

EXECUTIVE COMMITTEE MINUTES – Approved 4/25/2103
March 21, 2013
University Hall, Room 277

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

Members Absent: Garcia

Guests: D. Wakefield, M. Lien, P. Jennings

Faculty President Stepanek called the meeting to order at 1:08 p.m.

1. Approval of SEC Minutes

MSP to approve the [SEC Minutes for February 21, 2013](#) and [February 28, 2013](#) as distributed.

2. Announcements

- a. Stepanek was congratulated for being elected by the Statewide Academic Senate as one of two candidates moving forward for the Faculty Trustee position on the Board of Trustees. Governor Brown will make the final decision. It is a two-year appointment to begin in August 2013.
- b. The Chancellor's Office is searching for a new California Pre-Doctoral Director. Chong will forward more information to SEC by email.

3. Spring 2013 Election Results

Election results were sent out by email earlier today; 245 votes were cast in the general election and 40 votes were cast in the Senate election.

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

- a. They are making some very nice changes to the Library Learning Commons, including new computers, furniture, a genius bar for computer help, etc. They are planning for an opening ceremony at the beginning of the Fall 2013 semester.
- b. The Cabinet discussed student health concerns – in particular tuberculosis; a few cases have been reported and it is a growing concern.

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

David Wakefield, Chair of EPC

First Reading – [Written Syllabi for All Undergraduate Courses](#)

EPC proposes that the following language be included on the undergraduate written syllabi so that students can better plan their workload over the semester.

“Course requirements, including ~~and~~ methods of evaluation as well as tentative due dates for major assignments and/or exams.”

Wakefield mentioned that the Faculty Development Office will be tasked with developing a “best practices” collection of potential syllabus language.

Some SEC members felt that the term, “major assignments” could be interpreted differently. An SEC member suggested that the words, “for major assignments and/or exams” be deleted so that it is more generic. Also recommended was changing the word, “should” to “shall” in the sentence, “The syllabus *should* contain the following information.” A final suggestion was to add “email address” under contact information. Wakefield will take this feedback back to EPC for further consideration.

First Reading – [Second Baccalaureate Disqualification Policy](#)

An official academic standing policy does not currently exist for second baccalaureate students. These revisions are an attempt to formalize campus practice and provide clear guidelines for the campus community.

SEC suggested that the two paragraphs explaining the disqualification policy for second baccalaureate students (under Categories of Disqualification) be integrated into the sections above. An option may be to provide a header that makes it clear that the first sections apply to students working on their first degree. Some members did not like the idea of restricting the number of Open University units to 9, especially if the student is in good standing. Also, a question was raised about whether the second baccalaureate cumulative GPA includes grades taken in the undergraduate degree. Wakefield will take this feedback back to EPC for further consideration.

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

Magnhild Lien, Chair of PP&R

Penny Jennings, Associate Vice President for Faculty Affairs

a. **Consideration of Editorial Revisions to the [Contributions to the Field of Study Policy](#)**

A few editorial revisions were made to the policy to remove language that was no longer relevant, given the changes recently approved by the Senate.

MSP to consider the changes as editorial.

b. **Collective Bargaining Agreement [Editorial Revisions to Section 700](#)** – Editorial revisions were made to Section 700 to comply with language made to the Collective Bargaining Agreement. These revisions affect the following sections: Three-Year

Appointments, Preference for Available Temporary Work, and Discrimination/ Harassment Complaints (Grievance Procedures).

MSP to consider the changes as editorial.

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

Based on comments made at the February 21, 2013 SEC meeting, PP&R made revisions to Section 612.5.2.c.(2)(a)(iii) to read, “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 14 calendar days of the peer class visit. A copy of the report shall be ~~retained~~ placed in the candidate’s Personnel Action File, ~~for a period of five years~~.”

PP&R changed the language from “10 calendar days” to “14 calendar days” to comply with SEC’s suggestion that they increase the number of days because some reviewers may be visiting many classes. After have discussion about the time period for class visits to remain in the PAF, SEC decided it was best to keep the original language of placing them in the PAF, “for a period of five years.”

MSP (unanimously) to forward to the Senate for a first reading subject to PP&R approval to retain the original language as mentioned above.

7. **Replacement for Amy Denissen on the Educational Equity Committee**

MSP to appoint Debra Malmberg (Psychology) to the Educational Equity Committee to complete Amy Denissen’s term which ends this Spring 2013. This will enable Professor Malmberg to start her service on the committee early given she was recently elected to a three-year term beginning in Fall 2013.

8. **Provost’s Report** – Harry Hellenbrand

Provost Hellenbrand reported on the following:

- a. The budget looks stable. The Division budgets are being presented to UBPG tomorrow. Academic Affairs is planning for cuts due to the sequestration.
- b. About 20-30 faculty searches will be completed this year and 17-18 searches have been authorized for positions starting in Fall 2014. We hope to authorize another 20-30 positions when the budget is approved.
- c. The new name for the iPad Initiative is MyCSUN Tablet. About 1200 students and 70 faculty will participate in the pilot.

9. **Statewide Academic Senate Report** – Shane Frehlich

Frehlich reported on the following:

- a. As part of SB 1440, Barbara Swerkes is looking for course reviewers for some disciplines so please encourage your colleagues to volunteer. 24 Transfer Model Curriculums (TMCs) are approved covering many of the more popular degrees.
- b. As mentioned earlier, Steven Stepanek and Bernadette Cheyne (current incumbent from CSU, Chico) were elected by the Statewide Academic Senate to move forward for the Faculty Trustee position on the Board of Trustees.
- c. They commemorated the 50th anniversary of the Statewide Academic Senate; the author of the People's University gave a presentation and there were some enlightening breakout sessions.
- d. The Executive Director of CalState Online, Ruth Black, gave a presentation, but it seemed unlikely that she would take Statewide Academic Senate feedback to heart.
- e. There was discussion on the effect of the sequestration to the CSU; they estimate about \$20 million in cuts.
- f. Five resolutions were passed including a resolution to set-up a task force to study CSU student tuition fees and financial aid support was approved.
- g. They are working on a resolution opposing SB520, which is the Senate bill allowing students to transfer online courses if they can't get into bottleneck courses on their campus.

10. Review of Standing Committee Minutes

Educational Policies (2/27- no policies)

Graduate Studies (12/11 – they are working on revisions to the University Certificate Policy.)

11. CSU – The Extended University: [Report on Opportunities to Shape the Future: Self-Support Strategies for the Next Decades](#)

The pamphlet (link above) is an effort to bring awareness about the programs and services offered by the CSU Extended University. Pat Miller, chair of the Extended Learning Committee, will be invited to give a brief overview and to answer questions at the next Senate meeting.

12. Set Agenda for April 4, 2013 Senate Meeting

- Introduction of the New Athletics Director (for April or May meeting)
- Academic Calendars for 2015-2016 & 2016-2017
- Peer Review Visit Policy (PP&R)
- CSU – The Extended University: Report on Opportunities to Shape the Future: Self-Support Strategies for the Next Decades
- Run-off Election for Learning Resource Advisory Committee
- Senate Reports

Meeting adjourned at 3:23 p.m.

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