

EXECUTIVE COMMITTEE MINUTES – Approved 2/27/2014
January 30, 2014
University Hall, Room 277

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

Members Absent:

Guests: M. DesLauriers, C. Donahue, S. Eichten, C. Khachikian, M. Neubauer, S. Perez, M. Simon

Faculty President Frehlich called the meeting to order at 1:02 p.m.

1. Approval of SEC Minutes

MSP to approve the [SEC Minutes for November 7, 2013](#) as amended.

2. Announcements

- a. Frehlich asked for a volunteer to serve on the AVP for Student Access and Support Services search committee, as the Faculty President's designee. Spector volunteered to serve.
- b. The dedication ceremony for the Blenda J. Wilson Courtyard will be on Friday, January 31, 2014 at 4:00pm. SEC members were encouraged to attend.
- c. Athletics is holding a "Faculty Appreciation Night" at the men's basketball game on February 13th. Frehlich encouraged the SEC and the faculty to attend.
- d. William Whiting was recently appointed as the new Associate Vice President for Faculty Affairs.
- e. The 2014-15 Freshman Common Reading is a book titled, *Postmortal*, by Drew Magary. Copies of this book are available to faculty willing to chat about the story with at least one freshman student.
- f. Grant encouraged the SEC members to complete the e-PIFs survey from PP&R.

3. President's Extended Cabinet Meeting Report – Shane Frehlich

- a. AVP William Whiting gave an update on potential changes to the academic calendar.

- b. Colin Donahue gave an update on the Multipurpose Event Center. CS&L has provided a tentative final report and shared several options. Within a 30-mile radius, we have the highest student population and corporate base. However, within a 60-mile radius, there are currently 12 other facilities that exist. Some facilities have restrictions on performances being held too close in proximity. Frehlich shared some of the pros and cons of a 6,000-seat versus a 10,000-seat facility. Possible uses for the Center include commencements, athletics, classroom space, lectures, concerts, etc. Frehlich will provide future updates to SEC.
- c. The next “Help CSUN Shine Brighter” initiative will focus on sustainability. Frehlich encouraged SEC and the faculty to submit ideas to the President’s Office.

4. **Senate Election to Replace Shane Frehlich as Faculty Vice President**

With Steven Stepanek’s resignation from his position as Faculty President to accept the position of CSU Faculty Trustee, Shane Frehlich moved from Vice President to the Faculty President position. Consequently, the Vice President position now needs to be filled.

MSP to declare the Vice President position as vacant, thus requiring an election for a replacement to be held at the next Senate meeting.

5. **Date Change for Honored Faculty Reception**

With the changes made to the commencement ceremonies, the date for the Honored Faculty Reception has been changed from Monday, May 19, 2014, from 10-12 to Wednesday, May 21, 2014, from 1:30-3:15pm at the USU Grand Salon.

6. **Set Date for Faculty Governance Orientation**

The annual Faculty Governance Orientation, hosted by the Senate Office, will be on Friday, May 23, 2014, from 12:00-2:00pm, at the Orange Grove Bistro.

7. **2014-15 Academic Calendar Change Update**

Open forums have been scheduled to discuss potential changes to the academic calendar for 2014-15. Frehlich encouraged SEC members to attend the open forum scheduled for Friday, January 31, at 1:00pm in UN 211. The calendar committee is recommending that Saturday final exams be one week earlier and that Honors Convocation be moved to Friday (5/15) to accommodate weekend commencements ceremonies on Saturday (5/16), Sunday (5/17), and Monday (5/18). An SEC member recommended that consideration be given to moving Spring break to the middle of the Spring semester for future academic calendars.

8. **Policy Item – Graduate Studies Committee**

Merril Simon, Chair of GSC

Crist Khachikian, Associate Vice President for Research and Graduate Studies

First Reading – [Graduate/Post-Baccalaureate Probation and Disqualification Policy](#)

Simon said that a disqualification policy for graduate students does not currently exist. This policy is similar to the undergraduate policy but takes into consideration that the graduate program requires fewer units. GSC was concerned about graduate students who kept repeating classes in an attempt to bring up their GPA but having a very low probability of ever graduating.

Simon clarified some questions with regard to the units that are counted in determining GPA. It was suggested that the policy for credential students be separate from this policy so there is no confusion between the two. Another suggestion was to make it clear that reinstated students must maintain a 3.0 GPA every semester. Simon said that this policy will affect very few students. It was also recommended that a procedure for implementing this policy be available.

SEC asked GSC to consider these recommendations and to bring it back to SEC for another review.

9. [Faculty Authored Materials Policy Discussion](#)

Provost Harry Hellenbrand and Vice Provost Michael Neubauer

Neubauer said that the university auditor found a few faculty in violation of the Faculty Authored Materials policy. He recommended that this policy, last revised September 1991, be reviewed and possibly updated to consider the new forms of publishing, the revenue stream, and what best benefits our students.

SEC requested that this policy be sent to EPC so they can review and revise it if necessary. EPC will be asked to consult with some of the other standing committees, as well as with Vice Provost Neubauer.

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

Matthew DesLauriers, Chair of R&G

Scott Perez, Director of Research and Sponsored Projects

Action Item - [Policy on Financial Conflict of Interest Pertaining to PHS-Sponsored Projects](#)

DesLauriers reminded SEC that this policy is specific to Public Health Service (PHS) sponsored research which must be conducted free of bias resulting from investigator financial conflict of interest. The 1995 regulations were updated and we are required to adopt this policy since it is federal law. Perez mentioned that one change recently released by the NIH says that if you fail to disclose something in a timely manner, you must do a retrospective review. Consequently, one small change will be made to this policy statement to reflect this change.

SEC suggested some additional changes be made to the summary of supporting reasons and a few minor edits be made to the policy.

MSP to send to the Senate with a do-pass recommendation.

First Reading – [CSUN Policy and Procedures for Responding to Allegations of Research Misconduct](#)

DesLauriers said that this policy is being updated to comply with the current federal regulations. The lists of definitions have been expanded, and some of the language has been edited for clarity. In recent years, there has only been one disclosure, so it is very rare for this campus to have issues. DesLauriers said that the Research and Grants Committee has given these policy changes a thorough review.

Neubauer is encouraging the Senate to waive the first-reading because the auditor has requested that this policy be updated by March 2014.

SEC members suggested that R&G highlight some of the major changes so that Senators are clear what is being updated. A few minor typos were pointed out.

MSP to send to the Senate for a first reading.

11. **2013-14 Budget and Budget Overview**

Colin Donahue, Vice President for Administration and Finance and CFO

Sharon Eichten, Associate Vice President of Budget Planning and Management

Donahue distributed a summary document. He pointed out the Governor's proposed CSU appropriation increase of \$142.2 million. The overall CSU budget is \$5 billion. He went over the potential distribution scenario based on the system priorities; the bottom line is that we would be significantly in the negative. It is not very clear what is included as part of the \$142.2 million, so they need to get clarification.

The campus 2013-14 general fund budget is \$353 million with a projected \$12 million to carry forward in reserves. \$11.6 million in one-time allocations/obligations in 2013-14 are primarily recurring costs so we need to do a careful review and analyze our reserve philosophy and decide what a safe number should be.

Donahue said the Governor proposes to take the state debt service obligation and shift it from the State to the CSU. This will change the rules allowing us to use general fund money for capital facilities. This would give us the opportunity to refinance the bonds and free-up money for other projects. The projection for CSUN in capital dollars per year is \$17-\$18 million. Our critical needs are to upgrade our electrical system and Sierra Hall.

Donahue explained the campus budget process and timeline. Frehlich said he would invite Donahue do a budget presentation to the full Senate later in the semester.

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

Hellenbrand reported on the following:

- a. We have been hearing from the Governor that the CSU will get no additional funds beyond the proposed budget, but we will get more flexibility. The Governor is trying to drive the funds to the level of authority where the decisions need to be made. Unfortunately, we can't predict what future Governors will do, so this continues to be a big unknown.
- b. We will be 9% over our FTES target for 2013-14. The average unit load is slightly above 12, which is rare for the Spring semester.

- c. Funding for this year, going into next year, is strong for the Academic Affairs division. For the next 3 years, we hope to hire 50-70 new faculty positions each year.
- d. We have about 130 people involved in technology-related projects. Vice President Hilary Baker and Provost Hellenbrand are working to disseminate technology training, and would like to offer stipends to faculty over the summer.
- e. Hellenbrand said that because there is a State trend of stepping away from their commitment of on-going funding, we need to think about ways to provide one-time salary increases.
- f. Hellenbrand mentioned the Universidad Nacional Autónoma de México issue and the consultation process between Colleges. He is preparing a report on his thoughts and said that we need to develop some kind of working understanding of how we should engage in these types of situations.
- g. Enrollment is under control for 2014-15. We will be taking fewer out-of-area students. Some programs are looking at impaction. Hellenbrand will be meeting with each of the Colleges this semester.

13. Replacement for Carolyn Okazaki on the Educational Equity Committee

SEC members appointed a faculty member to replace Carolyn Okazaki on the Educational Equity Committee. The Senate Office staff will invite this individual to serve.

14. Replacement for Mary Woodley on the Graduate Studies Committee

SEC members appointed a faculty member to replace Mary Woodley on the Graduate Studies Committee. The Senate Office staff will invite this individual to serve.

15. Faculty Elections – Nominations for Faculty Officers, Statewide Academic Senators, Senators-at-Large and Standing Committee representatives

Spring 2014 faculty elections will be held in March for faculty officers, CSU 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 staff will contact the nominees to see if they are willing to run for these positions.

16. Statewide Academic Senate CSU Report – Sandra Chong

Chong highlighted the following items:

- Faculty Trustee Steven Stepanek was welcomed in his role as the new Faculty Trustee.
- Stepanek and Chong attended the EVOLVE California Higher Education Conference, a non-profit organization dedicated to bring higher education into the digital age. The focus was on the student voice from the UC, CSU, CCC and some private schools.

- Chancellor White represented the CSU in Washington, DC and in Sacramento. He said that President Obama's desire to get 100-150 minority students into the 150+ top universities is actually skewed; we actually want to increase the number of underrepresented students and the number of universities.
- Chancellors from the CCC, UC, and CSU agreed to attend each other's Board meetings as a way of working more closely together.
- Early assessment is a major concern with the new common core assessment; there is no assessment in K-12. Chancellor White has co-signed a letter going to parents encouraging students to take the EAP. Tom Torlakson's office will pay for the administration of a voluntary test.
- Chancellor White will be paying close attention to the development of BA degrees at the CCC.
- The LAO initially said there were no Early Start reports submitted. However, reports from Long Beach, Northridge, San Jose, and Fullerton were submitted. The Chancellor is planning to continue to support Early Start.
- Engineering programs with more than 120 units were asked to provide lists of required courses and to map them against SLO's to justify exceptions. A resolution to Amend Title 5 to Establish Appropriate Unit Limits for Engineering Degrees passed unanimously.
- Patrick O'Rourke, Director of Active Duty and Veteran Affairs, said that veterans encounter many transitional challenges so faculty need to develop programs to assist them.
- A list of the approved and first reading resolutions (needing campus feedback) will be included in the written report being sent to the full Senate.

17. Review of Standing Committee Minutes

Academic Technology Committee (9/6, 10/4, 11/1 – no policies)

Extended Learning (4/17, 9/18, 10/23 – no policies; new online BA in Liberal Studies is being discussed; they are planning to update the certificate policy; the Tseng College will offer fee waiver programs for the MA in Public Administration and Master of Arts in Humanities.)

Graduate Studies (9/10, 10/8, 11/12 – see item #8 above.)

Library (9/4, 10/2 – the Open Access resolution was discussed and revised (this resolution was approved at the 11/21/13 Senate meeting.)

Personnel Planning and Review (10/16 – no policies; 11/13 – the e-PIF subcommittee is researching the viability to progress into e-PIFs.)

Research and Grants (9/13, 10/11 – see item #10 above.)

18. Other Business

19. Set Agenda for February 13, 2014 Senate Meeting

- Senate Election to replace Shane Frehlich as Vice President

- Faculty Elections: Nominations for Faculty Officers, Statewide Academic Senator and Senators-at-Large; recommendations for Standing Committee representatives
- Action Item - Policy on Financial Conflict of Interest Pertaining to PHS-Sponsored Projects (R&G)
- First Reading – CSUN Policy and Procedures for Responding to Allegations of Research Misconduct
- 2014-15 Academic Calendar Changes
- Senate Reports

Meeting adjourned at 4:55 p.m.

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