EXECUTIVE COMMITTEE MINUTES – Approved 4/30/09
March 26, 2009
University Hall, Room 277

Members Present: Alfano (Acting Chair), Bendavid, Chong, DiMarco, Hellenbrand, Phillips, Stepanek, Swerkes, Wolfbauer (Recording Secretary)

Members Absent: Lien, Matos, Spector


Vice President Alfano called the meeting to order at 1:06 p.m.

1. Approval of Minutes

MSP to approve the Minutes of February 26, 2009 as distributed.

2. Announcements

   a. The Executive Committee was reminded that faculty election ballots will be counted after the meeting.

   b. The Honored Faculty Reception will be on Monday, May 18, 2009, at 10:00 am in the Grand Salon, USU.

3. Policy Item – Graduate Studies Committee
   Mary Woodley, Chair
   Mack Johnson, Associate Vice President for Graduate Studies

   Action Item – Policy on Certificate Programs

   Woodley reminded the Executive Committee that there was a suggestion at the last Senate meeting to revise the language in II.D. specifying where prerequisites and descriptions of programs are published; however, it was decided to leave the language “as is” because not all requirements are included in the catalog, changes are often made between catalogs, and information is disseminated in different ways.

   It was MSP to send the policy forward to the Senate with a “do-pass” recommendation.
4. **Leave of Absence for Denise Sandoval on Faculty Senate**

The Executive Committee approved granting Denise Sandoval a one semester (Fall 09) leave of absence from the Faculty Senate.

5. **Statewide Academic Senate Report – Barbara Swerkes**

Barbara Swerkes distributed a summary of the *Resolutions Summary* for the March 19-20, 2009 Academic Senate CSU Plenary -


Eight resolutions were approved. One of these resolutions highlighted the need to support improved faculty development opportunities for Lecturers. Another reaffirmed the senate’s support for CSU authority to offer the Doctorate in Nursing Practice. Senators were urged to review the First Reading Resolutions and to provide feedback to Swerkes, Stepanek, or Bendavid.

Additional activities of the Senate and Board of Trustees meetings were highlighted:

a. The atmosphere in Long Beach is quite grim. The budget situation dominates conversations. Our campus seems to be in much better shape than many others. We are very fortunate that our administration had the foresight to establish a reserve.

b. The CSU Administration is emphasizing the importance of enrollment management. The system cannot continue to over enroll while the budgets continue to be cut.

c. The Statewide Academic Senate has not taken a position on the propositions coming up in the May election. The Board of Trustees has taken a support position on propositions 1A through 1E. These propositions are related to the state funding strategies approved by the legislature earlier this year. Prop. 1A would extend the sales tax increase for another year and other taxes for two years. It would also require the state to set aside 12.5% of the General Fund revenues for future downturns in the economy. The tax increases are related to some near term stability for the CSU budget as allocated in January but the long term issues with the reduction of the General Fund due to the set aside have future negative potential for CSU funding.

d. Two items that are of major concern to the Trustees are the development of more online education and remediation prior to matriculation. Expect to see more information forthcoming on these items.

e. Some members of the ASCSU will participate in lobbying efforts in Sacramento next month. One item on the agenda for the meetings with legislators will be support for authorization for the CSU to offer a Doctorate in Nursing Practice.

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

Provost’s Hellenbrand reported the following:
a. There is a lot of interest in remediation. In the long term, remediation needs to be worked on at the elementary school level. We are accumulating evidence to see what works. In the high schools, we need a common diagnostic instrument and a common understanding of what the results mean. The CSU system is working with the Los Angeles Chamber of Commerce to get financial support to address some of the remedial issues.

b. The CSU system is impacted. The number of students who have filed intent to graduate is about 2000 less than last year.

c. We are making plans this summer with the assumption that CSUN will face another $3.5-$7 million budget cut. Right now we are in sound financial shape but we will have tough times ahead. Other things that will affect the budget are if the lottery gets sold, small cap money reductions, and other mandatory costs that we may have to take on. It was suggested the Sharon Eichten and Tom McCarron be invited to the next SEC meeting to provide a budget update.

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

Karen Anderson, Member of PP&R

Penny Jennings, Associate Vice President for Faculty Affairs

**First Reading – Policy on Sabbatical Leave Procedures**

It is being proposed that the title that is used for the highest ranking of a sabbatical application be changed from “truly outstanding and exceptional” to “outstanding” so that it is easier to remember the name of the ranking. In addition, the proposal would require all proposals ranked as “outstanding” to include a written justification and to take out the language, “when appropriate.” Lastly, PP&R is recommending that in instances when College Personnel Committee recommend more sabbatical leave applications than the total number of leaves allocated to the College, that the proposals ranked as outstanding, shall be reviewed by the President as if they were unranked, for a final determination.

An option discussed was to rank the “outstanding” proposals by years of service similar to the “meritorious” proposals when more sabbatical applications are sent forward than allocated to the College.

It was **MSP** to send the policy forward, with one suggested revision, to the Senate for a first reading to gather feedback from the Senate.

**First Reading – Policy on Accelerated Promotion Review Process**

PP&R is proposing that a candidate must request a review for early promotion by notifying the Department Chair and the Dean, in writing, prior to the start of the Department-level review process. This change would help to clarify language in Section 643.1.1.b. so that candidates for retention and possible early promotion, as well as the reviewing agencies, have a clear understanding of the process from the very beginning.

It was **MSP** to send the policy forward to the Senate for a first reading.
8. **Policy Items – Educational Policies Committee**

Hillary Hertzog, Chair  
Cynthia Rawitch, Associate Vice President for Undergraduate Studies

**First Reading – Undergraduate Policy on Repeating Courses**

In brief, a maximum of 16 semester units of CSU coursework may be repeated for grade forgiveness and an additional 12 semester units of courses may be repeated for grade averaging. Hertzog explained that the changes to the undergraduate policy on repeating courses are to align CSU Northridge’s current policy with that of the system-wide policy, Executive Order 1037, which goes into effect for all CSU campuses on August 1, 2009. The new counting of maximum repeats for grade forgiveness and grade averaging starts anew in Fall 2009. Any repeats used prior to the start of Fall 2009 semester will not be counted in these new maximums.

A question was raised regarding the acceptance of repeat courses from community colleges. Rawitch said she would have Eric Forbes, Director of Admissions and Records, contact Stepanek directly to address his question.

It was **MSP** to send the policy forward to the Senate, with one minor revision, as a first reading.

**First Reading – Undergraduate Policy on Withdrawals**

Hertzog explained that the Withdrawal policies remain the same with regard to time periods and medical withdrawals. The changes to the policy are to align CSU Northridge’s current policy with that of Executive Order 1037 which goes into effect for all CSU campuses on August 1, 2009. Hertzog summarized the changes; the counting of withdrawals to a maximum of 18 units starts anew in Fall 2009. Withdrawals used prior to the start of the Fall 2009 semester will not be counted in these new maximums.

It was suggested that Item 5 (of the new withdrawal rules) be moved to the supporting reasons section. Also, it was suggested that it be clear that the policy does not apply to developmental units and that only approved withdrawals are counted. CMS is being rewritten so this policy can be enforced automatically in SOLAR.

It was **MSP** to send the policy forward, pending that the suggested revisions be reviewed by the Executive Committee, to the Senate as a first reading.

9. **Minors on Diplomas**

Hillary Hertzog, Chair of EPC

Hertzog announced that there was a request from the students to include the listing of a minor on the diploma. EPC approved the following motion: The University should allow minors to be printed on the diploma if a student so desires.
10. **Review of Standing Committee Minutes**

Extended Learning Committee (9/17, 10/15 – no policies)
Library Committee (2/4 – no policies)
Personnel Planning and Review Committee (12/17, 1/21, 2/4, 2/18, 3/4 – no policies; Swerkes asked Jennings questions about the process for student evaluations and changes in Section 604 on professional responsibility.

11. **Other Business**

Post-Promotion Increase Process (PPI) – Penny Jennings and Rian Medlin gave a brief update on the PPI (2) Awards process. The process has been expedited so that awards will not have to be made retroactively. The same election process will be used to elect the PPI Appeals Committee. One big change allows Counselors and Librarians to serve on the Appeals Committee.

12. **Set Agenda for April 16, 2009 Senate Meeting**

- Policy on Certificate Programs
- Policy on Sabbatical Leave Procedures
- Policy on Accelerated Promotion (Early Promotion)
- Undergraduate Policy on Repeating Courses
- Undergraduate Policy on Withdrawals
- Senate Reports

Meeting adjourned at 4:20 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary
Cecile Bendavid, Acting Secretary of the Faculty