

**EXECUTIVE COMMITTEE MINUTES** – Approved 8/29/13  
**April 25, 2013**  
**University Hall, Room 277**

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

**Members Absent:** Chong, Garcia

**Guests:** H. Cox, C. Donahue, P. Jennings, W. Jennings, M. Lien, T. McCarron, P. Powell (Journalism student), C. Rawitch (for Hellenbrand), D. Zell

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 March 21, 2013](#) as corrected.

**2. Announcements**

- a. The Faculty Governance Orientation will be on May 24, 2013, from 12:00-2:00 pm at the Orange Grove Bistro.

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

The items below were discussed at the April 15, 2013 Extended Cabinet meeting.

- a. There was a lengthy discussion on the impact of K-12 being taught to a common core standard. They will emphasize knowledge being learned, understanding and processes. The phase-in process was explained to the Extended Cabinet members.
- b. The Extended Cabinet received an update on the myCSUNtablet initiative. Deone Zell will explain more on this later in today's meeting.
- c. President Harrison received an invitation from Cal Tech to participate in an online course (Machine Learning) that Cal Tech will offer. They are arranging for our students to enroll in this course along with the Cal Tech students.
- d. It was discovered that there is only a 31 percent opt-in for those receiving text messages in the current emergency notification system. The question raised was how we can turn this around so that campus employees and students automatically receive text messages unless they choose to opt-out.

- e. A report was given on the new agreement with Southwest Law School to offer a joint BA/JD degree. It is a six year program; three years completed at CSUN, and the fourth year taken at Southwestern to complete the BA. The remainder of the JD degree will then be completed at Southwestern Law School. This program will start in Fall 2014.
- f. The Blenda Wilson Courtyard was discussed. William Jennings will update SEC on this later in the meeting.
- g. CSUN is now part of the Western Intercollegiate of Consortium of Higher Education.

#### 4. **Blenda Wilson Courtyard**

William Jennings, Interim Vice President for University Advancement

We have a practice on this campus of honoring past presidents. They are planning to place a monument near the existing earthquake memorial, which is located near the Planetarium. This area will be designated as the official Blenda Wilson Courtyard. A special opening ceremony will be scheduled in Fall 2013.

**MSP** to support the decision to establish the Blenda Wilson Courtyard.

#### 5. **Report on VPAC Financing Status**

Thomas McCarron, Vice President for Administration and Finance

In January 2008, the CSU Board of Trustees approved CSUN's plan to finance up to \$30 million of debt for the Valley Performing Arts Center (VPAC). In 2010, we were down to \$12 million of debt. In late 2010, we financed \$7 million with a commercial paper loan underwritten by the University Corporation, and a \$5 million loan from CSU Risk Management Authority. In February 2013, we retired the \$7 million dollar commercial paper loan and we are now down to \$5 million in debt. Earlier this month, President Harrison approved a plan to pay off this \$5 million debt by June 2015. The primary sources of repayment will be from donor pledges, surplus from the University Corporation, digital frequency leases, falling rates, and from the money we get from Pepsi. This could even be expedited if we get a naming gift. The leasing of the VPAC allows us to put money in the facility renewal fund.

Tom McCarron will be asked to present this report to the full Senate.

#### 6. **Provost's Report – Cynthia Rawitch**

Rawitch reported on the following:

- a. **Commencement** – At the request of President Harrison, they are looking at changing May 2014 commencement ceremonies to the weekend, with a graduate commencement on Friday night. They are also considering a winter commencement, possibly for January 2015. Provost Hellenbrand will ask the commencement committee to work on a plan.
- b. **Enrollment** – We will have more than 5000 first-time freshmen for Fall 2013. We have admitted 18,165 freshmen students with 5200 intents. For transfer students, we have

6700 admitted with 3000 intents. Undergraduate Studies (developmental math and STRETCH writing) are beginning to gear up for more students.

- c. **Search Update** – SEC members were urged to attend meetings to meet the search candidates. Some searches currently underway include: Vice Provost, AVP for Research and Graduate Studies, VP for Administration and Finance, VP for University Advancement, AVP for Faculty Affairs, AVP for Marketing and Communications, and the College of Business Dean. The KCSN General Manager search is completed; an offer will be made.
- d. **Bottleneck Course Proposals** – At the request of the Chancellor, we submitted 10 initiatives for the \$10 million for online bottleneck courses for programs that we would like to scale up. The campus will also provide funding for initiatives that are not funded by the Chancellor. In late May, we will be asked to submit another set of proposals for pilots and other initiatives that we would like to explore.
- e. **myCSUNtablet Initiative Funding** – Unfortunately, we did not receive funding from Educause for the myCSUNtablet initiative. We are, of course, still moving forward.

## 7. **CSUN Sustainability Plan**

Helen Cox, Institute for Sustainability

Link to Plan: <http://www.csun.edu/senate/reports/sustainabilityplan042513.pdf>

President Harrison signed the American College and University Presidents' Climate Commitment while at CSU, Monterey Bay, and has also established “sustainability” as a priority for this campus. Consequently, President Harrison requested that we have a sustainability plan for this campus and that we work towards reducing energy use and greenhouse gas emissions. There are ten action plans, from dining services to water consumption that are included in the Sustainability Plan.

The campus Green Core Team helped to work on this plan along with the campus operations and facilities groups. The overall goal is to develop a campus leadership position on the areas that we will focus on first. Cox distributed a survey to SEC members to solicit feedback on prioritizing the items.

## 8. **2013-14 Senate Calendar Approval**

Link to 2013-14 Senate Calendar: <http://www.csun.edu/senate/calendar13-14.pdf>

Stepanek explained the basis for setting the Senate calendar. We must work around dates set by the Academic Senate CSU for their meetings. It was pointed out that we may want to change the date for the Honored Faculty Reception if commencements are moved to the weekend.

**MSP** to approve the 2013-14 Senate calendar as distributed.

## 9. **Review of Standing Committee Minutes**

Educational Equity (12/10 – discussed mission revision to include campus climate; 2/11, 3/11, 3/25 - no policies)

Extended Learning (2/20 - no policies)

Educational Policies (3/13 - no policies; discussed wait list and changes for Fall. They approved adding campus climate language to the program review process.)

Educational Resources (10/9, 11/13, 12/11- no policies)

Library (2/6- no policies; they discussed wanting to be included in indirect cost consideration when grants are funded. They are working on an open access policy.)

Personnel Planning and Review (2/18, 2/20, 3/6, 3/20 - no policies)

Research and Grants (2/8 - no policies)

#### 10. **myCSUNtablet Initiative Update**

Deone Zell, Senior Director of Academic Technology

Link to myCSUN Initiative Website: <http://www.csun.edu/it/mycsuntablet>

Zell provided an update on the myCSUNtablet initiative. She said that six programs will participate this coming Fall with others rolling out later. The intent is to reduce the cost and increase the quality of learning materials for our students; they are focusing on opportunities where there will be a cost-neutral environment.

She shared the statistics with regard to units shipped of laptops, smart phones, tablets, etc. She also showed a film that shows what the tablet can do from the student's perspective. Zell mentioned that the tablet is a multifunctional tool that can be used for many things including collaborative teaching, editing, recording, textbook content, etc. There are apps for many subjects; CSUN has settled on a list of core apps. There will be lease-to-purchase options available to students and courses will be identified in the Schedule of Classes. Workshops have begun and will continue to be offered for faculty throughout the summer.

#### 11. **Policy Item – Personnel Planning and Review Committee**

Magnhild Lien, Chair of PP&R

Penny Jennings, Associate Vice President for Faculty Affairs

##### **Action Item** – [Peer Class Visit Reports](#)

Lien reminded the SEC about the Senate's sentiment that they believe it is reasonable to include a time deadline for peer class visit reports to be submitted to the candidate.

However, there needs to be enough time for a candidate to respond to the letter before it goes to the Department Chair and Department Personnel Committee, and before it gets placed in the Personnel Action File. There have been several instances this year that candidates did not receive the letter in a timely fashion so it was not placed in the PAF. Jennings provided specific examples of some of the problems they have experienced.

PP&R recommended the following language:

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 placed in the candidate's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days before the report is placed in the Personnel Action File. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. After the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair. A copy of the report shall be retained in the candidate's Personnel Action File for a period of five years.

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

## 12. **Set Agenda for May 9, 2013 Senate Meeting**

- Introduction of New Senators
- Introduction of Dr. Brandon Martin, new Athletics Director
- Faculty Athletics Report
- Peer Class Visit Reports policy (PP&R)
- Elect 2013-14 Senate Executive Committee
- Blenda Wilson Courtyard
- Report on VPAC Financing Status
- CSUN Sustainability Plan
- Senate Reports

Meeting adjourned at 4:28 p.m.

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