thought it was clearer to have the fuller name.

Meadows answered that “Media Arts Criticism” is not a phrase used in the field. She honestly did not have a strong preference.

Ferrari said she agreed that the term “Media Arts Criticism” was not used in the field, maybe something more like “Media Criticism” would work? This would also require a change to the name Production to “Media Production.”

Teague Miller asked what would appear on the degree? He was told it would read: major, Media Arts, option in Criticism

Action items passed.

**11. Proposed Discontinuation of Option in Curriculum and Instruction and Option in Educational Leadership and Administration – EPPC – Action Item [2:10:15-2:12:59]**

Wyrick asked Ferrari to speak to the proposal. Ferrari said the School of Education proposed these changes to the MA because they are currently not in compliance with EO 1071.

Zartman was recognized to answer questions.

Wyrick said he had had an extensive conversation with Ann Schulte and many questions he had were resolved, but he wanted to make a plea to work on cleaning up the catalog copy as the proposal moves forward.

Action item passed.

**12. Proposed Revision to EM 14-013 - Policy on Time, Place, and Manner of Expression – FASP - Action Item [2:13:01-2:25:04]**

- **Proposed Substitute**

Pittman called on Sistrunk who was the Chair of the FASP subcommittee that worked on the revisions to this EM to introduce the policy. Sistrunk moved a substitute document to the Time Place and Manner of Expression Policy. Seconded.

Sistrunk spoke to the motion. He reminded senators that this policy had come as an introduction item to Senate and many suggestions and ideas were expressed about improving it. The policy came back to Senate last week as an action item, but the subcommittee working on revising it according to the comments of the Senate was not finished with their work and the policy was tabled to return to the floor with a time certain of today.

Hutchinson clarified that we are voting on whether to accept the revised document as a substitute and then we will consider whether to pass that document. Wyrick added that the substitute was attached and could be recognized because it had yellow highlights to mark the changes it had

undergone. He wondered if someone from the subcommittee would first walk the Senate through the changes.

Allen described how the subcommittee of herself, Mary Wallmark, Program Coordinator of Student Life and Leadership, and Sistrunk had met on two different occasions for several hours each to consider the suggestions of senators, the new university council and the Campus Facilities Use committee (CFU). Allen offered to help to answer questions and she particularly wanted to thank Mary Wallmark as a champion of Free Speech on this campus, who has been working several months on this proposal.

Mary Wallmark noted that one of the significant revisions to this new policy was the attempt to answer concerns that were raised about the make-up of a Free Speech committee and the new edits address this in such a way to make the committee truly representative of campus and a great example of shared governance. It will also have specific charges to continue to suggest improvements so we are never in the position again where we need immediate repair of extremely out of date parts of the policy. Free speech is continually changing in the world and in the US and we will now be able to review this policy annually. She was super proud of this work. (Allen noted that this description is on page 14).

Wyrick wondered if there were comments relative to accepting the substitute document. Seeing none, he called the question. The substitute document was accepted.

Wyrick noted that he had received editorial changes to the document affecting format and grammar from Mary Wallmark, and he said he will just accept these without debate.

Hutchinson said she was excited to see this proposal at the table and she understood the Herculean efforts that went into crafting this and the work in a very short amount of time to bring the final version forward. She noted that she had a short list of questions about some of the changes suggested and for some of them, she just wanted to know why they had been altered.

- Page 2: 2<sup>nd</sup> paragraph under POLICY STATEMENT beginning with “Accordingly” midway through the paragraph instead of “find certain expressions or materials to be quite....” should read: “find ~~certain~~ expressions or ~~materials~~ speech to be quite....”
- Page 2: last paragraph reference to First and Fourteenth Amendment add link to these references
- Page 5: 8 lines from the end, correct “...and order, ~~present~~ prevent unlawful conduct....”
- Page 6: paragraph beginning “Regardless of time” repeats this line at the end of the paragraph, was this second sentence deleted? *It was.*
- Hutchinson noted that any place in the document that refers to a Campus Fire Marshal needs to be changed since we don’t have one, this should be “State Fire Marshal”

- Page 7: paragraph a. lines 5 and 6 instead of saying “campus president” she would prefer “university president or designee” throughout the document
- Hutchinson assumed that formatting errors will have been corrected (as on page 8).
- Page 9: paragraph e. Hutchinson wondered why the last line was struck to read: “...awareness ~~less than 48 hours prior to the event.~~” Mary Wallmark explained that that line was struck because that sentence does not address notification or timeline. It really is saying that spontaneous speech events that arise and breed public awareness are not prohibited. They are not prohibited a week before the event, a year or whatever time. Hutchinson said that makes sense.
- Page 10 Hutchinson wondered about the list of “Appropriate” campus officials (number 2, 3 and 4). She thinks this is okay, but we had once used the term “Authorized” which seems stronger. “Appropriate” seems vague since we have so many appropriate administrators running around. Allen said we had worked on this because the document does not say who “authorized campus officials” are. We had thought we could revisit this when we know who has this charge specifically when we have more time. Hutchinson said she preferred “authorized” as it has a little more authority and we can figure out the specifics later.
- Page 11: paragraph c. uses the term “Campus Fire Marshal” –change to “State Fire Marshall”
- Page 11: paragraphs e and f. Hutchinson wondered why they were struck? Allen explained that these were only moved because this section deals with what a major event is and not really the processes to apply for use. This subject is treated under Costs and Fees on age 14 at the end of the document and in the Appendix A.5.
- Page 13: top of the page the first sentence was struck. Explain this more. Allen said this process is now subsumed under the charge of the Free Speech Committee (see page 14, section 3.c.)
- Appendix A note 1: EM 07-001 is specific to the faculty and EM 97-018 does not apply to the faculty. Hutchinson thought we should be sure to reference this second EM to be sure the reach of the policy is everyone.

Kaiser moved the amendments. Second.

Wyrick summarized his understanding of the amendments. Allen thought the first amendment on page 2 should not say expression or speech, but only expression. Sentiment seemed to agree. The Amendments were passed.

Sistrunk extolled the Free Speech committee some more and pointed out that it will be a permanent Senate committee and will be handled by the Committee on Committees eventually.

Action Item passed

**13. Proposed Revisions to [EM 17-013 – Adjunct Appointments at California State University, Chico](#) – FASP – Action Item [2:35:09-2:40:44]**

Wyrick invited Trailer to comment on the changes offered to this EM.

Trailer reported that the revised EM is trying to clarify some of the problems that some of the staff found with the previous policy.

Throughout the document “employee” was struck because volunteers are not employees. The committee tried to clarify how such appointments are determined (see section 2). Forms to be utilized to create these appointments was defined so they are easy to find (page 2 bullet1)

Page 2, section 3: Rights and Responsibilities the duration of appointments was clarified and more appointment form characteristics were defined.

Trailer asked if people thought this was a good idea to reference the CBA about the order of assignment as was done in paragraph 3 of this section. It was suggested that the 0year of this provision could be added to the reference. Sistrunk noted that the CBA is a pretty mature document and it is a good idea to reference it specifically as it will apply. The date can be applied, however.

Other language in the document deals with risk management issues that the committee was asked to consider (as the requirement to use background checks).

Action item passed.

**14. Ask the Administrator [2:40:44-2:45:13]**

Paiva wondered what discussion was about graduation since hotel rooms will still be limited at the end of next Spring.

Hutchinson answered that the Camp Fire Task Force with representatives from faculty, staff and students would think about this and try to collect data about. We will need to determine where we can hold events if accommodation is too sparse.

Teague Miller is there an update on Enloe hospital negotiations with Anthem medical?

Hutchinson said she had sked about this at the Presidents’ Council and the Chancellor recommended continuing to work with the legislature. The form letter sent out to everyone in the mail said we will wait until December 21 for news.

Kitchell added that the Chancellor’s Office is really pushing for us and the PR folks there are also trying to get as much information as they can. Hutchinson noted that many other professionals (like police or others) are also effected and statewide pressure is mounting to resolve things.

Sistrunk asked about earlier conversations that Hutchinson had when discussing the Strategic Plan. She had some great ideas about how there might be interesting ways to speak with

building owners downtown to open up the upstairs spaces of businesses for occupation by students and other innovative ways to increase efficiency for housing. Hutchinson said that before the Camp Fire she had been working with the community including the Chamber of Commerce and the Downtown merchants and others to diversify the use of the buildings downtown. She wants to continue those conversations, but the Camp Fire is really consuming everyone's attention.

Sam wanted to thank everyone for all the help they have given students over this difficult semester. He hoped everyone would continue to remain patient with students even though they are sometimes forgetful that faculty have burdens too.

**15. Announcements.** [2:45:14 – 2:47:12]

- Ferrari wanted to remind everyone about the email Kate McCarthy sent about next Thursday from 1:00-3:00 there will be a meeting in the collaborative space in ARTs to talk about teaching, research and resources about the Camp fire with fellow faculty, staff and students. Notes from this meeting will be shared out.
- Teague Miller announced that the Department of Music and Theater will have a show this weekend. It will be the first faculty dance concert in years. It will be faculty choreographers from theater and music, kinesiology and student dancers as well. 7:30 Friday and on Saturday also in Adams Theater.
- Livingston noted that History faculty, Laird Easton had an article in the Washington post about the Camp Fire, and he drew on his experience teaching a course in Catastrophes and Human History.

**16. Other.** [2:47:13]

None.

**17. Adjourn.** [2:49:31]

Meeting adjourned at 5:07 p.m.

Respectfully submitted,  
Tim Sistrunk, Secretary