

EXECUTIVE COMMITTEE MINUTES – Approved 11/7/2013
September 26, 2013
University Hall, Room 277

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

Members Absent: Lisagor

Guests: E. Adams, L. Becker, M. DesLauriers, M. Neubauer, S. Perez, S. Thachuk

Faculty President Stepanek called the meeting to order at 1:03 p.m.

1. Approval of SEC Minutes

MSP to approve the [SEC Minutes for August 29, 2013](#) with revisions.

2. Announcements

- a. The CSU Board of Trustees has approved CSUN's proceeding with the design of a new building for the Tseng College of Extended Learning. The new building will be housed at the southeast corner of Darby Avenue and Vincennes Street, at the north end of Parking Lot B4.
- b. The *Higher Education in the Brave New World Symposium* is being held on Monday, September 30 and Tuesday, October 1, 2013 at the USU Northridge Center.
- c. The Student Health Center is offering flu shots to faculty and staff, by appointment, for \$15.00.
- d. The Multi-Purpose Event Center group met on September 25. Two partnering companies will begin a feasibility study; their representatives asked many questions to gain feedback. They will also interact with campus and community constituents to gather more information. A final report will be distributed at the end of the Fall semester.
- e. The faculty appointment to the CSU Board of Trustees is still not filled. There is evidence, however, that the Governor's staff is moving forward, as they have begun to contact references and make inquiries.
- f. Spector distributed a postcard, which shares the results of CSUN's Teaching Learning Group on a project sponsored by the Michael D. Eisner College of Education and the Office of the Provost. The postcard is titled, "Five Gears for Activating Learning" and provides research-based principles for Teaching and Learning. The principles are based on the book, *How Learning Works*.

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

The items below were discussed at the September 9, 2013 Extended Cabinet meeting.

- a. Chancellor Timothy White attended the President's Extended Cabinet during his one-day visit to CSUN. Half of the meeting was spent having a discussion with the Chancellor.
- b. Vice President Robert Gunsalus presented draft statements on fundraising at CSUN and the CSUN Shine initiative. The Cabinet provided feedback.

4. **Policy Items – Educational Policies Committee**

Larry Becker, Chair of EPC

Elizabeth Adams, Associate Vice President for Undergraduate Studies

First Reading – [Written Syllabi for All Undergraduate Courses](#)

This policy was reviewed by SEC on March 21, 2013. At that meeting, changes were suggested and have now been incorporated into the policy statement. On March 21, some SEC members thought that faculty might interpret the term “major assignments” differently. EPC members felt that the term was appropriate and, as intended, will help students manage their time appropriately by providing tentative due dates for major assignments and/or exams.

A few SEC members were still concerned that the term “major assignment” is not a clear term to all faculty. An SEC member mentioned that it is acceptable to include other information on the syllabus as a best practice; there is a website that includes a “best practices” collection of potential syllabus language. Some felt that the requirement of including a campus phone number on the syllabus may be an issue for some, because it is not always the ideal way to contact the faculty member.

MSP to forward to the Senate for a first reading with a few corrections.

First Reading – [Second Baccalaureate Disqualification](#)

This policy was reviewed by SEC on March 21, 2013. SEC members had issues with restricting the number of Open University units to 9. EPC did not make any changes to the policy; they felt that 9 units are generous, given that most second baccalaureate degrees are two-year programs. Adams said that 9 transfer units are consistent with a 2nd degree.

There is no official academic standing policy for second baccalaureate students. This policy is an attempt to formalize campus practice and provide clear guidelines for the campus community.

Adams was asked to check residency requirements for second baccalaureates. SEC also asked Adams and Becker to consider changing some language with regard to the words “final disqualification” in the last section of the policy statement.

MSP to forward to the Senate for a first reading.

5. **Appointment to the Educational Resources Committee to Replace Robert Kladifko and Linda Bowen**

SEC made two appointments to ERC replacing Robert Kladifko (until Spring 2104) and Linda Bowen (until Spring 2016). The Senate Office will contact the faculty members to check on their availability and willingness to serve.

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

Hellenbrand reported on the following:

- a. **New Tseng College of Extended Learning Building** – The CSU Board of Trustees approved CSUN to proceed with the design of this new building. This Tseng building will be funded almost entirely with non-state money.
- b. **Enrollment** – We leveled off at 38,200 students (slightly lower than anticipated). We are 8.3% over our FTES target. Institutional Research will present a tier 1/tier 2 analysis very soon. African-American enrollment doubled with this year's freshmen class.
- c. **Web Accessibility** – Hellenbrand clarified his comments from the last SEC meeting. There is a strong need for a more consistent way to do captioning. We need to get a model in place to include more widespread training.
- d. **Final Report on Mandatory Early Start** - After census, Institutional Research will prepare a report on CSUN's Mandatory Early Start; Hellenbrand hopes to have it available for Senate Executive Committee to review, and to share with the Senate, at their next meeting.

7. **Statewide Academic Senate CSU Report – Steven Stepanek**

Link to written report: <http://www.csun.edu/senate/reports/sasreport092613.pdf>

Based on questions from SEC, the following comments were made:

- a. The Statewide Academic Senate is looking for a site to hold a statewide academic conference. The conference will have a theme related to an academic issue, whereby Statewide Academic Senators and other representatives would be invited to attend. They hope to tie the conference to a Board of Trustees' meeting.
- b. Chong, Frehlich, and Stepanek shared their thoughts about the new Chancellor and all said they were impressed by his openness, involvement, and his manner. The Chancellor mentioned at the meeting that he is not in favor punishing campuses for going over their FTES targets.

8. **Review of Standing Committee Minutes**

Academic Technology (2/1, 3/1, 4/19 – no policies; 5/3 – they are working on an email response policy; ATC may come to SEC to get feedback on a draft policy. It may require review from several standing committees as well.)

Educational Equity (4/15, 5/13 – no policies; the chair is meeting with the Deans to discuss campus climate and to see how each College can be assisted by EEC.)

Educational Policies (3/27, 4/24, 5/8 – no new policies; The two policies they are working on were presented at today's meeting for first readings.)

Educational Resources (2/12, 3/12 – no policies; 4/16 – IT received a Campus Quality Fee grant to fund the virtual software library, enhance the student portal, increase wifi on campus, and for lecture capture.

Graduate Studies (2/12, 3/12, 4/16, 5/7 – the disqualification policy for graduate students is being discussed (how many times a student can be disqualified). They also discussed for how long GRE scores should be valid. ETS validates scores for 5 years. Schwartz will get clarification from GSC on whether this is a policy change.

Library (3/6 – they are working on an open standard policy; they met with SEC on 8/29 and it was recommended that this policy be changed to a resolution. It will come back to SEC later this semester as a resolution.)

9. **Ideas for Integrating the VPAC Program with Academics**

Steven Thachuk, Interim Director of VPAC

Thachuk said that, during his interim appointment, he is taking the opportunity to integrate our curriculum with the VPAC program. He is meeting with various campus groups to get ideas on how department curriculum can link-up with events being held at VPAC. He said that departments might suggest guest speakers that are well known in their fields to speak at the VPAC.

Some ideas provided by SEC include the following:

- Pre-concert talks given by faculty or by others with expertise.
- Hosting speaker series, recitals, etc. for larger audiences.
- Offer open seats to students and the community for free.
- Provide YouTube introductions to some of the events.

Thachuk asked SEC members to encourage faculty to communicate ideas to him or Maureen Rubin.

10. **Policy Item – Research and Grants Committee**

Matthew DesLauriers, Chair of R&G

Scott Perez, Director of Research and Sponsored Projects

First Reading – [Conflict of Interest Policy for Grants and Contracts](#)

Perez explained that the Department of Health and Human Services requires principal investigators (PI), to disclose to the institution, any significant financial interests in those of his/her spouse and children that would reasonably appear to affect the proposed research. The federal regulation does not require annual disclosure, but does require disclosure only as changes occur during the life of the grant. The R&G Committee would like to amend the CSUN policy to remove the annual requirement. In addition, they are updating references to

reflect their name change from Graduate Studies, Research and International Programs (GRIP) to Research and Graduate Studies (RGS).

A few minor editorial revisions were suggested, and they were accepted as friendly amendments by Perez and DesLauriers.

MSP to forward to the Senate for a first reading.

11. **New Business**

- a. A SEC member asked why there was no transparency with some College budgets. Stepanek responded that the process should be transparent and that the Provost requires the Deans to make their budget process transparent.
- b. A SEC member asked if it was common to pay a faculty member to do a project as opposed to getting released-time. The answer was that it was very common to pay faculty for working on a special project.

12. **Set Agenda for October 17, 2013 Senate Meeting**

- Written Syllabi for All Undergraduate Courses Policy (EPC)
- Second Baccalaureate Disqualification Policy (EPC)
- Conflict of Interest Policy for Grants and Contracts (R&G)
- Mandatory Early Start Report for CSUN
- Ideas for Integrating the VPAC Program with Academics
- Senate Reports

Meeting adjourned at 3:57 p.m.

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