

**EXECUTIVE COMMITTEE MINUTES** – Approved 2/24/2011  
**January 27, 2011**  
**University Hall, Room 277**

**Members Present:** Chong, Frehlich, Hellenbrand, Hoggan, Jeppson, Levy, Lisagor, Schwartz, Spector, Stepanek (Chair), Wolfbauer (Recording Secretary)

**Members Absent:** Matos

**Guests:** P. Jennings, T. Kiesler, M. Lien, J. Pinneau

President Stepanek called the meeting to order at 1:10 p.m.

1. **Approval of Minutes**

MSP to approve the [Minutes of November 18, 2010](#) as distributed.

2. **Announcements**

- a. The Valley Performing Arts Center Gala Event is this Saturday, January 29, 2011 at 5:30pm. Tickets are still available for \$75 each.
- b. Retreat committee members were thanked for planning an outstanding Faculty Retreat. Stepanek suggested that next year the committee consider having special sessions for the large numbers of new faculty that will be hired.
- c. The Senate Office is now accepting nominations for faculty awards. At our next meeting, Senate Executive Committee members will be asked to volunteer to serve on an award committee.
- d. The SEC meeting scheduled for April 28<sup>th</sup> has been changed to April 21<sup>st</sup>.
- e. Next year's Freshman Common Reading book is, "*The Glass Castle: A Memoir*," by Jeannette Walls. Jeannette Walls will be the keynote speaker at the Freshman Convocation.
- f. The Faculty Governance Orientation will be on Thursday, May 26 at 12:00 noon at the University Club.
- g. Chong mentioned that Dean Michael Spagna is one of the panelists at the CSU Summit on Transformative Change in the Preparation of Teachers on February 14, 2011 at the Beckman Center in Irvine; she plans to attend the CSU Summit.

3. **Replacement for Beth Phillips (Senator-at-Large) on Senate for Spring 2011**

Beth Phillips resigned from her Senator-at-Large position so there is a vacant position. Members of the Senate Executive Committee previously nominated two faculty members. No additional nominations were made at the meeting.

Senators will have until February 1<sup>st</sup> to make additional nominations. An election will be held at the February 10<sup>th</sup> Senate meeting to fill this vacancy. The term is for Spring 2011 only.

4. **Faculty Elections – Nominations for Faculty Officers, Statewide Academic Senators, Senators-at-Large and Standing Committee Representatives**

Spring 2011 faculty elections will be held in March for faculty officers, statewide academic senators and senators-at-large. Nominations were taken for these positions and additional nominations will be taken at the next Senate meeting and by petition. Nominations for senate-elected positions on the Standing Committees were also taken. The Senate Office will contact the nominees to see if they are willing to run for these positions.

Stepanek reminded the SEC that he has a 25 percent chance of becoming a Faculty Trustee. If he gets appointed to this position by the Governor, then the Vice President of the Faculty would become Faculty President here at CSU, Northridge.

Schwartz mentioned that SEC should consider a different process for making nominations so that we make a better attempt to broaden participation in faculty governance.

5. **A Conversation with the Faculty Athletics Representative and the Associate Athletics Director**

Tina Kiesler, Faculty Athletics Representative  
Janet Pinneau, Associate Athletics Director

Pinneau reported that Intercollegiate Athletics has developed a new program this semester called the Athletics Campus Community Liaison Program. It is an attempt to get faculty and community members connected to the teams. One faculty advisor per team would support the coaches and student-athletes to create a relationship for students to receive mentoring and advisement. Kiesler said that the goal is to promote increased support and involvement of the athletics programs. A list of the teams with their faculty liaisons was distributed. Athletics is actively recruiting more liaisons especially in track and field and cross country.

Kiesler is the contact person should a faculty member have a problem with their student athlete. Both Kiesler and Pinneau meet with the student teams at the beginning of each semester to encourage them to have a conversation with their professors very early in the semester about missed classes. A sample “missed-class” excuse letter was distributed; it requires a faculty signature.

Pinneau shared the good news that the Men’s Basketball Team scored over 3.0 GPA for their team average in Fall 2010.

It was suggested that information on the Liaison Program be put on a website in order to get more faculty involvement. Kiesler will come to the next Senate meeting to present this information.

6. **Review of Standing Committee Minutes**

Academic Technology (9/10 - no policies; the Online and Hybrid Courses Policy will come back to SEC in February)

Educational Resources (10/12 – no policies)

Graduate Studies (11/9 – no policies)

Research and Grants (10/8 – no policies)

## 7. **Provost's Report** – Provost Harry Hellenbrand

\$500 million budget cut to the CSU system; CSUN's portion of the cut will be \$21 million which is roughly 5% per division. Academic Affairs is working on budget scenarios but campus has some reserves.

At the System level there is discussion about withdrawing sabbaticals. Fees are going up another 10 percent. CSUN is planning to grow on the extension side and international and non-resident student admissions. Faculty searches may proceed as planned.

The budgets at the divisional levels will be ready by the end of March.

## 8. **Statewide Academic Senate Report** – Steven Stepanek

Link to written report: <http://www.csun.edu/senate/reports/sasreport012711.pdf>

Eleven resolutions were passed and 12 new resolutions were proposed. Stepanek pointed out two resolutions that were introduced from the floor dealing with amendments to the Senate Bylaws to Limit the Appointment of Senate Specialists to Academic Senators and for Direct Election of Standing Committee Chairs. Also, Michael Hoggan made the announcement to the ASCSU about our campus holding a symposium in mid-April on the future of higher education in California.

## 9. **Discuss Whether Changes to Sections 612.4.2.b. (6) and 612.5.2.g. Need Senate Approval**

Link to Oct 10, 2010 PP&R Minutes: <http://www.csun.edu/senate/SEC/section612.pdf>

Stepanek explained that on occasion the PP&R Committee makes editorial changes to Section 600 to clarify a policy which may be unclear or confusing to faculty. A ruling was made by PP&R that it was necessary to clean up the language in Sections 612.4.2.b. (6) and 612.5.2.g. After some changes were made to clarify the policy, it led to a discussion about whether the changes were truly editorial changes or had they crossed into potential policy changes. Stepanek decided that SEC should review and make a determination.

The changes PP&R made to Sections 612.4.2.b. (6) and 612.5.2.g were an effort to make it clear to faculty that if a College or Department made changes to the criteria in its personnel procedures, and these changes do not become effective for three (3) years, that a faculty member may elect to be evaluated under the new criteria by letting the Dean know in writing no later than the end of the fourth week of the academic year in which they are being reviewed. Originally the notification to the Dean had to be done within two weeks of the academic year, but it was decided to change it to four weeks. This is because the deadline for distributing personnel procedures is 14 days after the semester begins.

A question was raised about how new faculty will know which criteria will be used for their evaluation when a department or college has recently made changes. And, are the options clearly explained to faculty? Department Chairs will have to make a point of making this policy very clear to their faculty. Adding information to the FAQ's document would be helpful to accomplish this. Provost Hellenbrand recommended that faculty identify which criteria they wish to be evaluated under when the PIF is submitted (possibly by checking a box on a form) and not as a separate process. Based on the discussion, PP&R will need to consider these recommendations and to revise the language accordingly. The policy changes will then come back to SEC for a 1<sup>st</sup> reading.

## 10. **Other Business**

Collaboration of Campus Units – Schmidt-Levy made mention of the outstanding efforts made by several departments to protect the university community and to avert a terrible disaster from occurring. It was decided to invite some key individuals (W. Watkins, M. Stevens, A. Glavin) to the Senate meeting to show our appreciation and to provide an opportunity to discuss how we can work together to identify troubled students.

## 11. **Set Agenda for February 10, 2011 Senate Meeting**

- Faculty Elections
- Senator-at-Large Election to replace Beth Phillips
- Improving Communication with Student Athletes
- Collaboration Makes a Difference (Campus Police, Student Affairs, Counseling)
- Senate Reports

Meeting adjourned at 4:27 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary  
Sandra Chong, Secretary of the Faculty