

**Minutes of the Executive Meeting  
of the Academic Senate  
September 21, 2006**

1. The meeting was called to order by Chairperson Ted Tsukahara at 3:00 p.m. on September 21, 2006. Roll was called and the following Senators were present: Chair Ted Tsukahara, Vice Chair Carla Bossard, Past Chair Jerry Brunetti, Michael Barram, Paul Giurlanda, Charles Hamaker, Laura Heid, Patrizia Longo, Lidia Luquet, Susan Marston, Phil Perry, Joan Peterson, James Temple, and Parliamentarian Mari-Anne Rosario. Absent were John Ely and Barbara Grant.

Also present were Dean Frank Murray, Br. Charles Hilken, and Barbara McGraw.

2. Minutes of the August 21, 2006 Executive Meeting were approved as amended. Minutes of the General Meeting of September 7, 2006 were approved as amended, with one abstention.

There was a brief discussion about the style of the minutes. It was suggested to change the format of the Senate minutes. Senators were asked to submit their suggestions.

## **REPORTS**

3. Chairperson's Report – Attached to the minutes is a copy of Chair Tsukahara's report. The Core Curriculum Task Force (CCTF) co-chairs have asked that faculty take part in the chat room discussions, the first to be held on September 27<sup>th</sup>. Dean Murray added that the process approved by the Senate and EPB was that the CCTF should listen, go to the community and understand what they want. Two chat room style discussion sessions have been scheduled in September and November.

Chair Tsukahara announced the reports scheduled for the general meeting: Faculty Welfare Committee, Educational Policies Board, Campus Climate Survey report by Mark Figueroa, and the yearly report on Senate actions by Provost Stampp.

Chair Tsukahara reported that the Academic Administrators Evaluation Committee (AAEC) will conduct an evaluation of the Provost during the fall. An instrument is being developed and the process will be held online for the first time.

4. Educational Policies Board – Barbara McGraw reported that the subcommittees have begun to meet. Vice Chair Bossard was not aware that she is also a member of the EPB membership, and it is important for the EPB to be

represented at the Senate meetings and for the Senate to be represented at the EPB meetings.

5. Committee on Committees (CoC) - Vice Chair Bossard reported that the CoC will meet on September 28<sup>th</sup> to discuss committee reform.

## OLD BUSINESS

6. Senate Actions Not Approved by the Provost – Past Chair Brunetti reviewed the items:

*S-05/06-9, Proposal for a Social Justice Coordinating Committee.* Provost Stamppp approved the proposal in principle but only approved a budget of \$4000. The Senate agreed to forward this response to Dean Woolpert and ask for his input.

*S-05/06-13CA, Changes to International Area Studies (IAS) Major.* Provost Stamppp approved the proposal with the exception that all major and minor degree programs need to be in compliance with federal and state laws regulating international study. By federal statute a student cannot be required to study abroad. Dean Murray said the catalogue states “strongly recommended.” **Accepted** by the Senate.

*S-05/06-15, Resolution for President to Endorse Principles of Environmental Sustainability.* The Senate received the following response from the Provost, “No response required from Provost.” Chair Tsukahara said a process must be developed to get the appropriate response from the President when required. Chair Tsukahara will follow up on the status of the action with the President.

*S-05/06-17, Definition of “exception” regarding Motion to Hire with Tenure.* Provost Stamppp accepted the action with the addition of language to point 6.1.d. “An active interest in the quality of curriculum and **clear evidence of** the ability to work productively with colleagues.” Senator Longo said it was her recollection that this language had been previously discussed with the Provost and accepted by the Senate. The records will be reviewed and reported back to the Senate.

*S-05/06-20, Organizational Chart for Provost, and S-05/06-21, Organizational Chart for Vice Provost for Academic Affairs.* The Provost responded that she had never received the charts. Dean Murray said the charts do appear in the Handbook. Chair Tsukahara will follow-up.

## NEW BUSINESS

7. Faculty Petition re: Turnitin.com Proposal – Chair Tsukahara reported that the following petition was received, signed by ten faculty.

Whereas, it is a violation of the teacher-student relationship for the administration to demand that students submit coursework to it over or around the objections of an instructor,

Therefore, let the faculty Senate instruct the administrators of Turnitin.com to request or pursue students' coursework only with the written permission of an instructor.

EPB Chair Barbara McGraw had corresponded with Senators prior to the meeting, noting her answers to the statements outlined in the petition. She stated that many open forums were held on the Turnitin.com proposal and there are many new Senators who were not part of the conversation last year. She pointed out that the approved proposal was a compromise to the many issues of academic freedom. Parliamentarian Mari-Anne Rosario recorded that the faculty petition was in order. Past Chair Brunetti said he agreed with the substance of Professor McGraw's response to the faculty petition, but he also believes that faculty have a right to petition properly and the Senate should place it on the agenda of a general meeting. Br. Hilken spoke to the Senate in favor of the petition, stating that it is new business. The Senators agreed that the faculty discussion should be allowed.

A MOTION was made by Past Chair Brunetti and SECONDED by Senator Temple to place the issue on the agenda of the general meeting. The motion was approved by voice vote with two abstentions.

8. Faculty Handbook language re: Timelines for Senate Action Items – Senator Hamaker introduced proposed amended language to Faculty Handbook Section 1.6.1.2.1, Role of the Academic Senate (document attached). Senator Hamaker worked closely with Dean Murray on the language, and he suggested to Senator Hamaker that there be a definition of “working day” versus “school day.” A MOTION was made by Senator Longo and SECONDED by Vice Chair Bossard to place the item on the agenda for the October general meeting. The motion was approved by voice vote.

9. Resolution Regarding Assignment of Office Space – Senator Marston introduced a resolution regarding the assignment of office space in the School of Education building which is under construction. Senator Marston and Past Chair Brunetti reported that a new building for the School of Education is now being constructed and the assignment of faculty to offices has been made without faculty input. The resolution asks that the process for the assignment of office space for faculty be carried out jointly and transparently between faculty and non-academic administrators. A MOTION was made by Past Chair Brunetti and SECONDED by Senator Temple to place the item on the agenda of the October general meeting. Motion approved.

10. The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Cathe Michalosky

Academic Senate Secretary

## Senate Executive Meeting

September 21, 2006

### Chair's Notes

- Susan Marston will be leaving to take a three year term on the Rank and Tenure Committee. She will be replaced by Zach Flanagan consistent with the procedures outlined by the Elections process. Paul Zarnoth was officially second but had begun a term with EPB, heads IRB, and is tenured.
- Enrollment Report will be distributed on campus soon. Michael Beseda could not be at the October General Meeting due to conference travel conflict. He will come to the next General Meeting for a Q/A period and to discuss new recruitment strategies.
- WASC Diversity Committee and the Celebrating Diversity Committee will host a community hour presentation and discussion by Mark Figueroa on the faculty responses to the Campus Climate Survey on Wed. Oct. 4<sup>th</sup>. Please recall that WASC recommended strongly that SMC begin to discuss what they considered a disconnect between what they observed during their visits to SMC and the official rhetoric. They also suggested investigating a campus climate survey. The surveys undertaken of faculty, staff, and students are the initial steps taken to prepare for a return by WASC to the campus in October 2007 around the issue of diversity. Mark will be at the General Meeting on Oct. 5<sup>th</sup> to discuss faculty issues that did not get addressed in the community time presentation.
- A request has been received from Becky Proehl for the Senate to continue its discussion of several items for the benefit of the Rank and Tenure Committee. You have all received an annual report of the activity of the RATS Committee authored by Ed Twyoniak. I would not only like to thank Ed for his leadership with this Senate committee but also for providing us with a wonderful example of a document that should be provided by chairs of every faculty committee to provide effective continuity for the work of these committees. Senators Guirlanda, Grant, Peterson, and Temple has graciously agreed to continue the RATS work this year.
- I have been briefed formally by Pete Michell about the work of the Budget Committee and have received the same information that was prepared for new Trustees. As Jim Sauerberg and Jerry Brunetti have informed you in the past, there are serious financial issues facing the College in the near term. Since Jim continues on the Budget Committee as Chair of the FWC,

his experience with the issues will help guide the work of the Senate in this area.

- Please respond as soon as possible to the email invitation for the reception and dinner with the Board of Trustees on Oct. 12<sup>th</sup>. This gathering has the potential for improving the communication of faculty priorities to the Trustees.
- Senate Rules of Procedures needs a revision to reflect some of the changes in the College governance structure. Volunteers?
- A discussion was held with CaTs regarding the creation of a Faculty Governance Web Page. This idea evolved from Jerry's priority to improve the Senate web page for usefulness to the Faculty. Jim Sauerberg volunteered to outline a basic structure of the site for CaTs to use to determine resource needs for implementation. A working group from Senate, Faculty Welfare, and EPB has been organized. They hope to have a model to show the Senate at its next Executive Meeting.

# Proposed Handbook Changes

(originally proposed by Jim Sauerberg, April 27<sup>th</sup>, 2006, subsequently revised by John Ely, after the first Senate meeting in September, 2006, and additionally revised by Charles Hamaker, with the assistance of Dean Frank Murray, on 9/15/06.

## 1.6.1.2.1 Role

2. The Academic Senate reviews, comments on, and suggests changes in initiatives

that originate from the administrative offices of the College when sent to it for appropriate faculty review. It takes action on particular matters when requested to do so by the President, the Provost, or other designated College officials.

### 1.6.1.2.1.1 Responsibilities of the Academic Senate and Relationship to the Campus Community:

1. Faculty bodies may respond to . . .When the Provost has chosen not to act or to

act contrary to the Senate recommendation(s), the Provost informs the Senate of his/her reasons. **(See 6b. below for details)**

6. The Senate's actions are of two kinds: those for which the Senate has full authority to act, such as faculty committee membership and procedures; those which are sent to the Provost **(or other administrative officers of the College, when appropriate)** for consultation, approval, or disapproval.

a. The Senate's authority to act on its own is defined in sections 1.6.1.2.1, 1.6.1.2.1.1, and 1.6.1.2.9.1.3.

b. ~~Any motion of the Senate regarding academic programs of the College is sent to the Provost for approval, disapproval, or further consideration. The Provost will act within 60 working days.~~ **Motions of the Senate that are sent to the Provost will be responded to in writing within 60 working days. In the case of disapproval, the response will detail the Provost's concern(s) about the motion.**

Requests which are forwarded to the Academic Senate by the Provost will be acted upon within 90 school days.

#### 1.6.1.2.10 The Provost

The Provost may:

1. Approve **the motion**, as presented, **in writing within 60 working days**; or
2. *Consult* with the Senate **about** possible revisions or the intention to disapprove, prior to the final decision; or
3. Disapprove. **(See section 1.6.2.1.6b above) [or,] The written response will detail the Provost's concern(s) with the motion and be submitted with 60 working days.**

**For the first Senate meeting** ~~At the beginning of each academic scholastic year, the Provost will submit a written report to the Senate on the status of its actions items pending from the previous academic years, including pending items if there are any. This report will be distributed to Senators at least 48 hours prior to the meeting at which it will be discussed.~~

#### 1.6.1.2.15 Business Procedures

3. An individual faculty member or group of faculty members wishing to place an item on the agenda of a general meeting must formulate it as specifically as possible and present it to the ~~Chairperson~~ of the Senate at least 48 hours prior to the executive meeting at which it will be discussed (see Executive Meetings, section 1.6.1.2.9.1, 2.d.).
4. **The Senate will not proceed to consider and/or discuss an item unless the documents that are to be the basis of discussion have been distributed to Senators 48 hours before that meeting. The Chair has the discretion to make an exception to this requirement.**

(the next section, formerly number "4" will now be numbered "5")

[\*\*Because of the potential confusion between "working days" and "school days"—June, July, and August are "working days" for the Provost but not for the Senate, which observes "school days" August through May—Dean Murray suggested that the following definition be inserted in the Faculty Handbook after the currently existing first sentence at 1.4, the section entitled "Administrative Organization":

#### 1.4 The Administrative Organization

A primary purpose of the administrative organization of the College is to guarantee that the planning, execution, and evaluation of all of the activities of the College take place in an orderly, efficient, and beneficial manner. **For the purposes of this handbook, the term “working days” refers to those days that the administrative offices of the College are open for business; the term “school days” refers to those days on which classes are held for the traditional undergraduate students, including final examination days.**

(If further issues of definition are identified during the year, the Senate may wish to create a “Definitions” section for the Handbook, in which case this wording would go there; for now, the Senate could approve this location and let the Chair, who sits on the Handbook Committee, determine at a later point if there is a better location.)

ALSO, throughout the Handbook there are stylistic discrepancies about the use of Chair vs. Chairperson and capitalization of those terms. For this section, Chair (capitalized) has been used; if the Senate does not object, in the next iteration of the Handbook that substitution will be made throughout the text.)