

SENATE EXECUTIVE COMMITTEE MINUTES – Approved 4/27/17
March 30, 2017
University Hall, Room 277

Members Present: Dermendjian, Grant, Henige, Li, Lisagor, Schmidt-Levy, Schutte, Smith, Spector, Stein, Swenson, Wolfbauer (Recording Secretary)

Members Absent:

Guests: I. Carvajal, D. Lemus, K. Lizarraga, J. Noblitt,

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

1. Approval of SEC Minutes

MSP to approve the [SEC Minutes for March 2, 2017](#) as revised.

2. Announcements

- a. Swenson congratulated the SEC members who won in the recent election. Terri Lisagor was elected as Vice President, Kim Henige was elected as Secretary, and Jerry Schutte was re-elected as ASCSU Statewide Senator.
- b. Spector announced that the Freshman Common Reading for 2017-2018 will be *Between the World and Me* by Ta-Nehisi Coates. SEC members were invited to book discussions on April 6 and April 11. Free copies of the book are available to those willing to discuss the book with at least one freshman.
- c. Smith announced that the campus has signed new agreements with Amazon web services and other related services to assist with faculty doing higher-end research.

3. Nominations for an EPC Member for Election at Next Senate

Due to the College limitation of only two members from a College serving on a Senate Standing Committee, there is one opening to fill on the Educational Policies Committee. Three faculty members were nominated and an election will take place at the next Senate meeting. The Senate Office will contact the three nominees to see if they are willing to run for election.

- 4. Policy Items** – Personnel Planning and Review Committee
Sheila Grant, Chair of PP&R and Daisy Lemus, AVP Faculty Affairs

Action Item – [Section 606 \(Personnel Files\)](#)

Lemus reported that a Senator had requested that Section 606.1.b. (1) be revised to restrict faculty from adding materials to the Professional Information File (PIF) once the department level RTP review had begun. Lemus said that this provision comes from the Collective

Bargaining Agreement (CBA) and it's a faculty right. It would need to go through CFA-CSU bargaining to be changed.

This policy was forwarded to the Senate for a second-reading.

Action Item – [Section 635 \(Evaluations and Recommendations on RTP\)](#)

Based on Senate feedback, one sentence was further clarified in the policy allowing a faculty to meet with the reviewing agency and/or submit a rebuttal within the ten (10) day period following receipt of the written RTP evaluation.

This policy was forwarded to the Senate for a second-reading.

Action Item – [Section 637 \(Decision of the President\)](#)

This policy had no changes. It was forwarded to the Senate for a second-reading.

Action Item – [Section 641.2.4 \(Advanced Award of Tenure\)](#)

This policy had no changes. It was forwarded to the Senate for a second-reading.

First Reading – [622.4.1 \(Appointment and Evaluation of Deans of Colleges and the Library\)](#)

Lemus said the proposed changes are to guarantee the fairest possible representation of departments when appointing Deans. The proposed wording allows for Colleges with three or more departments to be limited to only one representative from a given department. For colleges with fewer departments, it guarantees that each department has at least one member elected to the committee.

An SEC member pointed out that University Counseling Services staff report to a Vice President and not a Dean, so language about Academic-Related SSPs could be removed. To avoid too many members from a single department serving, it was suggested that the student member be the AS President or designee. It was also suggested that, in practice, PP&R and the University President consider department representation when selecting their representative.

SEC forwarded the policy to the Senate for a first-reading.

First Reading – [622.6.2 \(Appointment and Evaluation of Department Chairs\)](#)

Grant said that these changes will help to clarify responsibilities and rights when appointing Department Chairs. Currently the policy states that the Department Search and Screen Committees shall select the nominees for Department Chair. The proposed wording broadens the right to allow all tenure-track faculty in the department to make nominations for department chair. Also, these revisions will clarify the voting procedures for Department Chair, the responsibilities of the Department Search and Screen committee, and the responsibility of the Dean when transmitting a recommendation to the President.

SEC members had the following suggestions and comments:

- 1) The language should be clear that a candidate for chair may not serve on the Search and Screen Committee.

- 2) A question raised: Is it PP&R's intention to remove the limitation about nominating at least one, but not more than three candidates?
- 3) Another questions raised: If the Search Committee's role is to hold an advisory vote from the nominations, and to advance the election results to the Dean, are they also required to forward a recommendation to the Dean? If not, the word "recommendation" should be changed to "certification" in Section 622.6.2.c.
- 4) The policy needs to be made clear that any tenure-track faculty member may nominate a faculty member for Department Chair.

SEC forwarded the policy to the Senate for a first-reading.

5. **Matadors Rising: Student Success Campaign**

Cheryl Spector, Academic First Year Experiences

Jeff Noblitt and Kevin Lizarraga, University Advancement

Spector announced that a new campaign called *Matadors Rising: Student Success Campaign* is currently being rolled out and will continue to roll out into the Fall 2017 semester. University Advancement (UA) and Matador Momentum (MM) are working together to brand the Graduation Initiative (GI) 2025. Noblitt and Lizarraga reported that they met with student and advisor focus groups to develop this campaign with the goal of encouraging our students to graduate on time and to "lift them up" by helping them on their path to success and toward completion of their degree.

UA shared some mock-up drafts that communicate the following messages: *15 to Finish*, *30 to Thrive*, and *We Can Do This*. They stressed that the images will be representative of our CSUN students. The campaign will soon be announced to students via email and a website. In addition, UA will advertise broadly around the entire campus with emails, postcards, t-shirts, posters, flyers, buttons and stickers, etc. An SEC member suggested that the campaign also encourage students to take summer courses or alternative ways to facilitate completing their degree.

6. [Memorandum: General Education Policy Supporting Student Success and Equity in Achievement](#)

The CSU campuses received a request from CSU Executive Vice Chancellor Loren J. Blanchard inviting campuses to provide feedback about how EO 1100 General Education Breadth Requirements could be revised to: 1) achieve better clarity; 2) ensure equitable treatment of our students, including transfer student and first-time freshman; and 3) streamlining graduation requirements. They are asking for advice from each campus about the six sections of EO 1100 General Education Breadth Requirements. Initially the deadline was May 12th but it has been extended to June 16th.

Swenson said that our response to this memorandum could be a single all-campus response or we can submit a faculty-only response. Given a faculty-only response, Swenson mentioned two possible ways of handling: 1) EPC alone prepares the response; or 2) SEC appoints a Task Force that includes EPC members. The chair of EPC, Larry Becker, was invited to participate in the discussion. Becker was concerned about the broad nature of the questions and said that even with the extended timeline, the difficulty of EPC responding effectively and assembling the feedback so late in the semester could be problematic. Provost Li's advice was that it would be

useful for the faculty to defend the importance of a liberal arts education and to work to streamline GE to help with student success.

After a lengthy discussion, many felt that the extended deadline is still not an adequate amount of time to respond effectively to this request. Becker suggested that Swenson find out how other campuses are handling this process. Many felt that not responding at all would be a bad decision. Swenson said he will meet with Becker and AVP Adams to discuss how the administration plans to respond and to determine which faculty would be best to serve on a Faculty Task Force. He will be sure to share the response with SEC before it moves forward to the Chancellor's Office.

7. **Provost's Report** – Provost Yi Li

Provost Li reported on the following:

- a. Provost Li thanked Spector for her work in leading the Matador Momentum.
- b. Pre- and post-grant work will be managed by the Graduate Studies Office under a Managing Director. This new staffing position will provide cohesion of operation and will develop system integration and professional training. It will also serve to assist faculty with their paperwork and it will create efficiency and reduce response time.
- c. Provide Li continues to meet with students in each College to hear what student success means to them and what their concerns are. He said that many students have not yet heard about GI 2025. President Harrison and Provost Li attended the S&BS All-College meeting to learn about their student success projects.
- d. Four searches are continuing: Vice Provost, Dean of the MCCAMC, Senior Director of Institutional Research, and the Director of EOP. He mentioned that Dean Michael Spagna will soon start a new position as Provost of CSU Dominquez Hills.
- e. Provost Li attended the K-12 Student Poster Symposium on Saturday, March 18th held in the USU Grand Salon. Over 150 students, parents, and teachers attend this event annually. The students are very passionate about what they are doing.
- f. With the summer completion grants (one-time money), they are reaching out to 1,500 students who are most likely to graduate in 2 and 4 years to see if they will finish on time if given grant money.

8. **Set Agenda for April 13, 2017 Senate Meeting**

- Action Item - Section 606 (Personnel Files)
- Action Item - Section 635 (Evaluations and Recommendations on RTP)
- Action Item - Section 637 (Decision of the President)
- Action Item - Section 641.2.4 (Advanced Award of Tenure)
- First Reading – 622.4.1 (Appointment and Evaluation of Deans of Colleges and the Library)
- First Reading - 622.6.2 (Appointment and Evaluation of Department Chairs)
- Senate Reports

Meeting adjourned at 3:51 p.m.

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