

EXECUTIVE COMMITTEE MINUTES – Approved 2/21/2013
January 24, 2013
University Hall, Room 277

Members Present: Chong, Frehlich, Garcia, Hoggan, Lisagor, Michaud, Neubauer, Schmidt-Levy, Schwartz, Stepanek (Chair), Wolfbauer (Recording Secretary)

Members Absent: Hellenbrand

Guests: Cahn, Horn, Jennings, Lien, Rawitch, Shubin

Faculty President Stepanek called the meeting to order at 1:10 p.m.

1. Approval of SEC Minutes

MSP to approve the SEC Minutes for [November 1, 2012](#) and [December 20, 2012](#) as distributed.

2. Announcements

- a. Stepanek said the Faculty Retreat went very well and Lisagor read a letter of praise from a faculty member.
- b. Nominations are now being accepted for faculty awards; the deadline to submit the nomination form to the Faculty Senate Office is February 22. Supporting materials are due on March 22.
- c. Stepanek said President Harrison announced an iPad Initiative that will focus on the Apple iPad and its use as a teaching tool and as a learning tool. An FAQ will come out soon with more details.

3. President's Extended Cabinet Meeting Report – Steven Stepanek

Stepanek gave highlights from the December 10, 2012, President's Extended Cabinet meeting.

- a. The President's Cabinet discussed enrollment and capacity planning. They are looking at the overall growth of the campus for the next 10 years. It is estimated that the campus may grow to 38,000 students. We could handle this number of students on campus by offering courses seven days a week. Various options such as hybrid and online courses also need to be considered.

- b. Cal State Online was discussed; the degree programs will be offered completely online. CSUN will be offering a Liberal Arts completion degree for students desiring to finish degree requirements after an extended absence.

4. **Policy Items – Personnel Planning and Review Committee**

Magnhild Lien, Chair of PP&R

Matt Cahn, Member of PP&R

Penny Jennings, Associate Vice President for Faculty Affairs

First Reading – [Accelerated Promotion Review Process](#)

Lien explained that this policy change requires a faculty member to notify the Department Chair and the College Dean, in writing and prior to the start of the departmental-level review, if they wish to be considered for accelerated promotion. This will ensure that the necessary documents are included in the Professional Information File and will avoid confusion about what is to be evaluated from the beginning of the review process.

Discussion ensued about whether Section 600 (PP&R) or departments should set the Professional Information File (PIF) submission deadline.

MSP to forward to the Senate as a first reading.

First Reading – [Contributions to the Field of Study](#)

This policy was previously discussed by the Senate in Spring 2012 and was sent back to PP&R for re-consideration of the language. Based on feedback, Cahn said that PP&R worked to be more expansive and took out the distinction between a publication and an equivalency by referring to significant scholarly work. It is the department's responsibility to define what "significant work" is.

After considerable discussion, SEC recommended some friendly editorial changes and suggested that the "exception" clause embedded in Section 632.4.5.b. be moved to stand alone or to a more appropriate section.

MSP to send to the Senate, as amended, for a first reading.

a. Editorial Changes to Section 632 – [Criteria for Making Judgments](#)

Jennings said that the strike-outs were made to eliminate terms and titles (Instructor and Assistant Librarian) that no longer exist.

MSP that this change being considered editorial.

5. **Replacement for Amine Ghanem on the Graduate Studies Committee**

SEC members appointed a faculty member to replace Amine Ghanem on the Graduate Studies Committee.

6. **Faculty Elections – Nominations for Faculty Officers, Statewide Academic Senators, Senators-at-Large and Standing Committee Representatives**

Spring 2013 faculty elections will be held in March for faculty officers, CSU statewide academic senators and senators-at-large. Nominations were taken for these positions and additional nominations will be taken at the next Senate meeting and by petition.

Nominations for senate-elected positions on the Standing Committees were also taken. The Senate Office will contact the nominees to see if they are willing to run for these positions.

7. **Ten-Year Resource Plan**

Carol Shubin and Werner Horn, Mathematics Department

Horn and Shubin requested to meet with SEC to discuss concerns they had about the Ten-Year Resource Study that was presented to various groups by Vice President Tom McCarron and Dean Stella Theodoulou last Spring. One particular concern they raised had to do with the effectiveness of large enrollment classes (increased workload for faculty, student performance, cost effectiveness, etc.)

SEC determined that the committee members needed to review existing documents on the issue before determining the appropriate next steps.

MSP to continue discussion on this topic at a future SEC meeting.

8. **Discussion Whether Graduate Writing Assessment Requirement is a Policy Change**

GSC approved a procedural change that will a graduate program to determine if a score of 3.0 or higher in the GRE-A section is sufficient to meet the GVAR requirement.

SEC discussed whether this was considered a policy change and ruled that it was not.

9. **Provost's Report – Cynthia Rawitch**

Rawitch (substituting for Provost Hellenbrand) reported on the following:

- a. We have 32,000 students enrolled this Spring and are at 96% of our FTES target. We will annualize at 104% of our FTES target.
- b. Sixty bottleneck and high demand sections have been added. This provides 2600 more seats.
- c. We are predicting 12.0 for our average unit-load this Spring; this is the highest unit-load since 1993.

- d. For Fall 2013, we received 30,000 applications from 1st time freshman and 17,000 applications were received from transfer students. We expect to have a large transfer class next Fall 2013 since we did not admit transfers in Spring 2013. 4400-4700 new freshman will be admitted for Fall 2013. We will, therefore, limit tier-2 admits (about 3700 index).
- e. Provost Hellenbrand predicts that campuses will get an FTES increase of 2 1/2 – 3 percent.
- f. The Strategic Enrollment Planning Committee is looking at a five-year enrollment plan for the University.
- g. Rawitch will begin FERP this Fall 2013. The position announcement for Vice Provost will be posted next week.

10. **Academic Senate CSU Reports (Nov 2012 and Jan 2013)** – Michael Hoggan

Hoggan reported that Chancellor White is leaning towards a more shared leadership relationship with the faculty. The Chancellor plans to visit all CSU campuses in the next year. Written reports for both the November 2012 and January 2013 will be prepared for the full Senate meeting on February 7th.

11. **Review of Standing Committee Minutes**

Academic Technology (9/7 – discussed wait list and university video network; 10/5 - discussed video furnace and services provided by library on video streaming.)

Educational Policies (10/17 – no policies; 10/31 – a draft of standard operating procedures was distributed for later discussion; 11/14 – subcommittee formed to discuss undergraduate syllabus policy; 12/5 – 2nd baccalaureate students will be under purview of Undergraduate Studies so a new 2nd baccalaureate student disqualification policy must be considered; a new policy will be reviewed by EPC in February.)

Extended Learning (9/19 – no policies)

Educational Resources (9/11 – no policies)

Graduate Studies (10/9 – discussed disqualification for reasons other than GPA or academic dishonesty; 11/13 – no policies)

Library (10/3 – no policies; 11/7 – will keep February 28th as due date for faculty library books. CSUN now has an on-site license for the Chronicle of Higher Education.)

Personnel Planning and Review (10/17, 10/31, 11/5, 11/14, 11/28 – all policy items on the dates listed have been considered by SEC; Question raised: Are too many waivers given for administrative search and screens. Should we revise the procedures?)

Research and Grants (9/14, 10/12 – no policies; The Chancellor's Office cancelled funds

for the Research, Scholarship and Creative Activity Awards but Provost Hellenbrand agreed to fund them this year.)

12. **Set Agenda for February 7, 2013 Senate Meeting**

- Accelerated Promotion Review Process policy (PP&R)
- Contributions to the Field of Study policy (PP&R)
- Nominations for Faculty Officers, Statewide Academic Senators and Senators-at-Large; recommendations for Standing Committee Representatives
- Senate Reports

Possible presentations for future Senate meetings:

- Faculty Athletics Report

13. **Other Business**

None.

Meeting adjourned at 5:14 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary
and Terri Lisagor, Secretary of the Faculty