

EXECUTIVE COMMITTEE MINUTES – Approved 9/1/2011

April 21, 2011

University Hall, Room 277

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

Members Absent: Matos

Guests: M. Hattar-Pollara, J. Munsch

Faculty President Stepanek called the meeting to order at 1:04 p.m.

1. Approval of Minutes

MSP to approve the [Minutes of March 24, 2011](#) as amended.

2. Announcements

- a. Stepanek reported that he discussed COUGH's request to consider changes to the University's smoking policy with President Koester. She will assign the task to an existing campus committee, which includes staff, and ask them to look at the issues and to make some recommendations.
- b. The Faculty Governance Orientation is scheduled for Thursday, May 26th, 12:00 noon at the Orange Grove Bistro. New and existing members of SEC are invited to attend as well as new Standing Committee chairs.
- c. The Honored Faculty Reception will be held on Monday, May 23rd, 10:00am at the USU Grand Salon.
- d. The "CSU: The Next Fifty Years" conference is tomorrow, Friday, April 22, 2011, beginning at 10:00am at the Kurland Lecture Hall, Valley Performing Arts Center. Stepanek commended those involved in planning the event and encouraged SEC members to attend.
- e. Frehlich said that the Kinesiology Department will host a Kinesis Dance Performance at 8 p.m. on Wednesday, April 27th at the Plaza Del Sol Performance Hall.
- f. Hoggan announced that the 2011 CSUN Senior Film Showcase will be held at the Academy of Television Arts and Sciences on Wednesday, May 4th at 7:00pm. Seats can be reserved through Mark Shubert.

3. **Proposal for Nursing Program to become Its Own Department**

Link to written proposal: <http://www.csun.edu/senate/SEC/nursingdeptproposal042111.pdf>

Marianne Hattar-Pollara, Director of Nursing Program

Joyce Munsch, Child and Adolescent Development

Hattar-Pollara and Munsch shared their proposal to establish the nursing program as its own Department in HHD, which will help to increase program visibility and help to attract well-qualified students and faculty, and better position the program to seek external funding. According to Munsch, CSUN's nursing program has not kept pace with the growth of Departments and Schools of Nursing within the CSU. She further indicated that it is very important for our Nursing Program to establish a reputation and an identity so it can grow. They will be consulting with various groups on campus to share information and to obtain feedback on how the Nursing Program can transition successfully to a Department of Nursing. Their draft proposal includes a rationale expressing the substantial need for nurses in the region, State and nation.

Munsch added that with the current nursing faculty, two new hires, and the existing College funding for staff, the program has the resources for this transition to establishing its own department. Future growth of full-time faculty will depend upon University funding and will be requested as the increase in FTES justifies the positions.

Hattar-Pollara and Munsch will be invited to present this proposal at the Faculty Senate meeting on May 12th. It is their hope to get this proposal approved by the Provost's Council and the Provost so that the Nursing Program can become an independent Department by Fall 2011.

4. **2011-12 Senate Calendar**

Link to approved calendar: <http://www.csun.edu/senate/SEC/senatecalendar11-12.pdf>

The SEC reviewed a tentative 2011-12 Senate calendar. Stepanek mentioned this tentative calendar closely resembles the 2010-11. He reiterated that these dates are tentative as 2011-12 CSU Statewide Academic Senate and CSU Senate Chairs meeting dates are still tentative, as is the Board of Trustees meetings dates.

MSP to approve the 2011-2012 calendar as presented.

5. **Policy Item – Personnel Planning and Review Committee**

Action Item – [Effective Date of New or Revised Personnel Procedures](#)

At the last Senate meeting, a Senator pointed out a contradiction in the policy where the policy states that **all** candidates under review will be considered under the old criteria unless specifically electing to be evaluated under the new criteria but later says that faculty hired after University approval of new Department Personnel Procedures shall be evaluated under the new criteria. PP&R revised the policy to resolve this contradiction.

An SEC member was concerned about creating two classes of faculty – faculty appointed before the College Personnel Procedures were revised that may choose which criteria to be

evaluated under and faculty appointed after the approval of the new College Personnel Procedures that must be evaluated under the new criteria. After a lengthy discussion, SEC members felt that newly hired faculty should be reviewed under new criteria.

Lien reminded the SEC that the current policy says that changes to College personnel procedures will become effective three years after they have been approved at the University level; this rule is not being changed. These revisions are an attempt to clarify existing policy. SEC members felt it was important to clarify for faculty that if they elect to be evaluated under old criteria, that they will be evaluated under the new criteria when they become effective in three years. Additional interpretation about these changes may be included in the FAQ's listing distributed by Faculty Affairs.

After a lengthy discussion, **MSP** to forward to the Senate, as amended, with a do-pass recommendation. SEC requested that PP&R revisit this policy next year to determine whether further revisions to the original policy need to be made.

6. **Election Nomination Process**

An SEC member had concerns about the election nomination process and mentioned that we may not be getting broad participation and proper background information on the nominees.

After discussing several options, SEC decided to establish a subcommittee (at the Faculty Governance Orientation) to develop an on-line questionnaire to gather relevant nomination data. This on-line form would be similar to the current University Service Form.

7. **Review of Standing Committee Minutes**

Academic Technology (3/4 – no policies; Spector pointed out that Moodle is being updated to 2.X and that the new People Finder is live. She mentioned the need for faculty to be notified of IT changes that will impact them. She also brought up the lack of attendance of some members at ATC and Stepanek said he will contact those members).

Educational Equity (2/14, 3/14 – no policies; Schmidt-Levy said that they are considering revising their mission statement; Frehlich said that they are planning to bring revisions to SEC.)

Educational Resources (3/15 – no policies)

Extended Learning (3/16 – no policies; Chong said that the ELC discussed changes to their mission).

Graduate Studies (3/8 – no policies)

Personnel Planning and Review (2/9, 2/23, 3/9, 3/23 – no policies; 3/30 – there was discussion about interpretation on whether FERP faculty may vote for department chair. It was decided that FERP faculty do get to vote.)

Research and Grants – (11/12 – R&G discussed a draft policy for a proposal for competitions with limited submissions. They have been directed to bring this proposal to SEC.

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

There is a divisional budget meeting scheduled for May 3rd for chairs, deans, UPBG, and any other interested individuals. Attendees will begin planning for a worst case scenario for next year (beyond a \$500 million cut). They will examine and discuss possible proposals to increasing efficiency and cost effectiveness with 60-70 Centers on campus through audit/review of the Centers and examination of number of units of release time assigned to Centers that do not produce. Additionally, the participants will also be asked to examine DUF data (classes with high failure rate due to high math requirements), student-faculty-ratios, and technology expenditures. The attendees will be asked to get a sense of priority; Provost Hellenbrand wants to delay organizational changes as long as possible.

Hellenbrand said that a few central changes in staffing, more specifically through non-replaced position dollars, have made it possible to move central dollars to the Colleges. We will have at least 85 new hires and are expecting a freshman class of 4700 for next year. We will close transfer admits next week. Graduate enrollments are about the same as last year, but international students are up.

We exceeded enrollment target this year and received a check for \$9 million for being above the re-set target (7-8 percent higher). Hellenbrand indicated that CSU tuition is at \$5,500, compared to the national average of \$7,200. He anticipates a 20% tuition increase if we are faced with another budget cut.

Hellenbrand strongly urged SEC members to attend this budget meeting on May 3rd.

9. **Other Business**

- a. **Outstanding Graduating Student Selection Committee** – Stepanek asked for two faculty volunteers (preferably from SEC or Senate) to serve on this Committee. Volunteers must be able to attend a meeting scheduled for Friday, April 29, 11:30am – 4:00pm.
- b. **Air-time at Senate Meetings** – SEC discussed ways of providing forums for faculty to air alternate views and issues. SEC members voiced their concerns about CFA reports at Senate meetings, specifically, its timeliness and appropriateness, as well as the ability of the CFA representative to inform faculty and provide knowledgeable responses to their questions.

10. **Set Agenda for April 14, 2011 Senate Meeting**

- Introduction of New Senators
- Election of 2011-12 Senate Executive Committee
- WASC Report
- **Action Item** - Effective Date of New or Revised Personnel Procedures Policy (PP&R)
- Proposal for a Nursing Department at CSUN

- Senate Reports

Meeting adjourned at 4:37 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary
Sandra Chong, Secretary of the Faculty