

EXECUTIVE COMMITTEE MINUTES – Approved 9/26/13
August 29, 2013
University Hall, Room 277

Members Present: Chong, Frehlich, Grant, Hellenbrand, Hoggan, Lisagor, Michaud, Schwartz, Spector, Stepanek (Chair), Swenson, Wolfbauer (Recording Secretary)

Members Absent: None

Guests: S. Auerbach, H. Baker, C. Olsen, M. Stover, W. Watkins,

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

1. Approval of SEC Minutes

MSP to approve the following sets of minutes: [April 25, 2013](#) (as amended), [June 19, 2013](#) (as amended), [July 23, 2013](#), and [August 8, 2013](#) (as amended).

2. Announcements

- a. Chancellor Timothy White will visit this campus on September 9, 2013. SEC members and the Council of Chairs are invited have lunch with him at the Orange Grove Bistro at 11:30am. A Town Hall Meeting with the Chancellor is from 12:45 – 1:45pm at the Plaza del Sol.
- b. Freshman Convocation will be on September 12th beginning at 6:00pm on the Oviatt Lawn. Edward Humes, the keynote speaker and author of *Garbology*, will be available at 4:00pm in the Oviatt Library Presentation Room to answer questions about the book.

3. Appoint Standing Committee Liaisons/Reviewers from SEC

SEC members were assigned to be liaisons/reviewers to the Standing Committees (see table below). Stepanek explained the role of the liaison and distributed some talking points when visiting the first meeting of the standing committee.

SEC Member	Standing Committee Liaison/Reviewer
Sandra Chong	Educational Resources
Shane Frehlich	Research and Grants
Sheila Grant	Educational Equity
Michael Hoggan	Personnel Planning & Review
Terri Lisagor	Library
Kristy Michaud	Educational Policies
Diane Schwartz	Graduate Studies
Cheryl Spector	Extended Learning
Adam Swenson	Academic Technology

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

The items below were discussed at the August 12, 2013 Extended Cabinet meeting.

- a. The logistics of Chancellor White's visit to CSUN were discussed.
- b. President Harrison asked the Extended Cabinet to work through the campus hierarchy in their divisions to problem-solve at the leadership level.
- c. Fall 2013 is one of the largest freshmen classes we have ever had. Spring 2013 admissions are closed except for a few disciplines. Consequently, we expect Fall 2014 applications to be high. We are doing a good job of accommodating students this semester.
- d. We will be hiring 20-30 new faculty and about 12 positions are being rolled over. President Harrison stressed the need to keep diversity in mind when hiring.
- e. The Extended Cabinet reviewed a preliminary proposal to hire a Sustainability Coordinator.
- f. New technology (myCSUNbox and CSUN mobile app) were announced. The CSUN homepage is now using WebOne.
- g. The Chancellor's Office has requested a comprehensive list of the Centers and their financial statements for each CSU campus.

5. **Event Center Working Group Update – Shane Frehlich**

Frehlich and Stepanek are representatives on a Multi-purpose Event Center Working Group. This group has begun discussion and examination of having a Multi-Purpose Event Center on the CSUN campus. A company has been hired to do a feasibility study on whether we should have an Event Center, what will it look like, capacity, usage, etc. No decisions have been made regarding its size or location. An Event Center can be used for athletics, convocation, concerts, guest speakers, commencement, etc. More discussion will occur and information will be disseminated.

6. **Nominations for Senator-at-Large to Replace Michael Neubauer**

Seven faculty members were nominated to replace Michael Neubauer as Senator-at-Large; Neubauer was recently appointed to Vice Provost. The Senate Office will contact each nominee to check on their willingness to run for this open position. The Faculty Senators will also be asked to make nominations. An election will be held at the Faculty Senate meeting on September 12.

7. **Appointment to Graduate Studies Committee to replace Steven Thachuk**

A faculty member was appointed to replace Steven Thachuk on the Graduate Studies Committee. The Senate Office will check on his willingness to serve. A second faculty member was recommended if the first cannot serve.

8. **Policy Item – Library Committee**

Susan Auerbach, Chair of Library Committee

Mark Stover, Dean of the Oviatt Library

First Reading – [Open Access Policy](#)

Dean Stover attended SEC on February 28, 2013 to ask for support in passing a Senate resolution encouraging CSUN faculty to opt in and deposit journal articles and other scholarly work into ScholarWorks (CSUN's open access institution repository). Open Access means that it is free, immediate, permanent, full-text, and on-line. Interested faculty would send their CV to ScholarWorks, which is housed in the Oviatt Library. Auerbach and Stover returned to SEC for feedback and review of a draft policy coming from the Library Committee. Auerbach mentioned that Andrew Weiss (Librarian) and Dean Stover have visited many of the Colleges to do presentations about open access and ScholarWorks.

After consideration, it was determined that the proposed policy reads more like a resolution, given that faculty may choose not to deposit their publications into ScholarWorks (and opt out).

Some SEC members felt that, for now, we should focus on the ScholarWorks repository and not all Open Access journals. It was also recommended that open access be defined in the written document. Hellenbrand suggested that the resolution encourage departments to reference this in their department procedures. SEC requested that the Library Committee to re-write the proposed policy in a resolution format with the suggested revisions. After SEC review, the resolution will be sent forward to the Faculty Senate.

9. **Technology Update for the New Academic Year**

Hilary Baker, Vice President for Information Technology

Chris Olsen, Senior Director of Infrastructure Services/ISO

Baker and Olsen presented “What’s New in IT” for this Fall 2013 semester. They distributed a [flyer](#) that provides a brief summary of some of the following new technologies: 1) New Mobile App, 2) Moodle 2, 3) myCSUNbox, an online storage, 4) myCSUNsoftware, free software for students, 5) Lynda.csun.edu, video training online, 6) Change of Major and Minor Form now online, 7) MyCSUNtablet – launches this Fall 2013, 8) Eduroam – automatic wireless log-in, and 9) Online Security Awareness training.

SEC members asked an array of questions. Baker and Olsen were invited to give a technology update to the Faculty Senate on September 12.

10. Commencement Options

William Watkins, Vice President for Student Affairs

Watkins reported that President Harrison called for a complete and open review of the way CSUN Commencement ceremonies are conducted. A Commencement and Honors Convocation Working Group was formed to lead the review. After an exhaustive review, the following recommendations were made:

- 1) Combine Colleges into University-focused ceremonies
- 2) Two on-campus venues were identified: the North Field and/or the Oviatt Lawn; graduates would receive up to five guest tickets and two guest parking permits.

Three commencement options were identified:

- 1) Option A - Half the graduates attend commencement on one day and half of them on a second day. Commencement would be held at the North Field. This option would make it difficult for colleges and departments to hold receptions; approximately 3-4 hour ceremonies.
- 2) Option B - Four ceremonies held at the North Field. This option will make it possible to hold college/department receptions; approximately 2.5 hour ceremonies.
- 3) Option C - Five ceremonies held at the North Field or Oviatt Lawn. Four events would be for undergraduates and a separate ceremony for graduate students would be held; approximately 2-hour ceremonies.

A packet including a preliminary report, a summary of recommendations, options, attendance data, images of locations, and venue diagrams was distributed. SEC suggested that consultation be done with various religious groups. SEC members favored Option C. President Harrison will make the final decision soon, given that these changes will be implemented for this year's commencement ceremonies.

11. Provost's Report – Harry Hellenbrand

Hellenbrand reported on the following:

- a. **Enrollment** – We have 38,000 students which is slightly lower than anticipated; 5865 freshmen, 250 international students, and 5200 transfer students. We are 4.9% above our FTES target and it possibly may go up to 6.5%. The student credit load is rising; 20% of our FTES overage is due to the higher student credit load. Accommodating students this Fall went very smoothly; advisors, chairs and deans did a spectacular job getting students into classes. We think freshmen enrollment has leveled out. We have 2400 international students which is the highest of any U.S. university. Applications and yield factors are up all over the CSU. Fourteen CSU campuses are closed for Spring 2014 admits. This will create high Fall applications and enrollment. The Enrollment Management Group will discuss strategies for managing enrollment.
- b. **myCSUNtablet Initiative Assessment** – Cathy Costin will work on assessment. myCSUNtablet participating faculty and students will be interviewed. We will need to evaluate whether IT is staffed adequately to handle this additional workload.
- c. **Budget** – With a flat budget it is difficult to give raises. Academic Affairs will try to offer more one-time funding opportunities through Extended Learning, technology, and funding many other projects and make sure it gets spread out more widely.

- d. **Web Accessibility** – Given the increased demand for accessibility training and services, our current model lacks sufficient capacity. We need a new model to include more widespread training.

12. **Set Agenda for September 12, 2013 Senate Meeting**

- Election for Senator-at-Large to Replace Michael Neubauer
- Open Access Resolution
- Technology Update for the New Academic Year
- Senate Reports

Meeting adjourned at 4:53 p.m.

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