AGENDA

Report of the Chair of the Faculty – J. Reeder
Special Student report
Approval of Agenda
Approval of Minutes

Consent Items:

Business

1. From EPC: Field Trip Policy – Second Reading – E. Asencio
   TC 3:45

Standing Reports

1. President of the University - (J. Sakaki)
2. Provost/Vice-President, Academic Affairs - (K. Moranski)
3. Vice Chair of the Senate - (L. Krier)
4. Vice President/Admin & Finance - (J. Lopes)
5. Vice President for Student Affairs – (W. G. Sawyer)
6. Vice-President of Associated Students – (N. Brambila-Perez)
7. Statewide Senators - (W. Ostroff, R. Senghas)
8. Staff Representative – (K. Sims)
9. Chairs, Standing Committees:
   Academic Planning, Assessment & Resources – (E. Virmani)
   Educational Policies – (E. Asencio)
   Faculty Standards & Affairs – (P. Lane)
   Student Affairs – (H. Smith)
10. CFA Chapter President – (E. J. Sims)

Occasional Reports

1. Senate Diversity Subcommittee – (K. Altaker)
2. Lecturers Report – (Bryant/St. John)
3. Graduation Initiative Committee (GIG)

Good of the Order

Present: Jeffrey Reeder, Laura Krier, Carmen Works, Bryan Burton, Sam Brannen, Michela Grobbel, Wendy St. John, Doug Leibinger, Ed Beebout, Angelo Camillo, Mike Visser, Viki Montera-Heckman, Rita Premo, Izabela Kanaana, Jordan Rose, Adam Zagelbaum, Kevin Fang, Rick Luttmann, Amal Munayer, Cookie Garrett, Judy Sakaki, Karen Moranski, Wm. Gregory Sawyer, Erma Jean Sims, Noelia Brambila-Perez, Chase Metoyer, Kate Sims, Elita Virmani, Emily Asencio, Paula Lane, Hilary Smith

Absent: Wendy Ostroff, Richard Senghas, Rajeev Virmani, Sakina Bryant

Proxy: Jeff Banks for Joyce Lopes

Guests: Desmond Gates, Troi Carlton, Jenn Lillig, Laura Alamillo, Kari Manwiller, Jerlena Griffin-Desta, Merith Weisman, Hollis Robbins, Damien Hansen, Jonathon Smith, Katie Music, Jean-Francois Coget, Karen Schneider, Stacey Bosick

Chair Report – J. Reeder

The Chair noted that was a beautiful warm day in what we call Sonoma County, which was the land belonging to the Southern Promo and Coast Miwok. Today begins Native American Heritage Month and we have quite a few events on our campus in honor of Native American Heritage Month. Today there was a Lakota spiritual elder David Swallow, Jr. and one of the things that he said was everything on this Mother Earth does not belong to us and never will belong to us. The Chair thought that gave us a good and important perspective as we frame our actions and as we as we interact with the world and walk upon the land. He introduced the student speaker for today, Desmond Gates, and asked him to introduce himself and how he got to Sonoma and what he does at Sonoma State.

“Actually, I didn't even hear about Sonoma State until recently. A great buddy of mine mentioned it. I’m on the baseball team at Sonoma State. I’m currently a junior. Unfortunately our season got canceled due to COVID-19. We don't have control over that. He said he was from Los Angeles, California. After high school, he went to Cal State Northridge and then bounced back to the JC West LA and then transferred to Sonoma.” He had known a person on the baseball team that went to SSU. “He talked to me about the coaching staff saying the staff is really good and really helps the players, that really got me to choose Sonoma. I really didn’t know anything
about the academics, I just wanted to place to play. I got to talking with our coach and assistant coach and they’re really assisting me in applying to the school and making sure I have the right units in order to transfer. I’m really thankful for those guys who gave me the opportunity not only to play baseball, but to further my education in college, so baseball is going really good, we have a great COMS program that I’m really looking forward to continuing, and it’s going pretty good.”

The Chair continued his report. We are all aware of the calendar and academic deadlines, so let’s be aware and cognizant with each other and with our students of these stressors as they impact our daily lives, as they impact our students lives, as they impact each other’s lives. We’re here as a service organization to ourselves, to each other, to our students, to the community and all of our different constituencies. Let’s keep that first and foremost in our minds as we go about our business.

Approval of Agenda – item added to consent calendar: SETES deadlines.

The Chair described the item. Our SETE policy dates to 2014 and it’s written in such a way as to imply that students will have two weeks to complete the SETES during the academic term. The policy states that SETES shall be released to the students the beginning of the next to the last week of the academic term. This semester is a little bit different because our semester ends earlier and Thanksgiving is later. Even though the intention was to give two full weeks of classes to have the SETES be completed, the reality as it works out this semester would release the SETES on Monday, November 23rd which is the Monday of Thanksgiving week. Given that Monday and Tuesday of that week are academic instructional days and then the following week so dramatically shortens what apparently the intention was of the SETE policy. So our proposal is to release the SETES on Friday, November 20th. That would still give a little bit longer than our otherwise accelerated time and it would comply with the intent of our SETE policy. No objection to adding this to consent calendar. Agenda Approved.

Approval of Minutes of 10/22/2020 – Approved. One typo noted.

President Report – J. Sakaki

The President said in these times, who would imagine that we would be here, waiting for election results. She mentioned this as she knew this scenario created additional stress and nervousness for all whether they’re local, state, or national elections. Our students are experiencing that as well. We need sensitivity all the way around as we’ve said many, many times, these are unprecedented times. If we layer on the fires and smoke and PSPS and the racial reckoning in our country as well as the elections, it requires us to be sensitive and she thought as the Chair pointed out at our last meeting, to be responsive and be there for each other as best we can and to know that there are resources for our students, staff and faculty, if anyone wants to talk with someone. We have those resources. We’ve got a number of things going on at our campus and she will be sending out information. We have a number of staff and faculty and students that have been receiving awards and she was so proud of them. This week, we also have a mini conference that we’re hosting. It’s the 42nd Annual Association for Interdisciplinary Studies conference. It will be done
virtually, of course, kicking off tomorrow morning. The theme this year is interdisciplinary responses to the pandemic and international forum. We look forward to a lively virtual conference. She reminded the Senators that this is admissions time. It behooves all of us to be recruiters because so much of our budget is driven by the number of students. If there are any neighborhood young people or even returning students that you think might benefit from being at Sonoma State, the application period is open right now and we welcome them with open arms. She noted she had restarted her walk and talks on campus. She was doing them virtually. What’s impressed her about what the students were telling her is how much they’re learning and how much they’re engaged with their faculty, although it’s been a challenge. They really miss seeing all of you in person. They’re really feeling like they’re learning a lot and they’re moving ahead with their education. Student used to take selfies with her. They would put their heads right next to each other and take these selfies. Now she’s trying to emulate this on the Zoom, leaning our heads in different ways, so she can take a screenshot. It’s a fun way to get to know the students. She thanked the Senators for what they continue to do and for their leadership and serving on this Senate.

Provost Report – K. Moranski

K. Moranski said she was proud of the conference coming up since she was a former President of the Association for Interdisciplinary Studies and believed deeply in the power of interdisciplinary studies to help us with wicked problems. The original theme of that conference, that we would have had this week in person at Sonoma State, was wicked problems and heaven knows, we’ve seen enough wicked problems! It’s about the power of interdisciplinary to help us address those problems. We focused in on one wicked problem, but in fact, by looking at the program, we try to address sustainability and the environment. We try to address higher education and the shift to remote instruction. We try to address equity and inclusion and racial justice. These are many of the wicked problems that we’ve been talking about for the last eight months or so, and are woven through the conference presentations. It is still possible to sign up for that conference, it’s $25 which is very affordable and with your conference registration, you can attend Liz Lerman’s GMC Green Room presentation tonight. She is a performance artist who really takes on issues of the body and of race and equity. That’s tonight at seven o’clock and that ticket is free. She thanked Jenn Lillig, Merith Weisman and Stacey Bosick who inherited the conference from her. They really picked up the ball and ran with it. One of the things that’s also on our agenda for the rest of this semester is the draft of the WASC report and that is due at the end of the semester. We are just about ready to release the draft report for some feedback from Presidents Sakaki and also from various constituencies on campus. If you’re asked to take a look she encouraged everyone to do so. This is not the big report. It is a response to the recommendations of the site visit in 2017. The Senate will certainly have an opportunity to comment on that report. We have started Native American Heritage Month. There was a terrific opening session yesterday thanks to Amal Munayer and Jerlena Griffin-Desta. The event was terrific with a charming and important talk by Greg Sarris from Native American Studies and English. It was wonderful to see the students really engage in that conversation. She wanted to give kudos for a terrific start to Native Heritage Month. In admissions news, as of yesterday, we had well over 400
deposits for spring. That is good news for us, provided we can yield those students as enrolled students once this semester begins. We have two more months to continue to get deposits for the spring semester. We are excited about the possibility of having enrollment in spring that is additional enrollment over what we had budgeted for the year and all of that helps with our budget totals. We’re excited about enrollment for fall. We relieved compaction at the first year level. We are accepting applications for fall until December. We’ve got a longer period to accept applications than we have ever had in the last known years. There’s plenty of time for people to continue to apply to Sonoma State. It’s the time to drum up those applications. We have about 1700 first year applications at this point. Another 500 transfer students and 90 grads and post bacs. Those numbers total 2266 apps that we have right now for fall. We're going to be trying to get to around 15,000 to 18,000 applications by the end of the application period. We will continue to take late apps as well but remember that we’re looking into 10s of thousands of applications because that’s what gets us our yield. We have a long way to go, but we’re getting there slowly but surely. The Chair asked the Provost to share information about the progress of the instructional continuity groups. The Provost responded that we have taken the set of requests from the departments through the instructional continuity group. We approved or recommended to the other committees a little over 50 courses that we sent forward. That is about about the same number as fall. Those went to operations for consideration of health and safety issues and the logistics of operating those. We had a lively discussion about the disciplinary nature of specialized equipment which turned out to be very useful. We’ve had some follow up discussions and the continuity group approved almost all of the courses that had been looked at after operations gave its recommendations. We’re getting ready to release those and doing some final checks on health and safety issues and specialized equipment kinds of issues. She wanted to release that list tomorrow, but it may be early next week before the list is finalized. The list goes next to the President. We do not have to submit that list for approval at the Chancellor’s Office, they’re trusting us with doing our own approval this semester. But we do have to submit some paperwork to the Chancellor’s Office to verify that we’re following the same procedures that we followed this fall, and have a health and safety plan that’s adequate to the needs of pandemics and of our tier. We are still unfortunately in that purple tier in Sonoma County, which restricts our ability to do some things that we’d really like to do. Keep reminding folks to wear their masks and stay socially distance, so that we can continue to reduce the numbers of infections in Sonoma County.

The Chair noted that we’re all collectively learning more about what specialized equipment means. We understand the obvious, such as beakers and burners and learned about things like spring floors as specialized equipment. First, it was Purple Haze and then Purple Rain, and a few decades later, and we have purple tier. The Chair then burst into an excellent rendition of Purple Haze complete with outstanding electric guitar work.

A member asked the Provost if the need for graduation in spring 2021 was factor in granting exceptions. The Provost responded that was looked at, particularly in the instructional group and again at the continuity group meeting, because there is
real pressure on the GI 2025 initiative and we’ve got to continue to graduate students. We need to do whatever we need to do in order to make sure that our students can graduate in a timely fashion and they aren't held up by COVID-19 and that doesn't stop them from graduating on time. Faculty have been enormously clever and thoughtful and innovative in terms of finding ways to make that happen. It's quite impressive to do the continuity work and humbling because the amount of work that faculty are doing to make that happen which is a pretty incredible feat. The work that students are doing to make sure that they can graduate themselves is also an incredible feat of willpower and resilience.

A member asked the Provost to look into her crystal ball to answer this question.

She was talking with a student right before the meeting, who wants to start a master’s program in interdisciplinary studies this spring, but she’s also thinking of moving to Washington state this summer. How would you respond to that? K. Moranski said there’s a broader question embedded in this specific question for the student. The student should be advised carefully. Derek Girman is our Director of Graduate Studies and has taken on the role of mentoring those Interdisciplinary Studies students and making sure that they can find a path to graduate in a timely way. The broader question is about the where we're headed with online instruction post pandemic. The broader answer to that is there will be more online instruction in the next few years than there has ever been before at Sonoma State, even when we go back to more normal campus operations and we were building that anyway. We had done the online initiative through CTET and through the Office of Academic Programs to encourage departments to build online into their fall and spring schedules. We had considerable interest in that and now have a pandemic that has forced us all into online instruction. We also were moving forward with some coursework and some programs that would be online, like the new Master’s program in Early Childhood studies. Her crystal ball tells her that there are some faculty who are very interested in continuing online instruction in some fashion after we resume normal campus operations, whenever that is. Because we don't know when that is, we’re looking towards a pretty robust set of online courses for the next couple of years and she thought the student would be safe if they move out of state or move somewhere else. She knew none of us wanted to be and ever intended to be an online University, but it doesn't mean we can't have robust online offerings. We continue to explore those and build more opportunities for students, from out of state to students at Sonoma State because that serves many of our purposes.
The Student rep asked if there's any conversation about any type of grace for students regarding the credit/no credit option. It did help a lot of our students. Will the credit/no credit be an option this semester or next semester or for the whole year. K. Moranski responded that we made the decision to modify the credit/no credit policy at Sonoma State in the spring and also in the summer because we were suddenly moving from 96% in-person courses to a 96% online situation and the suddenness of that move in March necessitated the credit/no credit changes. We haven’t instituted large scale changes to credit/no credit that that we did in the fall and in the spring. The data from the spring indicated that the use of that extended time to decide on credit/no credit wasn’t huge. There were some students who took advantage of it. But it wasn't actually as large as we thought it was going to be. She thought for many students there is a risk when they use credit/no credit. Graduate schools won't accept that kind of grading and accreditation demands about licensure demands that programs not allow credit/no credit. We do have some processes by which students can ask for exceptions. We're trying to handle it more on a one on one student need situation rather than creating more sweeping policies. That's reasonable and in line with what other campuses have done across the CSU. She was open to hearing from students about whether there’s a need that we’re somehow not meeting because if there is we should hear about that and address it as quickly as possible so that we’re not leaving students in in a difficult situation of some sort. If the AS has feedback on that it would be great to get you connected with Michelle Jolly, the Chair of the University Standards Subcommittee and Stacey Bosick, who is our intern AVP for Academic Programs and have them work on those issues, if you're seeing them.

From EPC: Field Trip Policy – First Reading – E. Asencio, M. Weisman

E. Asencio said this is a policy that was brought to EPC by Dr. Weisman in the beginning of the fall semester. EPC has been going back and forth with her until we finally we did pass it. We did go into a lot of detail, had a lot of questions and word smithing. EPC members brought it back to faculty in different departments and different schools to get feedback. This policy was the result of that collaboration. M. Weisman noted that this policy is a response to an Executive Order from the Chancellor's Office in 2011. She worked with EPC and also with Risk Management to address the ideas and concerns of EPC. What she brought to EPC was almost identical to the requirements in the Executive Order. The edits were made with Risk Management and then approved by EPC.

A member noted that on the first page under the third bullet, under roman numeral three, it says, if a student notifies the faculty member that they are unwilling to accept the risk of participation in a field trip or unwilling to complete all of the required forms the instructor must make a reasonable attempts to provide a course appropriate alternative assignment. The last part of that sentence seemed strange to him. It says just because the student is unwilling to complete forums doesn’t seem like an instructor should have to go to extra work. Are there legitimate reasons to be unwilling to fill out these forms? Is there sensitive information that students are required to enter in these forums that they have legitimate reasons for objecting to? He didn’t understand why that sentence needed to be in the policy. He thought
unwilling to accept the risk or just unwilling to participate, perhaps is all it needs to say. On the second page, third, paragraph it says for minors, the documents are to be retained for one year after the minor reaches the age of majority. What if a 14 year old comes to Sonoma State. Who's going to monitor when they reach 18.

Another member asked, in the School of Business and Economics, we have a number of classes that involves field trips to wineries or other places where alcoholic beverages are served. Is there a process or requirement or procedure for either faculty or departments to verify that people are age appropriate to attend the facility, whether or not they might consume alcohol. He didn’t know if there needs to be special consideration for that. But that's an issue of concern in School of Business and Economics.

First reading completed.

Vice President of Administration and Finance Report – J. Banks for J. Lopes

J. Banks echoed the praise for the efforts that have been undertaken for the continuity groups and planning for the spring. We have worked very, very hard and Chair Reeder is on the committee as well the instructional committee, so he knows that we’ve worked hard to be flexible. A lot of the faculty have been super creative about how to hold on ground classes in this COVID-19 world. He reminded the Senate that we are still under the purple warning and we are very limited in terms of what we can actually do. We want to get the information out as quickly as possible, because we know that students are registering for the spring semester.

Vice President for Student Affairs Report – Wm. Gregory Sawyer

Wm. G. Sawyer reported that Student Affairs has been quite busy with the elections. We’ve had programs that were on election night. We only had a 10 students show up. What we wanted to do was to have a place where individuals could come in and to talk. We had a graduate student from political science attend and several undergraduate students from a variety of majors. It was a really good, open discussion and it was fun to be involved in that. We also did a debriefing last night. We had about eight students show up and wanted to make sure the students had a venue if they wanted to try to figure out what was going on. Of course, we all are, but it was fun to be in that environment to listen to our students and to hear what they are thinking and to take away those feelings. We sent an email out of Student Affairs on the 2nd to all of the Division of Student Affairs staff just letting folks know that no matter what the outcome of the election was going to be, we still all have to be there for our students and work together in that space to make sure that as a campus, we still pull together and are open to all viewpoints. Housing sent out letters to 1089 students. Those are students who basically had moved their $300 deposit from the fall to the spring. 433 of those students have said they’re not coming, but 120 have already said that they will be coming, which would add to the 450 students that are currently living in housing. We have extended the date to November the 30th so that we can allow more students to be able to make that decision. We also are looking at the fact that, because of what was coming out of the
continuity committee regarding instruction, that we want to be as flexible as possible for those students who maybe taking classes on ground and in person.

Associated Student Report – N. Brambila-Perez

N. Brambila-Perez started off with the Basic Needs report. Off campus orders are 207. We have 244 on campus orders. We have two students in transitional housing and 21 in case management. The ASP hosted the drive-in movies night and it was successful. We had over 150 students show up. They loved it and they want to do it again. We followed all safety guidelines. Jump is planning Hunger and Homeless week for November 16th to 20th. Information about that event will come out soon. SSU ended up 12 out of the 23 CSUs on the statewide registration ballot bowl which was sponsored by the Secretary of State’s office. We were able to get 399 students to register to vote. The local pantry will be open during Thanksgiving and also during winter break.

A member asked if the days for the Seawolf pantry would change for the students or if the hours will be the same. N. Brambila-Perez said the hours should be the same. We haven't made any changes, but if there are changes, she will provide another update.

APARC Report – E. Virmani

E. Virmani reported that the most important thing to comment on is that in APRAC we are in the process of trying to think about how to integrate more explicitly the core values and strategic plan into the program review process and self-study guides. People are reflecting on the ways in which their programs line up with our strategic plan and initiatives. One thing that came up was as an institution, if we’re committed to core values, where do we explicitly define those core values. Our strategic priorities are fairly clear. But when you look at diversity and social justice and sustainability and environmental inquiry, connectivity and community engagement, adaptability and responsiveness, there's less transparency. Maybe that exists somewhere. But in APARC, as we're digging, they weren't readily accessible in the same way that we could find the strategic priorities. APARC is wondering if this is something that we could work toward as a university, to have clarity around it. She was bringing this question from APARC to the Senate and was open to discussion.

K. Moranski said Senator Virmani had given her a heads up about this and her office was taking a look at the documents from the strategic planning process to see what we can find and if there is anything in that process that might offer more information about those core values. One of the ways that she thought we could address this, is that there were some efforts in the process to frame them as almost as learning outcomes with verbs. She thought that was an interesting way to approach the problem. She cautioned APARC when thinking about definitions, if we define those concepts too narrowly, we risk leaving people out of the conversation. It may be that there are other ways to frame it. She would have more to report on at APARC.
The Chair said he couldn’t underscore enough the importance of this kind of work, because even though it seems sometimes slow and not immediate, the structures around program review will impact programs that undergo review years in the future. Once the review is done, it often takes years and years for any suggestions and recommendations to be implemented. What we’re really thinking about is SSU and 2032. Today’s kindergarteners will be coming to college in 2032, so Provost Moranski’s guidance about making sure that it’s flexible and open enough to be inclusive and all-encompassing is important for our core values of the future. E. Virmani said she appreciated that response. APARC also wants to maintain the autonomy of programs as not everyone might address or implement programming or curriculum around social justice in the same way. Is there a way in which a university can have clarity around an overarching way that we define social justice without impinging upon the ways in which different programs will express that?

EPC Report – E. Asencio

E. Asencio reported that EPC has begun the process of revising the charges of the GE subcommittee and the Overlay subcommittee. We’re going to have to complete that once we know about the implementation of AB 1460 and how those two committees are going to be affected by that. But there were some other things that need to be revised, regardless of the outcome of that. So we’re starting on that now.

FSAC Report – P. Lane

P. Lane reported that FSAC continues to work on the RTP policy revisions and are having a good time doing that. We are happy that the EEEA awards, which was the Educational Experience Enhancement Award had five applicants, and four were able to be funded. Four of the five faculty who applied were given a buyout for a course, allowing them to work on a project. They were beautiful projects and very interesting. The Chair of URTP and herself attended the Council of Dean’s this morning and had a very productive discussion about our RTP policy and practices here at Sonoma State and the Dean’s asked lots of great questions. The call came out that many of our department RTP policies have not been revised in a long time. Hopefully departments will work together and look at their RTP policies because that criteria is the whole kit and caboodle for tenure track faculty. There are four departments that currently default to the SSU RTP policy and don’t have their own. In the CBA, it’s pretty clear that each department should have their own criteria. We’re going to needle those four departments who don't yet have department RTP criterion. We felt the meeting with the Deans was quite positive and enjoyed talking with the them and hearing their perspective, and we hope to be invited back because there were still more questions. We would also be happy to go to individual departments to help. We continue to work on thinking about chair duties and that’s been on our agenda for a long time about what the CSU offers, what Sonoma State offers for training of chairs. What are the policies and practices, how does someone become a chair. How does someone not become a chair. We’ve been gathering documents. She was asked to announce that for RTP, the current people in the process to make sure that at all levels people are sure they can find and see the evidence. If there’s any problem, folks should certainly get in touch with Deborah Roberts’ office immediately.
A member asked does FASC have any advice or best practices or FAQs to provide to departments who are considering revising their RTP criteria, so that we can easily integrate that into whatever conversations we have around an updated RTP criteria. P. Lane offered that in her own department, she was going to gather three examples from other departments. Then tenure track faculty and herself would go over those to get a better sense of what other people say and do. The RTP policy is the basis for all of us. And it’s based on CBA. After that it gets very particular. Some departments get very specific about top tier journals, what should be a SETE score, etc. Your department gets to be the anchor for how your peers are looked upon, how their production is viewed, so it is taken very seriously. It seems faculty find it very hard to be quite specific at the department level, but the greater clarity we can provide at the department level is the better, the easier it is for a new faculty member to be confident and move forward with what’s expected. It’s work and it’s hard, but we have fought for this right to be the voice and to be those responsible for the actual review of our peers. What that criteria should be needs to also fits with the RTP policy and the CBA.

The Chair noted that even as our departments are working on updating and modernizing and updating our policies, we can make sure that our language and policies are more inclusive. That means that we don’t need to be using binary or gendered pronouns and language that’s not inclusive.

The Chair said we have the Sonoma State representative to the Academic Council of International Programs, Senator Grobbel who has an announcement about ACIP programs to make. M. Grobbel said CSU IP just opened their next round for the resident directorship in Florence, Italy, so if you are interested to serve as a director, and you speak Italian and you have experience living in Italy, please have a look at the website for the actual application and position description. ([https://csuip.calstate.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10169](https://csuip.calstate.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10169)).

**CFA Report – E. J. Sims**

E. J. Sims reported on CFA events. On Monday, November the 9th from 3 to 5pm there will be a CFA pensions and benefits webinar. It’s going to be provided by Jonathan Car. He’s the CFA pension and Benefits Specialist. And if you would like to attend you can register on our CFA statewide website at [www.calfac.org](http://www.calfac.org). It's one that we offer each semester and Jonathan has been doing it for quite a while and is a resident specialist in the area of pensions and benefits. He'll also talk about the CALPERS pensions, Social Security and Medicare as well during that webinar. The other event that's coming up is the lecturers range elevation workshop and it's going to be held on Friday, November the 13th at 2:30. We're very pleased to be presenting this range elevation workshop for lecturers in cooperation and collaboration with Faculty Affairs AVP Deborah Roberts. The eligible lecturers list can be found on the faculty affairs website under the temporary faculty tab for a list of the eligible lecturers. We're hoping that they are doing special targeted outreach to those lecturers to get them to participate in the workshop and we're excited about having
them avail themselves by applying for range elevation and not leaving any money on the table.

A member asked if lecturers are not able to attend the workshop on Friday, what would be the best way for them to get this information. E. J. Sims said the PowerPoint presentation will be uploaded on the Faculty Affairs website. That's our intention to make it available.

**Good of the Order**

The Chair said there's a tie for the phrase of the day. One is factual and one is aspirational. The factual one was attributed to Provost Moranski. “We've seen enough wicked problems” when talking about the upcoming event and the aspirational one from P. Lane, slightly out of context, but she said, “we are happy.” That's a tie for quote of the day. And the last thing, unless you are in longitude much further east than Sonoma County or latitude much further north than Sonoma County, you still have a good bit of daylight left and he encouraged everyone to go outside and look at that and watch the colors change in the sky and appreciate exactly the phrase that he shared earlier, which is everything on this Mother Earth does not belong to us and never will belong to us, but we can enjoy it.

**Adjourned.**
Sonoma State University Field Trip Policy

I Purpose
The purpose of this policy is to comply with CO Executive Order 1062 (http://www.calstate.edu/ee/E0-1062.html) to establish policy and procedures to ensure safety for campus field trips.

II. Field Trip Defined
A field trip is a required university course-related, off-campus activity led by a faculty or staff member and designed to serve educational purposes. A field trip would include the gathering of data for research (such as at a geological or archaeological site), museum visit, participation in a conference or competition, or visits to an event or place of interest. The duration of a field trip may be a class period or longer, and could extend over multiple days. This definition does not apply to activities or placements in the context of a teacher preparation program, intercollegiate sports, or service-learning placements, all of which are governed under separate CSU policies and procedures. This definition also does not apply to class assignments students complete independently without faculty leadership.

III. Faculty Responsibilities for Field Trips
- Each class that requires a field trip should include a statement in the syllabus such as "This class includes a field trip. Please complete all the relevant forms and return to me by XXX date. Field trip forms can be found at https://risk.sonoma.edu/field-trips."
- At least two weeks prior to a scheduled field trip, complete forms on the Field Trip Information page maintained by Risk Management (https://risk.sonoma.edu/field-trips), including the liability waiver, Private Vehicles Policy Guidelines, and the California State University student travel policy, when applicable.
- If a student notifies the faculty member that they are unwilling to accept the risk of participation in a Field Trip, or are unwilling to complete all of the required forms, the instructor must make reasonable attempts to provide a course-appropriate alternative assignment. In the case where a field trip makes up a significant element of the class
requirements and no reasonable alternative assignment may be provided, the student may drop (subject to the campus drop deadline) or withdraw (subject to the campus deadline and restrictions for withdrawals) from the course as appropriate.

- Prior to the field trip, provide students with an instructional agenda, health and safety information (https://web.sonoma.edu/ehs/), emergency procedures (http://web.sonoma.edu/risk/emergency/procedures.html), and the student code of conduct (http://web.sonoma.edu/studentaffairs/docs/Standards_For_Student_Conduct.pdf).
- Ensure student emergency contact information is obtained prior to the field trip. The campus must have emergency contact information readily available.
- Return all forms to the Academic Department. The Academic Department should retain all field trip forms for a period of one year. For minors, the documents are to be retained for one year after the minor reaches the age of majority. Electronic copies of the documents are permissible. See Executive Order 1031.
- Create a written pre-trip evaluation or utilize this form (https://drive.google.com/file/d/1VjniN8W6TKtpf7nA-4qmu2eQIUjJ2x5/view?usp=sharing) which includes a site visit unless the faculty member can demonstrate and document sufficient knowledge of the field trip site. This could be accomplished by review online, published materials, or contacting the site to discuss the visit. The evaluation should be retained by the Academic Department for three years and available for review.
- When field trips are included in the course, plan early and verify accessibility. Consult with the student and Disability Services for Students (DSS) if assistance is needed in the planning. If the University provides student transportation, then it must provide accessible transportation on the field trip.
- Provide training for any equipment that may be used on the activity.

IV. Administration Responsibilities for Field Trips

- The Office of the Provost will designate an administrator to perform regular reviews to monitor and document compliance with the field trip policy and update requirements and website as necessary at regular intervals.
- Inform all department chairs and deans of the campus policy annually.