

## Minutes – Senate Executive Committee

April 22, 2008

Faculty-Staff Club, 2pm

Members present: Officers: Benkov, Eadie, Ornatowski. Committee Chairs: Baber, Donadey, Finnegan, LaMaster, Moore, T.Scott. Senators-at-Large: May-Newman, Renegar. Administration: Chase, Marlin. Associated Students: Matthews. Admin Coordinator: Bobrow. Guests: Frazee, Picket, Stewart, Velasquez.

The SEC was called to order at 2:02 pm.

### 1. Agenda (Eadie)

MP Approved agenda of April 22, 2008 with minor changes.

### 2. Minutes (Eadie)

MP Approved minutes of March 25, 2008 which were distributed via the website.

### 3. Announcements (Benkov)

The winner of the Excellence in Teaching Award will be announced at the last Senate meeting, May 6, 2008. A reception will be held afterwards at Casa Real in Aztec Center.

A resolution was passed by Associated Students regarding bike lanes. This resolution will be sent to the Environment and Safety Committee.

### 4. University Administration (Marlin)

We are saddened by the death of Ron Moffett, director of the International Student Center. There will probably be an all-campus event in his memory, but it is yet to be scheduled.

I don't have much new information about the budget. We hear that the deficit is increasing, which is not good news. We also know that the legislature must adjourn on August 31, 2008 presumably so members can campaign. How this requirement will affect the budget is unknown at this point.

Blackboard currently does not meet accessibility standards. We are working with the vendor to see if it can meet the standards. If not, we will have to migrate away from it.

We had six students awarded Fulbrights, with three on the alternate list. This is really an extraordinary accomplishment, and we should extend our appreciation to Fulbright coordinator Pat Huckle and the faculty who worked with these students.

### 5. Auxiliaries and Affiliates Reports

#### 5.1 Associated Students (Matthews)

We have three AS Council meetings left in the semester. We have formed committees to work on new initiatives for next year's group. We also want students to fill out faculty evaluations online. Also, I'd like to introduce Tim Velasquez, who will take over my AS seat in the Senate.

#### 5.2 Academic Senate (Perkins)

No report.

#### 5.3 California Faculty Association (Kennedy)

No report.

#### 5.4 WASC/GE Task Force (Chase)

No report.

### 6. Senate Committee Reports

#### 6.1 Officers' Report (Ornatowski)

**Information:**

**Referral Chart:**

Committee	Date	Item	Referred by
CCE	Nov 29, 2005	Review procedures for elections conducted on the Senate floor.	Officers
Environment and Safety Committee	Dec 4, 2007	Examine traffic rules and patterns on campus, including motor vehicle traffic and safety, the feasibility of designating bike lanes and allowing skateboards in designated areas, and any other related issues. Consult as appropriate with Associated Students, Enviro-Business Society, Campus Safety, Facilities and Planning, and other authorities.	Officers
Academic Policies and Planning	Dec 4, 2007	Examine the possibilities for alternative class schedules.	Officers
Constitution & Bylaws	March 11, 2008	Bring the section of the Policy File re: Office of Diversity and Equity up to date	Officers
Constitution & Bylaws	March 11, 2008	Set minimum number of Senators representing a unit in the Senate	Officers
Faculty Honors & Awards	March 11, 2008	Consider possible ways of restructuring the Excellence in Teaching Award	Officers

We also have two resolutions honoring individuals who are retiring.

SEC members offered suggestions for the wording of these resolutions. These resolutions will be presented on the floor at the May 6 meeting.

**Discussion:**

**Dean Chase:** We've formed a Sustainability Committee, and there seems to be no mechanism for reporting to the SEC. **Secretary Eadie:** This committee is a Senate appointed committee, and it can report to SEC whenever it wishes. **Dean Chase:** There are also committees from whom we never hear. **Chair Benkov:** SEC can ask for a report from any committee it wishes. **Dean Chase:** I'm thinking in particular of the Campus Development committee. **Chair Benkov:** We do receive an annual report from this committee on the Master Plan. **Dean Chase:** It seems to me that this committee is considering some important issues, and I think that we should hear from them more often. **Chair Benkov:** I'll be happy to ask for additional reports from them.

**6.2 Academic Policy and Planning (Finnegan)**

**Information:**

1. Approved motion to elect Dan Finnegan to serve as AP&P Chair for 2008-2009 Academic Year.

We discussed scheduling alternatives again. This is a very complicated issue. We hope to be done discussing this issue by our next meeting. We are doing some work on enrollment management, particularly looking at students who extend their stays here over a much longer period than is normal.

**Discussion:**

**Provost Marlin:** We saw a very helpful presentation on the room scheduling system. We saw that there are quite a few rooms available, but at times that might not be considered to be "prime."

**6.3 Academic Resources and Planning (LaMaster)**

No report.

**6.4 Curriculum (Baber)**

No report.

**6.5 Committees and Elections (Turhollow)**

The elections are moving forward, and nearly all of them are completed. Anyone who is bringing a nomination from the floor for Senate elections held at the last meeting should bring information about the person being nominated.

**6.6 Constitution and Bylaws (Eadie for Park)****Information:**

1. Cynthia Park was re-elected as committee chair.
2. At the request of the Senate officers, the committee has been considering a reorganization of the Constitution and Bylaws. The committee discussed the attached draft reorganization at its April 15 meeting and decided that the discussion needed to be broadened beyond the CBL committee's current small membership. Therefore, we are submitting it to SEC with a request for reaction and comment. The committee intends to consider the SEC's reaction over the summer and then take more definitive action on this proposal in the fall.

Secretary Eadie provided background on the proposed reorganization of the Constitution and the Bylaws.

**Discussion:**

**Senator Finnegan:** Does the constitution name committees? **Secretary Eadie:** Yes, the revised Bylaws outlines particular standing committees. These used to be in the Constitution. **Senator Finnegan:** Can the Senate decide to change the committee structure? **Secretary Eadie:** Yes, with a 2/3 vote. **Dean Chase:** Do the changes you are proposing take two readings? **Secretary Eadie:** This is just an information item at this point. The CBL committee will consider the feedback from SEC, and this item will be brought back as an action item at a senate meeting early in the fall. **Senator Donadey:** I am unable to visualize the actual changes. I would be in favor of having a smaller Senate. **Chair Benkov:** We are hoping to keep the numbers the same as they were this year except to add a coach and an MPP because neither of these have representation in the Senate now. **Senator Finnegan:** I disagree that the Senate is too big. I think it is ok to add a few people. If an issue is important to a faculty member they will show up. **Vice Chair Ornatowski:** When particular issues have come up in the past we of course have people that want there to be more representation from each college. **Dean Chase:** I was part of a faculty senate at a different university. They used name-tags. This was a great way to know who was in attendance and made it easy to identify everyone. **Chair Benkov:** Our Senate rules are very lax as far as substitutes and attendance, compared to those of other Senates in the CSU. **Provost Marlin:** In some of the groups, if they are two individuals, then one would be on the Senate. This does not seem fair. Maybe we can group a couple of these smaller groups together.

**6.7 Diversity, Equity and Outreach (Donadey)****Information:**

- 1)The DEO committee voted to reappoint Anne Donadey as committee chair for 2008-2009.
- 2)The DEO committee approved its 2007-2008 Annual Report (see agenda)
- 3)The DEO committee discussed the issue of potential public embarrassment for the University when a donor's actions go against principles endorsed by the University

**Discussion:**

**Dean Chase:** Is this item being brought forth to the Senate, or to the President? This is a committee suggestion not a Senate suggestion correct? **Senator Donadey:** For Senate purposes, this is an information item. We intend to advise the President directly, as per our charge. **Dean Chase:** I worry about a chilling effect on potential donors from this advice. **Provost Marlin:** Could we consult the Freedom of Expression Committee? **Senator Donadey:** We didn't think we should. **Chair Benkov:** Yes, I think it would be a good idea to do so. **Senator Finnegan:** To the best of my knowledge, the Supreme Court has ruled that donating funds to promote particular points of view is protected speech. **Senator Donadey:** We actually wondered if we have any guidelines for instances where donors act in a particular way after money is given. **Vice Chair Ornatowski:** I think we need to be very careful here. I would be cautious to send a message to donors that we do not want your money if you do not agree with us. This does not seem practical or democratic. **Senator Renegar:** I am uncomfortable with labeling support for an anti-gay-marriage initiative as being "discriminatory" on its face. **Senator Moore:** We are not only dealing with public opinion, but with the support for

the mission and ideas that SDSU has enacted. **Senator May Newman:** There are probably precedents set at other universities regarding this type of issue. **Senator Finnegan:** This is a way for us to figure out where our boundaries are. The university needs to look into how a person's personal decisions can or will affect donations given to SDSU. **Senator Donadey:** The main issue is that we house our highest leadership in Manchester Hall. **Vice President T. Scott:** We cannot take responsibility for the behavior of everyone that has ever given SDSU money. **Dean Chase:** What do we do if someone has given money to the university to support a campaign? What if a donor gives money to us and after the fact they come out a claim they are in support of gay marriage? How will this affect other people in the future who wish to give us money? **Senator Donadey:** We would like to see something happen that would ensure that there is some kind of reinstatement of the university's values. **Vice Chair Ornatowski:** It appears to me there are two different issues. One is that the university has to have policies that hire faculty and accept students. Do we have a right to extrapolate the internal policies of SDSU and apply them to donors outside the university? It does not seem that we do have this right. **Senator Moore:** People can protest, however, which is what Senator Donadey is doing. **Senator Donadey:** What can we do then? **Vice President T. Scott:** I suggest you write a letter to the editor of the Union Tribune from the Chair of the DEO Committee. **Dean Chase:** It seems that we are opening the door for when every time someone disagrees with the university that it becomes an ordeal and public. **Chair Benkov:** There is a difference between disagreeing and discriminating. **Senator Donadey:** What can we do then? **Senator Renegar:** There is a big difference between homophobia and being against gay marriage. **Senator Donadey:** I will discuss this matter further with the members of the DEO committee.

## 6.8 Faculty Affairs (Moore)

We do have a tenured faculty report, but we are concerned about the accuracy of the numbers with which we have been provided, so we are going to hold off on that presentation. We have also discussed enlarging the committee to include specifically include a representative of IVC and of lecturers.

### Discussion:

**Chair Benkov:** Faculty Affairs has always been an odd committee in that specific major academic units have not been represented. Also, the committee has always included only tenure-track faculty, with no staff or student representation. The committee's purview includes tenure-track faculty and matters over which tenure-track faculty has control. **Senator Finnegan:** The permanency for a lecturer versus a faculty member is quite different. Right now lecturers are not viewed as a permanent member of the faculty. I think we need to look at this question first. **Senator Donadey:** The IVC faculty is important because its working conditions are very different than ours. If an IVC representative were on your committee I am sure the language would be different in your revisions. **Chair Benkov:** If an individual wanted an IVC faculty member to always have a seat on the committee, we would need to change the Bylaws. And, I would be concerned what perspective a lecturer would bring to discussions of the full-time faculty process. **Vice Chair Ornatowski:** Can we add the lecturer vote for certain issues and not others? **Senator Finnegan:** It could be up to the Chair of the committee to invite whomever she wishes to participate in the discussions of the committee. **Senator Moore:** Last year's Faculty Affairs Committee report to the Senate talked about how to include lecturers. I believe the lecturers deserve a seat just by their numbers. Can we add this discussion into the revision of the Constitution and Bylaws? I would like to continue to discuss this. **Senator Donadey:** I am concerned about the promotion data. Did your committee take into account DEO's requests for how data were broken down? Specifically, we wanted the gender and ethnicity data on the total number of applicants for promotion versus those promoted. **Chair Benkov:** Could this request constitute a separate report? **Senator Moore:** We were concerned about breaking down data for too few cases. We were concerned that these data could be misinterpreted and that individual cases might be able to be identified.

## 7. Senate-Appointed University Committee Reports

### 7.1 Faculty Honors and Awards (Rodriguez)

We have a proposal to reorganize the Excellence in Teaching Award. We want to use the RTP process to provide the material for this award. We are proposing that each College shall nominate one newly tenured faculty member for a teaching award, and then the university committee will select one of the College nominees.

### Discussion:

**Vice President T. Scott:** I don't see this as being a university excellence in teaching award. **Secretary Eadie:** It's not. We thought that it should be redesigned to honor a specific group of people. **Senator LaMaster:** I think that we should consider redesigning the process to make it easier to submit, rather than re-focusing the award altogether. For example, it is difficult to put together a packet that includes years of student comments. **Senator Rodriguez:**

Actually, the student comments have been very helpful in the committee's deliberations. **Chair Benkov:** We were frustrated by the low number of submissions, so we wanted to try something different. **Senator Renegar:** I think that we might get a wider pool by merely asking the College to submit a nominee, rather than simply limiting it to one group of people. **Vice President T. Scott:** We have a parallel award for research, and we get quite a competitive pool of applicants. **Senator Finnegan:** I agree. We shouldn't limit this award in this way, and we do now have more tools at our disposal to identify excellence in teaching. **Senator LaMaster:** It doesn't help that the award is given out in the middle of a Senate meeting and that the reception is late in the afternoon. **Dean Chase:** I'm wary of using college deans only to nominate excellent candidates. **Provost Marlin:** We might enhance the attractiveness of the award if we had a lecture by the recipient followed by a reception, but I'm not certain how that might work. **Senator Donadey:** Is there a monetary portion to each award? **Vice President T. Scott:** \$1000 for the Johnson Award. **Chair Benkov:** There is a \$500 check for the current teaching award. **Vice President T. Scott:** Part of the honor is that we designate the person as a Distinguished Professor. Perhaps we can create a similar title for this recipient. **Senator Rodriguez:** We'll take this discussion back to the committee and re-work the proposal to reflect the discussion that we've heard here today.

## 7.2 General Education (B. Scott)

No report.

## 7.3 Graduate Council (T. Scott)

At the end of May, our research team will be traveling to East Bay to represent us at the CSU-wide research conference.

Penny Wright will be leaving in May, and we have advertised for an assistant dean.

## 7.4 Instructional and Information Technology (Stewart)

### Action: Policy for Hybrid Courses taught at SDSU

The Instructional and Information Technology (IIT) Committee moves approval of the following addition to the Policy File, to be added to the section "Academics."

Courses, Hybrid

1.0 A hybrid class shall be defined as any class in which 20% to 50% of scheduled class sessions are conducted by means in which student and instructor are not in the same physical location (e.g., online communication). Classes that exceed the 50% limit are considered distance education classes (see Distance Education).

2.0 The following guidelines shall apply to new hybrid education courses and to existing courses in which the method of delivery has changed significantly from that approved in the original curriculum proposal.

2.1 Hybrid classes shall only be offered following consultation with the department chair and relevant department bodies.

2.2 Hybrid classes shall be so identified in the official schedule of classes which shall notify students of any requirements for participation in synchronous class activities outside class session times indicated in the schedule.

2.3 The class schedule shall notify students of any software and hardware required for participation in class meetings taking place when the student and instructor will not be in the same physical location, except when such hardware and software are accessible in the library or in open computer labs on campus.

2.4 Ownership of materials, faculty compensation, copyright issues, and the use of revenue derived from the creation and production of software, or other media products shall be in accordance with the policy on Intellectual Property.

### Rationale

Instructional Technology Services (ITS) is seeing growing interest in hybrid learning at the department, college and institutional level at SDSU. Essentially, a hybrid class is a course offering that relies on both computer mediated and face-to-face contact as significant components of communication between student and instructor, student and content, and among students. In particular, a percentage of the student/faculty and student/student contact time uses academic

technology to structure remote activities. The remaining communication is face-to-face, similar to a traditional class. The increasing use hybrid courses has prompted ITS to request that the University Senate consider creating a policy for hybrid courses that requires faculty pursuing hybrid learning to clearly identify the course as such in the SDSU class schedule so that students understand the format of the course prior to registering. The Senate IIT committee discussed and made suggestions to clarify this policy, taking into specific consideration the existing policy on Distance Education.

**Discussion:**

**Senator LaMaster:** I have a concern about definitions, particularly between “hybrid” and “blended.” **Senator Stewart:** We will eliminate the word, “blended,” and only use “hybrid” in the policy. **Senator Finnegan:** What about multiple sections of the same course? **Senator Stewart:** We can label the one that is hybrid. **Senator Moore:** My only concern is what triggers the hybrid label? **Chair Benkov:** I believe that it’s how the scheduled time is used, as opposed to using technology tools to promote student engagement. **Senator Finnegan:** Curriculum is owned by the department, not the individual faculty member, so it should be a department decision if the course is to innovate. **Vice Chair Ornatowski:** Not all departments have curriculum committees. Maybe the policy should be vaguer regarding this point. **Senator LaMaster:** It seems that there is some confusion in the policy about what triggers a curriculum review at the university level. **Dean Chase:** I am also concerned that we are singling these courses out for course-by-course assessment when we don’t single out other courses for such scrutiny. **Director Frazee:** I would be willing to change it, but we did want to assess these courses specifically to see how these kinds of courses are doing. **Dean Chase:** But, there’s a difference between a faculty member doing research to see how such a course works and mandating assessment on those courses. **Senator Moore:** ITS seems to be a key element in this process, but it’s not mandated in the policy to notify ITS if one is trying one of these courses. **Director Frazee:** We will look at the schedule to see which courses are using these methods and reach out to them, but we don’t think that we should require our participation. **Vice Chair Ornatowski:** I’m concerned that we shouldn’t mandate how a faculty member teaches a course. **Provost Marlin:** I agree. We don’t require university review for other kinds of teaching innovations. I can see how notifying a student that some special equipment or software is required, however. I think that we should go back and re-examine our policy on distance education. It seems that it has become somewhat cumbersome. **Senator Stewart:** We will make revisions in this policy to respond to these concerns.

**Action:**

**Addition and Update to Policy File: Accessibility**

The Instructional and Information Technology (ITT) was presented with updates from committee member, and campus CIO, Rich Pickett on the progress being made on our campus Accessibility Initiative during the Fall 07 and Spring 08 semesters. We now present to the Senate the new policy statement, below.

All underlined text is to be added.

The Instructional and Information Technology (IIT) Committee moves approval of the following addition to the Policy File:

Universal Access to Information Technology Resources and Services

- 1.0 San Diego State University is committed to providing an educational environment that assures comparable access to electronic and information technology for individuals with disabilities.
- 2.0 The University affirms the Academic Senate Resolution AS-2700-05/FA on Student Access to Academic Information Technology.
- 3.0 Implementation
  - 3.1 Electronic and information technology services developed by or for an official unit of the university, or its auxiliary organizations, shall be designed to be compatible with and accessible through commonly used assistive technology. This includes web sites developed by individual employees on University servers and used in support of university services, programs, and courses available to the campus community.
  - 3.2 Existing web sites (legacy sites) shall be brought into compliance with minimum web accessibility standards.

- 3.3 To the extent possible, the University shall provide course material that is accessible to all persons regardless of disability.
- 3.4 The University shall make every effort to assure that vendor-supplied electronic and information technology products and services comply with this accessibility policy.
- 3.5 The Senior Director for Information Technology/Chief Information Officer, working in conjunction with appropriate committees, shall establish an implementation plan with appropriate timelines and milestones for assuring compliance with executive orders and state and federal laws. The implementation plan shall include definitions of minimal accessibility standards and be clearly posted on the University's web site.
- 4.0 Enforcement
- 4.1 The Senior Director for Information Technology/Chief Information Officer shall be responsible for web accessibility compliance and training, including the development of a communication plan to educate the campus about the policy.
- 4.2 Assessment plans and progress reports shall be provided on a regular basis.
- 4.3 Appropriate sanctions shall be developed, up to and including the shutting down of inaccessible web sites. No sanctions shall be imposed until notice has been given to the individual or unit responsible for the web site, and shall proceed in accordance with due process.

Also, the committee moves the following additions to existing policies:

## **ACADEMICS**

### **Distance Education**

- 3.0 Principles
- 3.4 Web-based programs and courses shall be consistent with university policy on Universal Access to Information Technology.
- 4.0 Implementation
- 4.13d Ensuring that technology is accessible to students with a variety of visual, hearing, motor and learning impairments.
- 5.0 Evaluation and Assessment
- 5.3a Students are provided adequate access to the range of student services appropriate to support the program, including admissions, financial aid, academic advising, delivery of accessible course materials, assistive technology, and placement and counseling.

### **Rationale**

San Diego State University is committed to providing access to our information resources and services for all individuals, regardless of disability. These policy additions, and changes, will support our commitment to this access. The California State University has established an initiative, Accessible Technology Initiative, in furtherance of these goals. In addition, several organizations on our campus are engaged with expanding the use of Universal Design concepts in courses, a feature of which is the inclusion of design paradigm that facilitate learning by all individuals.

## FACULTY

### Academic Responsibilities

- 1.0 Audiovisual Materials
- 1.2 Audiovisual materials, whatever their source (rental, purchase, private collection, guest lecture), shall be legally acquired and shall include captioning whenever possible.
- 2.0 Course Syllabi: The syllabus for each course shall describe the course's purpose, scope and expected student learning outcomes. In addition, each syllabus shall describe the design, conduct, and grading policies, which may vary by section. A syllabus shall not bind the instructor to specific details, and the instructor shall retain the right to adjust the course design. Major departures from the syllabus, however, especially with regard to learning outcomes and grading policies, shall be made only for compelling reasons.
- 2.1 Instructors shall provide students with access to the syllabus at or before the first class meeting, except when circumstances beyond the control of the instructor prevent such distribution. Whenever possible, instructors shall post syllabi on individual web sites or learning management systems.
- 2.2 Instructors shall make available to their department the most recent version of each syllabus. Departments shall retain and make accessible the most recent versions of syllabi. Whenever possible, departments shall post syllabi on department web sites.
- 3.0 In order to facilitate universal access to instructional materials:
- 3.1 Instructors shall endeavor to order textbooks, course readers, and other required instructional materials on or before the deadline established by the campus bookstore, and definitely no later than six weeks in advance of the beginning of the academic term.
- 3.2 Whenever possible, departments and schools shall endeavor to order textbooks for classes without assigned instructors on or before the deadline established by the campus bookstore, and at least six weeks in advance of the beginning of the academic term.

### Discussion:

**Senator Donadey:** Would it be possible to provide examples of cognitive disabilities? **CIO Pickett:** We will if we can, but we may be constrained by the law on this issue. Our intent is not to force the watering down of any course material. **Dean Chase:** Students with disabilities have to have documentation in order to have accommodations made for them. **Senator Donadey:** Can faculty decline to have syllabi posted on a website that is accessible from around the world? **CIO Pickett:** We're working on this issue as well and will change the policy as we can.

### 7.5 Intercollegiate Athletic Authority (King)

No report.

### 7.6 Staff Affairs (Flahan)

No report.

### 7.7 Undergraduate Council (Chase)

We will be presenting a draft of the graduation and retention report at the Senate. We will also be presenting data on assessment. We are also in the process of inviting students to become a part of a new learning community to be aimed at students who needed the most attention, based on their test scores.

### 7.8 Other Committees

### 8. Old Business

### 9. New Business

**10. Other Information Items**

**10.1** Committee agendas and reports are located at senate.sdsu.edu.

**11. Adjournment**

The SEC adjourned at 4:54pm.

Respectfully submitted:

William Eadie  
Secretary of the Senate

Allison Bobrow  
Administrative Coordinator