

**Executive Committee
Council of Chairs
Minutes of April 16, 2007 meeting**

Present: AMC (Peter Nwosu), B&E (Shirley Svorny), ECS (Nagi El Nagi), EDUC (Nancy Burstein), H&HD (Craig Finney), HUM (George Uba)

Visitors: Penny Jennings, Associate Vice President for Faculty Affairs, and Albert Alcazar, Faculty Affairs Staff

Absent with notification: Library (Doris Helfer)

Absent: M&S (Larry Allen), S&BS (Mathew Cahn), Ext L (Tyler Blake)

1. Chair Nwosu called the meeting to order at 10:00 a.m.
2. The minutes of the March and February 2007 meetings were approved.
3. Announcements
 - a. Trustee Monville will visit CSUN on Friday, April 27th. More details will be coming from the President's office. Chairs will be invited to attend.
 - b. Professor Nagi talked about the "New Student Convocation"
 - i. Planned for freshmen and new transfer students
 - ii. Scheduled for 9/6/2007 from 6-9 pm.
 - iii. The event will be held on the library lawn and will include a speaker (Robert Kennedy, Jr.), food, music, and big screen projection.
 - iv. It is expected that department chairs will attend and wear academic regalia for the convocation.
 - v. There was some discussion about how to bring the students together. It was suggested that one option would be to schedule a 5:30 meeting between students and department chairs to discuss how the semester has gone so far.
 - c. A preliminary study, "Recruitment and Retention of Underrepresented Faculty at California State University, Northridge: 1995-2005," authored by the Senate Educational Equity Committee (December 2006), was distributed by Nwosu, who serves on the SEEC. A copy is attached to these minutes.
4. Council of Chairs 2007-08
 - a. Election of Council of Chairs Officers for 2007-08
 - i. President – Craig Finney, Dept. of Recreation and Tourism Management
 - ii. Secretary – Nancy Burstein, Dept. of Special Education
 - b. College representatives for 2007-08 – members of the COC should report back at the next meeting
5. Planning Chairs/Dean's Retreat (Sunday, Aug 12-14)
 - a. V.P. Jennings asked for breakout session suggestions

- i. Uba – “The Millennial Student: Myth or Reality”
 - ii. Finney – “Technology: A&R and ITR Plans for the Future”
 - iii. Nwosu – “Diversity in the Post-209 Era: Recruitment, Retention, Curriculum and Planning for the Future”
 - iv. Burstein – “Marketing” (discussion of department brochures, newsletters, other PR/fundraising; what is expected of chairs)
 - v. Burstein – “How to Integrate Part-Time Faculty”
 - vi. Burstein – Assessment
 - vii. Nagi – “Role/Expectations of Chair in Learning-Centered University”
6. The meeting was adjourned at 12:00 p.m.
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Prepared by Shirley Svorny