

SENATE EXECUTIVE COMMITTEE MINUTES – Approved 8/27/15**April 23, 2015****University Hall, Room 277**

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

Members Absent: Frehlich, Lisagor

Guests: C. Donahue, C. Hatfield, A. Glavin, M. Kabo, T. Kiesler, 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 March 26, 2015](#) as distributed.

2. Announcements

- a. SEC members were invited to attend the Honored Faculty Reception on Monday, May 18, 2015 at 1:30pm in the USU Grand Salon.
- b. Two “CSUN branding” launch events are being held today, one this morning and the other is at 4:00pm.

3. President’s Extended Cabinet Meeting Report – Adam Swenson

Swenson said that the two main topics discussed at the President’s Extended Cabinet Meeting on April 20th were sustainability and commencement. The campus is working on several water-saving projects.

4. [Library Committee’s Expanded Mission Statement](#)

Charles Hatfield, Chair of the Library Committee

Hatfield reported that in response to suggestions made by SEC at the February 26th meeting, the Library proposed the following internal mission statement:

The Faculty Senate Library Committee advises and supports the Oviatt Library as an essential part of the University's mission and of community life at CSUN. We advise on the Library's budget, assessment, and strategic planning; report to our respective colleges and programs on the Library's needs, development, and operation; serve as a forum for faculty and student input on Library services and resources; and promote awareness and use of Library resources across campus.

This expanded language would be used to orient and solicit new members, published on the Library Committee’s website, and used to promote their work to the campus community.

MSP to approve the Library Committee's expanded mission statement.

5. **Emergency Alert Notifications**

Anne Glavin, Chief of Police

SEC members were concerned about recent crime notifications, which described suspects only in terms of their sex and race with no other descriptive information. They felt that this information is not helpful or useful in identifying a suspect. Chief Glavin attended the meeting to clarify how crime notifications are handled and what is communicated in the emergency broadcast. She provided some background on the Unified Crime Reporting System and the regulations for reporting crime. Glavin said that the description of the suspect is what is provided by the victim. When little information comes from the victim, the police have limited information to report and include in the notification. The purpose of the notification is so people can report sightings to the police. An SEC member noticed on the "Inside Higher Ed" website an article about the University of Minnesota deciding only to broadcast crime alerts that have sufficient information that will help identify a specific individual or group. SEC members were interested in seeing the federal requirements about this topic; Swenson said that he will contact Chief Glavin for further clarification.

6. **Policy Item** – Personnel Planning and Review Committee

Sheila Grant, Chair of PP&R

William Whiting, AVP for Faculty Affairs

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

Grant pointed out several revisions made to the policy. SEC agreed that the statement "Nothing in <insert subsection number here> will be construed to compromise or narrow the boundaries of academic freedom and permissible speech by faculty," in Sections 604.1, 604.2, 604.3, and 604.4," should be moved to the end of each subsection and listed apart from the numbered list.

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

7. [Suggested Resources and Processes Pertaining to Publication Review in RTP](#)

Sheila Grant, Chair of PP&R; Mike Kabo, Member of PP&R

William Whiting, Executive Secretary of PP&R

At the last meeting, SEC asked that this document be brought back for another review. More revisions were made to the document and the link to Ulrichsweb (Ulrich's Periodicals Directory) was removed after Whiting mentioned that a journal in Ulrichsweb was on a suspect list of false journals. Whiting suggested that departments, instead, consider making their own recommendations on how to verify whether an article is peer-reviewed.

MSP to approve the "Suggested Resources and Processes Pertaining to Publication in RTP" memo as amended.

8. [2015-16 Academic Year Calendar of Personnel Procedures](#)

William Whiting, Executive Secretary of PP&R

Whiting reported that the dates were updated from last year and two changes to the personnel procedures calendar were made. Spring Break was moved before the Cesar Chavez Holiday and the website address where faculty promotions are announced was updated.

MSP to approve the 2015-16 Academic Year Calendar of Personnel Procedures.

9. **Approve 2015-16 Senate Calendar**

A draft calendar was distributed to SEC members for their approval. **MSP** to approve the 2015-16 Senate calendar as distributed.

10. **Replace Holli Tonyan on the Research and Grants Committee**

SEC members selected a faculty member to replace Holli Tonyan on the Research and Grants Committee. Three additional faculty members were recommended and ranked, should their first choice not be willing or available to serve.

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

Hellenbrand said that faculty will receive the equity pay increases this summer. There was about \$1 million available with approximately 40% of the tenure-track/tenured faculty receiving an increase. The average award is \$1800.

12. **Faculty Athletics Report**

Tina Kiesler, Faculty Athletics Representative (FAR)

Kiesler said that the FAR's responsibilities involve academic integrity, institutional control and compliance, and the well-being of student-athletes. She distributed a written report that included a summary on each of these topics. She also provided a document that included a summary of the athletics team accomplishments. Professor Ed Jackiewicz will take on the role of FAR starting next Fall. The written report will be forwarded to the full Senate and Kiesler will attend the next Senate Meeting on May 7 to address any questions.

13. **Review of Standing Committee Minutes**

Educational Policies Committee (2/18 – they are working on a policy to address EO 1100 requiring a “C” or better in the four basic subjects; 3/4 – they are working to develop a policy to implement the directive above for Fall 2016; 3/18, 4/1 – no policies)

Educational Resources Committee (12/9, 2/10 – no policies)

Extended Learning Committee (2/18 – no policies)

Graduate Studies Committee (2/10, 3/10 – GSC is working to revise their program procedures.)

14. **Set Agenda for May 7, 2015 Senate Meeting**

- Professional Responsibility Policy – Section 604 (PP&R)
- Resolution in Honor of Provost Harry Hellenbrand
- Election of 2015-16 Senate Executive Committee

- Faculty Athletics Report (Tina Kiesler)
- Senate Reports

Meeting adjourned at 3:05 p.m.

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