

SENATE EXECUTIVE COMMITTEE MINUTES – Approved 3/26/15
March 12, 2015
University Hall, Room 277

Members Present: Chong, Grant, Lisagor, Michaud, Schwartz, Simon, Spector, Swenson, Wolfbauer (Recording Secretary)

Members Absent: Frehlich, Hellenbrand, Thachuk

Guests: M. Kabo, M. Neubauer, K. Randolph, B. Ricks, J. Schmidt-Levy, E. Steeb, W. Whiting

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

1. Approval of SEC Minutes

MSP to approve the [SEC Minutes for February 26, 2015](#) as amended.

2. Announcements

- a. Swenson announced that the Faculty and Senate election ballots have been sent out. Elections will conclude on Wednesday, March 25, 2015.
- b. Spector said that David Levithan, author of the book *Every Day*, will be the Freshman Convocation keynote speaker on Thursday, September 10, 2015 at 6:00pm on the Oviatt Library lawn.
- c. Michaud announced that the Center for Southern California Studies in the College of Social and Behavioral Science will present *The 2015 Envisioning California Lecture: Los Angeles as a Model of Urban Resilience*, on Tuesday, March 17, 2015 from 6:00-7:30pm in the USU Grand Salon. California State Senator Fran Pavley will be a member of the panel. The discussion will focus on the impacts of climate change in the Los Angeles area and how we are preparing for them.

3. **Policy Item** – Personnel Planning and Review Committee
Sheila Grant, Chair of PP&R; Judy Schmidt-Levy, Member of PP&R
William Whiting, AVP for Faculty Affairs

First Reading – [Professional Responsibility Policy \(Section 604\)](#)

Schmidt-Levy, chair of the PP&R Professional Responsibility subcommittee, said that the recommended changes to the current policy are an attempt to make the Professional Responsibility Policy more consistent, considerate, and inclusive. Professional responsibility should include faculty treating each other with civility, understanding, and respect, while not compromising or narrowing the boundaries of academic freedom and permissible speech by faculty. Ricks, chair of the Educational Equity Committee (EEC), said that EEC supports these revisions and would like to see a campus climate that welcomes inclusive excellence.

A few editorial revisions were suggested. SEC asked that the 2nd part of the sentence that addresses academic freedom in Sections 604.1.5, 604.2.6, 604.3.5, and 604.4.8, be moved to its own numbered line item.

SEC asked PP&R to consider the revisions and to bring the policy back to SEC for another review.

4. [Advisory Communication Regarding Publication Review in the RTP Process](#)

Sheila Grant, Chair of PP&R; Mike Kabo, Member of PP&R
William Whiting, Executive Secretary of PP&R

Kabo reminded SEC that he met with them last Fall to address concerns about the potential for abuse during the RTP process, which is due to the rapid proliferation of bogus venues that are now available which promise “peer review”. PP&R drafted an advisory memo to encourage reviewing agencies to exercise due diligence in the evaluation of publications that faculty are submitting for RTP. The memo lists suggested guidelines to consider when evaluating “peer reviewed” publications.

Editorial revisions were recommended to soften the wording so it is clear that the “suggested guidelines” are those one may wish to consider, but are not required to consider during RTP review. Another suggestion was to make it clear on the memo that some of the guidelines listed may not be permitted by some department personnel policies. An SEC member asked that a definition for *Ulrichsweb* be added and that this reference be moved to a separate “helpful information” section.

5. [Criteria and Process for Implementation of CBA Article 20.37](#) (Assigned Time for Faculty with Exceptional Levels of Service to Students)

Sheila Grant, Chair of PP&R
William Whiting, Executive Secretary of PP&R

The new Collective Bargaining Agreement (Article 20.37) states that campus senates shall develop policies and procedures to award assigned time to faculty who are engaged in exceptional levels of service to students. In January 2015, the SEC delegated the task of designing the criteria and process for implementation to PP&R.

Whiting reported that it was advised to keep the process as simple as possible. He said that the language in the CBA suggests that this award is for work that has already been accomplished. The process drafted by PP&R is for this year only, and can be revised for future award years. Most of the criteria was taken from the CBA.

For expediency, PP&R recommended that a subcommittee of PP&R (5 members) would be responsible for evaluation of applications and making the recommendations of the awards. Faculty would be required to complete an application and to attach a one-page narrative (with documented evidence) explaining the impact that the faculty member’s additional workload activities have had on the quality of students’ educational experience.

A suggestion was made to add a comment section or checkbox below the chair’s signature line to determine confirmation of the work. Other suggestions were to require one letter of support that provides validation of the work and for applications to be evaluated based on stated evidence rather than documented evidence.

SEC asked to see the revised version and will decide how to proceed at their next SEC meeting.

6. **Provost's Report** – Vice Provost Michael Neubauer

Neubauer reported on the following items:

1. Neubauer said that about 100 people attended the impaction public hearing held on campus last Thursday. The hearings in Glendale, West Los Angeles, and Moorpark had more CSUN administrators in attendance than community members. Most people are concerned about the Ventura County exclusion. At these hearings, we are communicating that we will accept students into majors not offered by CSU, Channel Islands.
2. To ensure compliance with financial aid policies, starting Fall 2015, we are no longer allowing graduate students to enroll in 100-300 level courses. Neubauer said that graduate students can enroll in these courses by permission number - in exceptional cases only.

7. **Los Angeles Cleantech Incubator (LACI@CSUN)**

Erik Steeb, Director of LACI@CSUN

Kevin Randolph, Deputy Director of LACI@CSUN

Steeb said that LACI is a non-profit organization that helps startup companies succeed and grow by providing easy access to office space, helping them to get engaged with customers and investors, and by giving them guidance on how to build their business. CSUN approached LACI to work together to get something started on campus. LACI@CSUN was launched last September and is temporarily located in a trailer at the North Campus. They are meeting with CSUN groups to help them gain awareness and to explain who they are and what they do. They are hosting a CEO Speaker Series once per month and are available to work with faculty and students.

Steeb distributed a Frequently-Asked-Questions (FAQs) document and some brochures. He said that the primary reasons they are here at CSUN is to help establish a reputation of innovation and entrepreneurship, help attract research dollars and corporate sponsorships, engage alumni, improve matriculation rates of students, and offer new opportunities for students, alumni, faculty and staff. LACI@CSUN is currently working with 10 companies. Steeb briefly described the companies and the faculty they are working with. LACI@CSUN is looking for opportunities to get engaged with the Colleges of Arts, Media and Communication and Health and Human Development.

SEC will invite LACI@CSUN to do a 10-minute presentation at the next Senate meeting.

8. **Discussion of Police Services' Notifications**

SEC and other faculty members were concerned about recent email crime notifications which describe suspects only in terms of their sex and race (e.g., “two black males”). SEC felt that this information is not helpful or useful in identifying a suspect. They acknowledged that Police Services is navigating complicated legal issues, and strict notification requirements. It was suggested that the Chief of Police, Anne Glavin, be invited to SEC to clarify how they handle crime notifications and how do they determine what is communicated in these alerts when describing the suspect(s).

9. Review of Standing Committee Minutes

Educational Equity Committee (12/8, 2/9 – no policies)

Extended Learning Committee (11/19 – no policies)

Graduate Studies Committee (12/9 – no policies; GSC is revising their culminating experience document. An options/concentrations subcommittee is discussing ways to develop a model to help assist programs in creating or revising options. Some departments are trying to find common courses across options.)

Research and Grants Committee (12/12 – R&G will send suggested revisions to PP&R on the Grant-Related Instructionally Funded (GRIF) policy.)

10. Set Tentative Agenda for April 2, 2015 Senate Meeting

- ATC Syllabus Resolution
- Professional Responsibility Policy – Section 604 (PP&R)
- Suggested Guidelines for Publication Review in the RTP Process (PP&R) – *for feedback*
- LACI@CSUN Presentation
- Senate Reports

Meeting adjourned at 3:35 p.m.

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