

EXECUTIVE COMMITTEE MINUTES – Approved 3/22/2012

March 1, 2012

University Hall, Room 277

Members Present: Chong, Frehlich, Jeppson, Knotts, Michaud, Oh, Rawitch, Schmidt-Levy, Stepanek (Chair), Taylor, Wolfbauer (Recording Secretary)

Members Absent: Schwartz

Guests: D. Brownlee, S. Grant, T. McCarron, S. Theodoulou, C. Xanthos

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

1. Announcements

- a. Stepanek said the Chancellor's Office is looking for faculty from the CSU campuses to serve on various budget-related committees.
- b. A memo was distributed from the Educational Equity Committee inviting SEC members to the Faculty Retention Workshop tentatively scheduled for April 23, 2012 at 12:00 noon. EEC asked that SEC members help make deans and associate deans aware of the process and to encourage them along with department chairs to participate.

2. "How-To" Group Proposal

Cynthia Rawitch, Vice Provost

Link to proposal: <http://www.csun.edu/senate/SEC/howtogroup030112.pdf>

Rawitch explained that the "How-To" Group (a new CSUN Rapid Response Team) would receive ideas and requests coming from College Deans (originating from their College faculty) and help to find solutions to implement innovative programs, ideas and processes. A team of 5-7 will be selected and directed by the provost, in consultation with the University leadership, as needed. The main role of this group would be to assist in implementing ideas, improve the speed of implementation and help create specific workable action plans. A few faculty members with a proven track record of problem solving and extensive university experience would be asked to serve on this group.

Rawitch is requesting feedback from the campus community. **MSP** to support the "How-To" Group concept.

3. **Overview of the 10 Year Resource Study**

Tom McCarron, Vice President of Administration and Finance

Stella Theodoulou, Dean of Social and Behavioral Sciences

Link to Study: http://www.csun.edu/senate/reports/10year_resource_study030112.pdf

Members of ERC were invited to join us for this discussion. Vice President McCarron distributed a draft of the 10 year Resource Study (see link above). McCarron shared tables showing tuition and demand for student access increasing. We have always depended on the General Fund but this is no longer a viable option. President Koester asked them to put together a study to lay out for the campus community what our options are in the future and what our alternative revenue streams might be.

McCarron walked SEC and ERC members through the study and touched on several strategies to close the funding gap including revenue enhancements, maximization of existing resources and cost savings, some of which could be implemented at the campus level and others which would require change at the CSU or State level. The study gives campus constituencies an opportunity to consider the policy implications of choices that may arise.

The next steps are to identify initiatives that offer the most impact to Cal State Northridge and are feasible to implement in a relatively short time frame. When a new president is selected, they will begin to assign selected initiatives to workgroups of campus experts to develop plans for achieving them. McCarron encouraged feedback.

4. **Academic Program Consolidation Guidelines Discussion**

Link to Discontinuance of Programs Policy (1982):

<http://www.csun.edu/senate/policies/discontinuanceprograms.pdf>

Some campuses are looking at their academic program consolidation guidelines to determine whether they need to be updated or newly created. A set of guidelines for consolidating programs recently approved by Sacramento State and Cal State Northridge's existing policy on Discontinuance of Programs (approved November 29, 1982) were shared with SEC members. SEC members were asked if they wished to comment or make any revisions to our existing policy. SEC asked for more time to read through the policy to determine whether it should be re-visited, revised or not changed at all.

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

Hellenbrand and Rawitch attended a meeting in Berkeley with the three WASC commissioners assigned to read our report. We should receive a letter with their decision by March 23rd or sooner.

The Chancellor's Office has given us two years of FTES targets. Our 2012-13 target will be the same as this year (minus two percent, plus five percent). This year we are at 104.373 percent of our target. For 2013-14, our target will be 3 percent less than the current one with the same amount of flexibility. We are expecting 4500 freshman this Fall. We are letting in almost no tier two students (only 1100 students) with a 3900 index or higher. Campuses that went above their target this year will not be allowed to admit transfer students for Spring 2013.

For Fall 2012, students will be limited to 13 units for priority and registration by appointment, and possibly 15 or 16 units during expanded registration.

6. **Mandatory Early Start Resolution**

Link to proposed resolution:

<http://www.csun.edu/senate/resolutions/mesresolution030112.pdf>

Spector revised the resolution to include suggestions made by SEC members last week. It was suggested that students who successfully complete the Mandatory Early Start course be offered an incentive. Discussion took place with regard to the “Resolved” statement:

RESOLVED: That the Faculty Senate of CSU Northridge recommends that in future, faculty across the CSU be included at the formative stage of drafting responses to challenges which confront the CSU in the future.

It was the sentiment of some members that faculty were adequately included in the process and that this “Resolved” statement was not necessary.

MSP to send forward to the Senate for consideration.

Statewide Academic Senators, Chong and Frehlich agreed to provide context and background to the Senators at the Senate meeting.

7. **Selection of Team Members to Attend the Funding the CSU Symposium**

SEC members suggested a number of faculty and administrators to invite to the Funding the CSU Symposium hosted by our campus.

8. **Campus Climate Survey Results**

Sheila Grant, Former Member of EEC

Grant reported that the Educational Equity Committee (EEC) has long desired that CSUN conduct an actual assessment of campus climate. The Campus Climate Survey was conducted online in Spring 2011. A total of 990 surveys were completed. Grant reported on the survey results; she provided statistical data on the composition of respondents as well as their responses to questions about personal experiences and perceptions of campus climate.

In summary, for the most part, perceptions of campus climate on this campus are positive. Although there is agreement by many that there are some disparate realities discovered along racial/ethnic, gender, sexual orientation, and faculty status lines that cause concern.

EEC will consider the results of the survey and suggest various campus-wide intervention actions. Taylor mentioned that Lauren Nile, Director of Equity and Diversity, is interested in setting up a committee to address diversity concerns. Grant was invited to give a 15-minute presentation on the Campus Climate Survey results at the April 19th Senate meeting.

9. **Policy Items – Educational Policies Committee**

Don Brownlee, Chair of EPC

Action Item – [Basic Skills Policy](#)

Based on feedback given at the last Senate meeting, Item #1 was revised by EPC. Rawitch said that there are no longer preparatory reading and writing courses. Therefore, SEC suggested the following language:

1. Students will take the appropriate course in the GE Analytical Reading and Expository Writing (AREW) sequence during their first semester at CSUN. Students will continue to enroll in the appropriate GE AREW course until they have satisfied the GE AREW requirement.

Given inaccurate and missing information under the “Procedures” section, it was suggested that it be deleted from the policy statement.

Brownlee will send the revisions to EPC for their approval. **MSP** to forward to the Senate, as amended, with a do-pass recommendation.

Action Item – [Undergraduate Academic Internship Policy](#)

Based on feedback given at the last Senate meeting, several sections were revised by EPC. To allow for flexibility, SEC recommended new language for Item IV.B:

45 student work hours per unit per semester are expected but may not be exceeded.

SEC suggested that IV.B. and IV.C. be combined. Brownlee was asked to expand on the supporting reasons section to provide a justification on why these changes are necessary.

Brownlee will send the revisions to EPC for their approval. **MSP** to forward to the Senate, as amended, with a do-pass recommendation.

10. **Review of Standing Committee Minutes**

Library (11/2 – no policies)

11. **Set Agenda for March 8, 2012 Senate Meeting**

- Action Items: Basic Skills Policy & Undergraduate Academic Internship Policy (EPC)
- Information Security Policies Update (Chris Olsen)
- Mandatory Early Start Resolution (Cheryl Spector)
- University President Search Update
- Senate Reports

Meeting adjourned at 4:54 p.m.

Submitted by: April Taylor (Secretary of the Faculty) & Heidi Wolfbauer (Recording Secretary)