

February 18, 2021

**From:** Educational Policies Committee, Sonoma State University (approved unanimously)

**To:** Academic Senate, Interim Provost Karen Moranski, President Judy Sakaki

**Re:** Administrative Encroachment Into Curricular Matters

In EPC's capacity as the faculty governance committee responsible for "the curriculum and academic standards of the University," we are committed to ensuring the academic policies and procedures set forth through shared governance are adhered to by all parties. The CCJS Department presented the included statement below regarding a recent incident to EPC, in which the Social Sciences Dean (Dean Troi Carleton) violated long established policies and procedures related to making changes in curriculum when she appointed herself as the CCJS Department's Internship Coordinator, created a new section of a major core required course, and appointed herself as the instructor of this new course.

In addition, Dean Carleton indicated to CCJS that she would change the CS code of this course section unilaterally without regard for any of SSU's established policies and procedures for curricular changes. EPC views the CS code associated with an approved course as fixed unless changed through the usual course revision processes. An administrative change to a set CS code is a violation of shared curricular approval processes. Even with a code of CS 36, the new section of the course is being offered with an enrollment that far exceeds the enrollment the CCJS Department sees as suitably corresponding to workload and pedagogical standards.

Dean Carleton has enrolled students in her new section of the course she created despite not being qualified by the department to teach a CCJS course. She is not adhering to the academic requirements or CS code for the course, which were approved through the required curricular policies and procedures when the course was originally established over ten years ago. EPC has grave concern about the actions of Dean Carleton as they not only infringe upon faculty's right to establish curriculum and to set and maintain academic standards, but they also violate the very premise of shared governance by indicating administration can make unilateral decisions about curriculum.

EPC stands with the CCJS Department, and urges the Academic Senate to stand up against this egregious overstep into curricular matters, and protect faculty's purview over curriculum. EPC also calls upon SSU Administration to reverse Dean Carleton's actions and to reaffirm President Sakaki's commitment to shared governance and faculty purview over curriculum.

## STATEMENT ON ADMINISTRATIVE ENCROACHMENT INTO CURRICULAR MATTERS

Faculty of the Department of Criminology and Criminal Justice Studies  
February 18, 2021

On February 5, 2021, Dean Carleton removed Dr. Emily Asencio as Internship Coordinator of the Department of Criminology and Criminal Justice Studies (CCJS) because of her refusal to accept additional students in CCJS 499 (Internship) over the enrollment cap. Without the consent of the CCJS Department, Dean Carleton –

1. appointed herself as CCJS Internship Coordinator,
2. opened an additional section of CCJS 499 (Class Number 4419) with her as class instructor, and
3. changed the CS code of CCJS 499 from the CS36 to CS78 to circumvent the enrollment cap under CSU and SSU policies.

Since then, Dean Carleton has approved internship applications and allowed students to enroll in CCJS 499 without considering whether the proposed internships meet the standards set by CCJS for internship placements. Students were also told that “projects” would be allowed as substitute for an actual internship required under the CCJS B.A. curriculum.

We are deeply concerned by Dean Carleton's actions. They violate several CSU and SSU policies and the CFA/CSU Collective Bargaining Agreement (CBA). More importantly, they constitute an unprecedented and egregious encroachment into curricular matters. Among others:

- Appointing herself as CCJS Internship Coordinator and a CCJS 499 class instructor encroaches on faculty's control over curricular matters given that she (1) is *not* a CCJS faculty member, (2) has *not* been deemed qualified to teach CCJS 499, and (3) has *not* been selected by the CCJS faculty to serve as CCJS Internship Coordinator.
- Unilaterally changing the CS code of CCJS 499 from CS36 to CS78 violates the well-established process for changing course classification at SSU and infringes on the university's policy of shared governance. CCJS 499 has always been classified as a CS36 course in the CCJS curriculum; a CS78-classified CCJS 499 does not exist. Administrators do not have the authority to unilaterally change CS codes.

- Disregarding course requirements and evaluation criteria in CCJS 499, which were developed by the CCJS faculty in more than 2 decades of offering the course, infringes on the faculty's right to determine the appropriate methods of teaching and grading and to set academic standards.
- Removing Dr. Emily Asencio as CCJS Internship Coordinator for adhering to CSU and SSU policies on enrollment cap for a CS36 classified course constitutes an act of reprisal under Article 10.33 of the CBA, especially since the issue is the subject of a pending statutory grievance against Dean Carleton and Sonoma State University (CFA Case No. 2020-331 and CSU Case No. R03-2020-361).

We, the undersigned CCJS faculty, stand behind our colleague, Dr. Emily Asencio. We condemn in the strongest terms this unprecedented and egregious encroachment into curricular matters.

We ask President Sakaki to show leadership and reverse Dean Carleton's actions.

We urge the Academic Senate to exercise its duty to protect faculty's right to determine curricula, methods of teaching, appropriate class size, and academic standards.

We call upon all SSU faculty and academic departments to share their voice on this important issue and protect the integrity of our academic programs by signing the linked [Statement of Support](#).

This is not just a CCJS issue. Dean Carleton's actions set a bad precedent for all faculty and academic departments at SSU. We must not allow them to stand.

Signed:

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