

**EXECUTIVE COMMITTEE MINUTES** – Approved 3/21/2013  
**February 21, 2013**  
**University Hall, Room 277**

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

**Members Absent:** Garcia, Hellenbrand

**Guests:** P. Jennings, M. Lien, C. Rawitch, W. Whiting

Faculty President Stepanek called the meeting to order at 1:06 p.m.

**1. Approval of SEC Minutes**

MSP to approve the [SEC Minutes for January 24, 2013](#) as distributed.

**2. Announcements**

- a. Reminder that Senate Executive Committee will be meeting again on February 28, 2013.
- b. The Second Annual Terry Piper Lecture will be on Monday, February 25, 2013, from 8:30-10:00am; Vincent Tinto who will speak about student success.
- c. Six candidates for the Vice President of University Advancement position will come to campus for interviews between March 4 and March 19.
- d. There is a call for nominations for the 2013 Edward M. McAleer, Jr. Excellence and Innovation Award that honors someone who has demonstrated a consistent and significant pattern of innovation and excellence in support of the work of the CSU Extended University. A possible nominee for this award was suggested by Hoggan. Hoggan will take the lead in moving this nomination forward.

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

Stepanek gave highlights from the February 18, 2013, President's Extended Cabinet meeting.

- a. The Extended Cabinet discussed development activities, community engagement, and to what extent CSUN faculty and staff are engaged in community activities on their own.

- b. A call was sent out to faculty, deans and chairs, to participate in the iPad initiative pilot. They expect about 1500-3000 students to begin this pilot in Fall 2013, with a number of different departments and classes taking part. Training will be provided for faculty; the courses will be identified in the Schedule of Classes.
- c. President Harrison said the first Council of Presidents meeting with Chancellor White went very well.
- d. On February 5-6, there were some special workshop retreats held for members of the Cabinet and the Extended Cabinet. A summary report was presented on these sessions.
- e. An update was given on Cal State Online. CSUN is offering a Reconnect Degree Completion program in Liberal Studies to begin in Spring 2014. Students must be in good academic standing and have completed at least 80 units to be admitted. Neubauer and Rawitch added additional comments on this topic.

#### 4. **Proposed Academic Calendars for 2015-2016 and 2016-2017**

William Whiting, Senior Director for Academic Personnel for Faculty Affairs

Link to proposed academic calendars:

<http://www.csun.edu/senate/reports/academiccalendars2013.pdf>

Whiting reported that the Calendar committee is putting forward two academic calendars for 2015-2015 and 2016-2017. He is meeting with various groups across campus for consultation and feedback. President Harrison gives the final approval.

Whiting mentioned that the Chancellor's Office provides a number of norms, definitions and constraints that must be adhered to when developing the academic calendar. For example, we must have a minimum of 170 academic workdays but no more than 180. In addition, there are a number of state holidays that must be observed on the actual dates they occur. Whiting explained the rationale for the placement of Spring break -- scheduling it after Cesar Chavez day and making sure it does not conflict with the RTP calendar.

An SEC member pointed out that we always seem to have 16 Tuesday classes and why is this necessary. This increases workload for some faculty.

#### 5. **Approval of Spring 2013 Election Slate and Electronic Voting**

Additional nominations were made to several of the Standing Committees. The Senate Office will contact these individuals to determine whether they wish to run for election.

**MSP** to approve the Faculty and Senate election ballots with additional nominees added.

Online elections will begin on March 6, 2013 and conclude on March 20, 2013.

## 6. **Select Date for Faculty Governance Orientation**

The Faculty Governance Orientation luncheon was scheduled for Friday, May 24, 2013, from 12:00 noon to 2:00pm. It will be held at the Orange Grove Bistro.

## 7. **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

### **Action Item – [Accelerated Promotion Review Process](#)**

Lien reported that no comments or feedback were received from the Faculty Senate on this policy.

**MSP** to forward to the Senate with a do-pass recommendation.

### **Action Item – [Contributions to the Field of Study](#)**

Lien pointed out that a typo mentioned by a Senator in Section 632.4.2.b. was corrected. In addition, a Senator suggested that PP&R make it clear in the policy statement that a Department's definition of "significant contribution" need not be subject to approval by the College Personnel Committee and the Personnel Planning and Review Committee.

After careful consideration by PP&R, they decided to keep the language that currently exists. As part of the faculty governance process, PP&R believes it is their responsibility, as mandated by the Faculty Senate, to act as a reviewing and approving agency with regard to personnel policy. This helps to maintain a level of consistency across the University.

**MSP** to forward to the Senate with a do-pass recommendation.

### **First Reading – [Peer Class Visit Reports](#)**

PP&R proposes that this statement be added to Section 612.5.2.c.(2)(a)(iii), "A written report of the class visit shall be submitted to the candidate, to the Chair of the Department Personnel Committee, and to the Department Chair, within 10 calendar days of the peer class visit."

SEC supported this revision but felt that 10 days may not be enough time to give a reviewer who is visiting many classes. They asked PP&R to consider making 10 days a suggested procedure, but to also include an absolute deadline. This will assure that the peer class visit reports and responses to the reports are in the file before the personnel review cycle begins.

Secondly, the revised policy amends the period of time that peer class visit reports shall remain in the Personnel Action File. The revised policy says, "A copy of the report shall be retained in the candidate's Personnel Action File for a period of five years or until the review at level has been completed or until the tenured faculty member is promoted in

rank, whichever is longer. After advancement to the next level, reports of visits, older than five years, may be removed from the file.”

SEC said it was unclear what the term “review at level” means so they asked for it to be better defined. It was also suggested that Section 700 be reviewed for similar content changes. Jennings mentioned that revisions will need to be made to Section 700 to comply with changes to Article 12 of the Collective Bargaining Agreement.

## 8. **Discuss Effectiveness of Large Enrollment Class Sections and Next Steps**

Horn and Shubin met with SEC last month to discuss concerns they had regarding the effectiveness of large enrollment classes (increased workload for faculty, student performance, cost effectiveness, etc.).

SEC reviewed existing documents on this topic. They determined that there were different issues being raised that needed further study. Stepanek will suggest to ERC that they look at the faculty compensation piece and that EPC consider the impact of large classes on student learning and quality. Any concerns raised by ERC and EPC will then be addressed by SEC.

## 9. **Provost’s Report – Cynthia Rawitch**

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

- a. **Enrollment Update** – At census, we were at 27,758 FTES, which is 97.5% of target. Annualized, we will be at 104% of our target, which is a good place to be. We expect to have the same target next year with the same ability to go over by 5% and 3% under. Our average unit load is 12.09, which is the highest in decades. For undergraduates, it’s at 12.7 and for graduates it’s at 8.6. Most likely we will be allowed to admit students in Spring 2014 – probably transfers and graduate students, but not freshman or the “forbidden four” (lower division transfers, second BAs, undeclared post baccalaureates, and upper division transfers who are not fully qualified).

We have 30,000 first-time freshman applications; 16,000 students have been admitted, which is slightly higher than what we admitted at this time last year. Tier II admissions are for indexes above 3,500 only. We have 16,500 transfer student applications; 3,143 students have been admitted. Both of these numbers are considerably higher than last year and we expect a robust first-time freshman class.

- b. **Personnel Update** - We have little additional details about the circumstances of Darrick Danta’s death. S&BS is considering a memorial service late in the Spring semester. Matt Cahn, Political Science, is temporary handling many of the responsibilities that Danta held as the Associate Dean of S&BS.

The results of the Athletic Director search is expected to be announced on Monday, February 25. The Associate Vice President for Research and Graduate Studies search is at the phone-interview stage; the Vice President for Administration & Finance committee had their first meeting this week; the Vice Provost search committee will be

formed next week and a search for the KCSN General Manager will be launched in the next few weeks.

10. **Set Tentative Agenda for March 7, 2013 Senate Meeting**

- Tribute for Darrick Danta
- Accelerated Promotion Review Process policy (PP&R)
- Contributions to the Field of Study policy (PP&R)
- Senate Reports

Possible presentations for future Senate meetings:

- Faculty Athletics Report

11. **Other Business**

None.

Meeting adjourned at 4:18 p.m.

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