

**EXECUTIVE COMMITTEE MINUTES** – Approved 11/1/2012  
**October 4, 2012**  
**University Hall, Room 277**

**Members Present:** Chong, Garcia, Hoggan, Lisagor, Neubauer, Schmidt-Levy, Schwartz, Stepanek (Chair), Wolfbauer (Recording Secretary)

**Members Absent:** Frehlich, Hellenbrand, Michaud

**Guests:** Adams (substitute for Hellenbrand), Jennings, Lien, Wynter, Zell

Faculty President Stepanek called the meeting to order at 1:05 p.m.

**1. Approval of SEC Minutes**

MSP to approve the [SEC Minutes for September 6, 2012](#) as distributed.

**2. Announcements**

- a. It was announced today that Timothy White, the current Chancellor of UC Riverside, will be the new CSU Chancellor. He will begin in late December 2012.
- b. The Faculty Retreat will be on January 14-15, 2013. The theme is “*CSUN. Shine. Illuminating Pathways to Success*”. An exciting program is being planned.
- c. Funding the Future of the CSU Symposium: Part II will be on October 11, 2013 at the LAX Marriott.
- d. George Mehaffy, Vice President of the American Association of State Colleges and Universities, spoke at the “Dialogues with the Provost” series last Friday. He leads the Red Balloon project.
- e. A draft Executive Order on International Students was forwarded to ERC, EPC, GSC and SEC for comment and feedback.
- f. A “Handbook of Election Issues” was sent to faculty from the Office of General Counsel. It explains appropriate behavior in the classroom with regard to election candidates and ballot propositions.
- g. The Commerce of Creativity Distinguished Speakers Series is featuring Ravi K. Sawhney, founder and CEO of RKS, on Thursday, October 25 at 7:00pm in the Kurland Lecture Hall. He will speak about his experiences and accomplishments.
- h. Shane Frehlich is doing well and expects to be home from the hospital in mid-December.

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

Stepanek gave the following highlights from the September 17<sup>th</sup> President’s Extended Cabinet meeting.

- a. An overview of the Web One project was given. In time, department-level pages on up will be part of the new web structure. Websites will be easier to maintain and update with timely information.
- b. Hilary Baker gave a report on the IT survey results from a survey taken last Spring by our students; a handout with interesting information from the survey was distributed. The full report will be available soon.
- c. President Harrison, and three other campus presidents, attended a meeting at Apple Headquarters to discuss iTunes University and iBook Authors.
- d. There was discussion about the “CSUN. Shine.” initiative. Three paths are being pursued: What can we do without any cost, medium costs, and with assistance from donors. Guidelines are being developed.
- e. Flu shots are available on campus at the Student Health Center.

4. **Faculty Special Election – [Amendment to the Statewide Academic Senate Constitution](#)**

At the last Senate meeting, a motion was passed to delay a vote on the amendment to the Statewide Academic Senate Constitution pending consultation with other CSU campus Senates on whether they have any concerns. After receiving feedback, Stepanek would report back to the Senate and give Senators an opportunity to prepare a pro or con statement to be included with the ballot.

Stepanek reported that none of the other CSU campuses have reported any concerns about the language in the proposed constitutional amendment. He mentioned that three campuses have already completed their elections. Stepanek said he will convey this information to the Senate and give Senators one week to write a pro or con statement that will be included with the ballot. Then, the election will proceed.

**MSP** for Stepanek to proceed with the above action.

5. **Selection of Two Senators and an Associate Dean for the GE Task Force**

Two Senators need to be appointed by SEC to serve on the General Education Task Force. Veda Ward was appointed to one of the positions. Two faculty members were suggested for the other open position. In addition, one associate dean will serve on the Task Force; two associate deans were recommended. Stepanek will contact the suggested individuals to see if they are willing to serve.

Once all positions are filled, Wolfbauer will work with Schwartz to convene the first meeting.

6. **Replacement for Ana Sanchez-Munoz on the Educational Equity Committee**

SEC members suggested faculty to replace Ana Sanchez-Munoz on the Educational Equity Committee. The Senate Office will contact the faculty (as ranked) to see if he/she is willing to serve.

## 7. **Next Steps for the Wait List**

Elizabeth Adams, Senior Director for Undergraduate Studies

Adams reported that the wait list rollout went extraordinary well this semester. 4000 students were moved into 5000 classes between the start of expanded registration and the first day of the semester.

There was a problem with linked lecture-lab courses being waitlisted so they are working on fixing this situation. Adams said that some faculty want to continue using the wait list into the start of the semester. SEC supported continuing the wait list feature for the first 2 weeks of the semester (beginning Fall 2013). Adams will be invited to the next Senate meeting to get their feedback also.

## 8. **Seven Faculty Tools for the Digital Age**

Deone Zell, Director for Academic Technology

Zell presented seven technology tools that are now available for faculty. She said that technology is getting more user-friendly for the average person to use. The Faculty Technology Center will provide support for any of these tools:

- 1) Course Redesign Institute based on 7 hybrid/online quality principles
- 2) Lecture Capture (flip classroom) - free software is available for CSUN faculty to use
- 3) Virtual Software Library - computing in the cloud
- 4) E-text Initiative - the textbook is redefined
- 5) Moodle Enhancements – nicer way to show courses; will upgrade to Moodle 2.X soon
- 6) Lynda.com - short videos that show you how to do anything related to your computer
- 7) Digital Stories Blog – raises awareness of technology; they will highlight faculty and staff doing cool stuff with technology

Zell will be invited to do a similar presentation to the full Senate.

## 9. **Educational Equity Committee Mission Statement Revisions**

Dianah Wynter, Member and Former Chair of EEC

Wynter reported that the Educational Equity Committee updated their mission statement to make it more current. They rearranged some of the paragraphs and added some text (see link above). She said that “veteran status” was added to the list of groups supported by the concepts and dimensions of equity and diversity. In addition, faculty recruitment workshops and the campus climate survey were added to the list of activities organized by the Committee. Stepanek pointed out that this does not require a change to the Faculty Bylaws because the Committee charge (currently in the Faculty Bylaws) has not been revised.

**MSP** to support the changes to the EEC mission statement.

10. **Proposed Changes in Section 600 based on changes in the Faculty Collective Bargaining Agreement**

Magnhild Lien, Chair of PP&R

Penny Jennings, Associate VP for Faculty Affairs

Stepanek explained that recent changes to the Faculty Collective Bargaining Agreement (CBA) have created some changes that need to be made to Section 600 so we are in compliance. PP&R deemed that many of the changes are editorial but wanted to consult with SEC and make sure they were in agreement.

**Section 643.1.1.a.** ~~Faculty members in the rank of Instructor or Assistant Librarian may be considered for promotion each year after completing one year of service in rank.~~  
[These positions no longer exist. To comply with CBA language]

**Section 643.1.1.d.** Associate Professors, Associate Librarians, and Student Services Professional II, Academic-Related may, upon application, ~~and with a positive recommendation from the Personnel Committee or Chair of their Department or equivalent unit,~~ be considered ~~at the College level~~ for promotion prior to having served five (5) years in the same rank/classification . . . [To comply with CBA language.]

**Section 645.1.** The Collective Bargaining Agreement Between the CSU and CFA, Unit 3-Faculty (~~May 15, 2007—June 30, 2010~~) (in effect through June 30, 2014) mandates that there be periodic evaluations of tenured faculty. . . [Update to change duration to cover the CBA contract in effect.]

**Section 645.3.** Added language: . . . Participants in the Faculty Early Retirement Program (FERP) shall not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator. [To comply with CBA language.]

**Section 672.2.4.** . . . The probationary and tenured members of the Department may choose to elect a Professional Leave Committee to act in lieu of the Department Personnel Committee for purposes of evaluating the sabbatical applications, ~~or they may choose to delegate responsibility for evaluating the sabbatical applications to the Department Chair.~~  
[To comply with CBA language; cannot delegate responsibility to the Department Chair.]

SEC agreed that the above changes are editorial. Notification of these changes will be sent to Deans, Chairs, and the faculty. The online Section 600 will reflect these changes.

Because of the changes to the CBA, there are other revisions that need to be approved by the Senate regarding the number of sabbaticals available (CBA says minimum number of sabbaticals is 12 percent of eligible faculty – this would be 37 for our campus; CSUN currently provides 42 sabbaticals) and on student evaluations (CBA says the default is to require **all** classes be evaluated unless a campus has a different policy; CSUN now requires a minimum of 2 classes per year and four per year for new faculty). At the next Senate meeting, PP&R will be invited to have a conversation with the Senators on the student evaluations contract change to gain more feedback to bring back to PP&R.

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

Academic Technology (3/2, 4/10 – no policies; there was discussion on the course wait list.)

Educational Resources (5/8 – no policies)

Personnel Planning and Review (9/5 – no policies)

Research and Grants (2/10, 5/11 – no policies)

## 12. **Set Agenda for October 18, 2012 Senate Meeting**

- Seven Faculty Tools for the Digital Age (Zell)
- Next Steps for the Waitlist (Adams)
- Change to Section 600 on Student Evaluations (PP&R)
- CSUN Positioning Platform Presentation
- Senate Reports

Possible presentations for future Senate meetings:

- 2011-2012 Tseng College Annual Report; 2012-13 Orientation/Overview (financial models)
- Athletics Report

## 14. **Other Business**

None.

Meeting adjourned at 4:39 p.m.

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