

EXECUTIVE COMMITTEE MINUTES – Approved 10/13/11
September 1, 2011
University Hall, Room 277

Members Present: Chong, Frehlich, Hellenbrand, Jeppson, Knotts, Oh, Schmidt-Levy, Schwartz, Stepanek (Chair), Taylor, Wolfbauer (Recording Secretary)

Members Absent: Michaud

Guests: T. Kiesler, B. Quillian, C. Rawitch, D. Zell

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

1. Approval of SEC Minutes

MSP to approve the following sets of minutes: [April 21, 2011](#), [June 1, 2011](#), [June 15, 2011](#) and [August 4, 2011](#).

2. Announcements

- a. Due to a conflict with the WASC accreditation visit and the statewide Academic Senate CSU (ASCSU) meeting on September 15-16, 2011, Stepanek and Chong will invite substitutes to attend the ASCSU meeting. A few names were suggested.
- b. Freshman Convocation will be on September 8, 2011 at 6:00pm on the Oviatt Library Lawn. Jeannette Walls, author of the “The Glass Castle” will be the keynote speaker. A special reception and an opportunity to meet Jeannette Walls and discuss the book will begin at 4:00pm in the Oviatt Library Presentation Room.
- c. Frehlich announced that a year-long series of workshops will be offered for the new tenure-track faculty. Penny Jennings and Maureen Rubin are coordinating the workshops. He asked SEC members to encourage new faculty to attend.
- d. Stepanek asked the SEC members to place the WASC visit dates on their calendars – September 14-16, 2011. A special session for faculty governance is scheduled for September 15th from 11:15am to 12:00pm.

3. The WASC Accreditation Visit on September 14-16, 2011

Cynthia Rawitch, Vice Provost

Rawitch said that a special session will be held on September 9, 10:00am – 12:00pm in the Music Recital Hall, to prepare all individuals participating in the WASC accreditation visit. A five-member team will be on campus to look at the Educational Effectiveness at CSU,

Northridge. A detailed report is available on the [WASC website](#) along with other relevant materials. The report addresses three themes: Learning as an Institution, Faculty and Staff Support for University Success, and Student Success through Engagement in Learning. Rawitch went over the key points to remember when meeting with WASC members. In preparation, faculty should read at least one section of the EER report, review data, read their last program review, and be familiar with assessment results and on closing the loop. An open forum for faculty will be on Thursday, September 15, 1:15pm-2:00pm.

4. **Faculty Election Moodle Demonstration: Amendment to the Statewide Academic Senate Constitution**

Deone Zell, Director of Faculty Technology Center

At the last SEC meeting, Zell gave a presentation on how Moodle can be used to hold faculty elections. Zell and Wolfbauer set up an election site using the Academic Senate constitutional amendment ballot as a demo run. Zell explained the steps on how to enter the voting site, view the actual election ballot (with links to attachments), cast and submit the ballot, and log out. The system uses the faculty member's user id and password. At the time of the election, faculty will be given the link on where to obtain their user id if they are unsure what it is; the Senate Office will be available for those needing assistance. The on-line ballot will be open for two weeks and faculty will be reminded at the beginning of the 2nd week. Faculty may request a paper ballot. SEC members will oversee the election process and address any issues.

MSP to send this item forward to the Senate for consideration.

5. **Faculty Athletics Report**

Tina Kiesler, Faculty Athletics Representative (FAR)

Link to written report: <http://www.csun.edu/senate/reports/farreport090111.pdf>

Kiesler presented the 2010-11 Faculty Athletics Report (see link to report above). The FAR's responsibilities involve three major areas: academic integrity, institutional control and compliance, and the well-being of student athletes. The NCAA expects a graduation success rate of 50% which is associated with an Academic Progress Rate (APR) of 925. APR's below this number may result in penalties. In 2004-2005, CSUN had nine teams below the 925 score. This past year, eight teams obtained a perfect 1000 score and only men's basketball was below 925. Many changes having to do with recruitment, monitoring attendance in class, and student performance are underway to improve the basketball team's score in hopes of receiving a perfect score this year.

Kiesler added that 61 student athletes had GPA's of 3.2 or higher for Spring and Fall 2010 semesters and two students received Big West Scholar Athletes of the Year Awards. She summarized the missed class policy. She said that CSUN had no major violations and gave a few examples of six minor secondary violations. She concluded her report by sharing some of the charitable efforts the student athletes are involved with and reminded SEC members about the Faculty Liaison Program started last year which pairs students with faculty mentors.

6. **University President Search Committee Update**

Stepanek reported that the CSU Board of Trustees estimated that in the next 2-3 years, half of the university presidents will retire. Since the process for hiring new presidents is very time consuming for the Board of Trustees, a subcommittee was formed to make some changes to the current selection procedures. A first draft of the policy, with revisions, was sent to SEC. Stepanek reported that many of the Senate Chairs and the Statewide Academic Senators are not happy about the revision requiring an internal search (within the CSU) to occur before an external search can even be started. Some campuses are drawing up resolutions; SEC agreed to let the Statewide Academic Senate handle this issue as they will have more direct impact on making any changes.

Stepanek reviewed Senate and SEC minutes from 1999 (the year President Koester was selected) to determine what process was used for selecting two faculty representatives to serve on the Search Advisory Committee. A reference was found which described a general call for nominations, additional nominations made by SEC, and then a ballot distributed to all faculty with the two highest vote totals being elected to serve. It was suggested that we also check Senate minutes from 1990-91 (the year President Blenda Wilson was selected) for any additional reference. SEC will have to develop a procedure for selecting the two representatives since it doesn't appear that this campus has a formal policy. We may want to consider doing some narrowing on the nomination process and hold an electronic election to expedite the process.

Hellenbrand added that the final presidential decision is made by the Board of Trustees and the Chancellor. When the BOT and/or the Chancellor visit the campus, he strongly encourages us to focus on the characteristics of the next president and not debate the validity of the process. Confidentiality of the candidates until the final stages is very important. It is still not clear what the time-line will be. It is almost certain that an interim president will be appointed by the Chancellor.

Stepanek will provide an update to the Senate at their next meeting.

7. **Appointment to the University Foundation Board of Directors**

The Faculty President or designee serves on the University Foundation Board of Directors. Two SEC members expressed an interest in serving. Stepanek will follow-up with both individuals and then make his selection.

8. **Appointments to the Committee to Evaluate Vice President Vance Peterson**

Section 600 states that two faculty members will serve on the committee to evaluate the Vice President of University Advancement, Vance Peterson. One member is appointed by the Senate Executive Committee and the other is the Faculty President or designee. One faculty member was suggested by SEC and a member of the Senate Executive Committee volunteered to serve as the Faculty President's designee.

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

Provost Hellenbrand reported the following:

- 1) We are 3 1/2 percent above our FTES target right now with high numbers of freshman, transfer students and graduate students. Currently, the plan is to accept transfer students in the Spring.
- 2) The budget looks good. We are planning to hire 30-40 faculty this year. This year we will need to change the budget structure and figure out how to do recurring things with one-time money.
- 3) We will use the WASC process to figure out where we are heading.
- 4) Many events will take place this year for new faculty.
- 5) Special dinners for department chairs and retired department chairs will be set-up to provide an opportunity for open discussion and to share advice.

10. **Review of Standing Committee Minutes**

Educational Resources (4/15 – no policies; 5/10 – will recommend to SEC that it review and approve a beta test on the concept of “satisfaction by examination.” Stepanek will attend ERC's first meeting.

Graduate Studies (4/12 – the internship policy was discussed in April but withdrawn at their May meeting; 5/10 -- GSC discussed changes to the Certificate in Advanced Professional Development brought to them by the Extended Learning Committee. They voted not to approve the changes and to table the request.

Personnel Planning and Review (4/9, 4/20, 4/27 – no policies; 5/4 – PP&R discussed what to do to replace the Equity and Diversity representative during the search process.

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.

11. **Set Agenda for September 22, 2011 Senate Meeting**

- Introduction of Mark Stover, new Dean of the Oviatt Library
- Faculty Election Moodle Demonstration: Amendment to the Statewide Academic Senate Constitution
- University President Search Committee Update
- Senate Reports

Meeting adjourned at 4:30 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary
April Taylor, Secretary of the Faculty