

EXECUTIVE COMMITTEE MINUTES – Approved 8/28/14
May 1, 2014
University Hall, Room 277

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

Members Absent:

Guests: K. Dabbour, T. Kiesler, C. Sales, J. Schutte, W. Whiting

Faculty President Frehlich called the meeting to order at 1:06 p.m.

1. Approval of SEC Minutes

MSP to approve the [SEC Minutes for March 27, 2014](#) as distributed.

2. Announcements

- a. The Honored Faculty Reception will be on Wednesday, May 21st at 1:30 p.m. in the USU Grand Salon.
- b. The Faculty Governance Orientation will be on Friday, May 23rd at 12:00 noon at the Orange Grove Bistro. Current and incoming SEC members, and new standing committee chairs are invited to this orientation.
- c. Sheila Grant was congratulated for winning the Outstanding Faculty award this year. All other winners and nominees were congratulated. Award committee members were thanked for serving.
- d. Spector said that Drew Magary, author of the book *The Postmortal*, will be the Freshman Convocation keynote speaker on Thursday, September 4, 2014.
- e. Hoggan announced that the Screen Writing Option Showcase is on May 2nd at 7:00 p.m. in the Little Theater (Nordhoff Hall); the Film Option Senior Showcase is on Wednesday, May 7th at 7:00 p.m. at the Television Academy in North Hollywood; the Multi Media Option Showcase in on Friday, May 9th at 7:00 p.m. in the Armer Theater (Manzanita Hall); and the Television Option Showcase is on Saturday, May 17th at 7:00 p.m. in the Writer's Guild Theater in Los Angeles.

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

The President's Extended Cabinet met on Monday, April 14th. Frehlich reported the following:

- a. Jose Luis Vargas reported about the activities taking place in the Educational Opportunity Program (EOP). They are celebrating their 45th year and have about 2700 students, which is one of the largest programs in the CSU. SEC will invite Vargas to a meeting next Fall so he can talk about programs that he'd like to have faculty involvement.
- b. The Extended Cabinet discussed Effort Reporting in relation to the 125% rule. The campus is working to get a better online process in place and will assist faculty who are in violation to get them into compliance.
- c. CSUN is working on improving our visiting dignitary process so it is streamlined across the campus.

4. **Reviewing the Process and Procedures Associated with the Faculty Awards Competition.**

With the faculty awards process recently completed, Frehlich shared a few suggestions and concerns expressed by faculty. SEC members made the following suggestions: 1) make rubric forms available for all of the awards; ask committees to review and revise the rubric each year; 2) the Preeminent Scholarly Publication Award criteria needs to be made clear that the submission should be on work or a body of work on a single subject and the criteria needs to be clearer; 3) ask nominees and nominators to arrange the supporting materials so the file is clear on how he/she meets each criteria; 4) ask nominees to submit "explanatory or persuasive" letters of support; 5) remove the list of individual award committees from the university service form and list only, "faculty award committee"; and 6) inform the committee members that the list of nominees are confidential. There were no strong objections to allowing faculty to submit electronic materials as long as the materials are clearly organized.

5. **Approve 2014-15 Senate Calendar**

Link to approved calendar: <http://www.csun.edu/senate/calendar.pdf>

A draft calendar was distributed to SEC members for their approval. **MSP** to approve the 2014-15 Senate calendar as distributed.

6. **Approval of the 2014-15 Academic Year Calendar of Personnel Procedures**

William Whiting, AVP for Faculty Affairs

Whiting said that the calendar closely matches the calendar from 2013-14. He pointed out item #27, noting that the specific date "February 15" is listed in Section 600 and it falls on a Sunday next year. This calendar will be inserted at the back of Section 600.

7. **ePIF Report**

Kathy Dabbour, Member of PP&R Committee

Link to ePIF report: <http://www.csun.edu/~pprcomm/documents/information/epifreport.pdf>

Dabbour stated that an ePIF Subcommittee of PP&R was tasked with exploring the implementation of optional electronic Professional Information Files (ePifs) at CSUN. The subcommittee performed an informal scan of other CSUs and UCs about their experiences, and sought CSUN faculty and administrator input as a first step toward a more formal

feasibility study. An ePIF survey was conducted at CSUN (specific results contained in the ePIF report above). In conclusion, the Subcommittee recommends that there is sufficient interest among CSUN faculty, as well as outside expertise, to begin exploring the feasibility of an ePIF option here at CSUN. The biggest concern expressed by SEC members was eye fatigue relative to reading materials on a computer screen.

Dabbour will present this information to the Senate next week. PP&R will discuss forming a committee that will be tasked with investigating ePIFs more in depth.

8. **Joint Resolution on the Electronic Submission of Classwork**

Chris Sales, Chair of Academic Technology Committee

Jerald Schutte, Chair of Educational Resources Committee

Based on feedback given at the last Senate meeting, Sales said that revisions were made to the resolution. There was discussion concerning eye fatigue resulting from reviewing electronic documents. SEC liked the improved language, but offered a few editorial revisions and some new language in the last paragraph so it reads:

RESOLVED: that the Faculty Technology Center offer support and specific instruction to faculty who wish to become more proficient in electronic grading of submitted papers and other assignments.

MSP to send the revised resolution to the Senate.

9. **Faculty Athletics Report**

Tina Kiesler, Faculty Athletics Representative

Link to FAR Report: <http://www.csun.edu/senate/reports/far-report050114.pdf>

Kiesler said that the Faculty Athletics Representative responsibilities involve academic integrity, institutional control and compliance, and the well-being of student-athletics. In her written report (link above), she shares some of the academic accomplishments, recognitions and awards received by the student athletes. She said that the Academic Progress Rate (APR) for 2012-13, which measures a team's academic performance on a team-by-team basis, will become public on May 14, 2014. The minimum APR was raised from 925 to 930. APR's below 930 may result in penalties going forward. The most recent published APR scores are included in the report.

Kiesler said that the NCAA Accelerating Academic Success Grant was used to increase space in the Matador Achievement Center. CSUN had 10 violations this year, none of them major violations (10 violations is average across the campuses in the Big West Conference). The student athletes are very active with community service and events. We have about 366 student athletes with 19 teams (sand volleyball was added this year).

10. **Review of Standing Committee Minutes**

Educational Equity (3/10 – A revision to Section 600, adding language pertaining to civility in Section 604, was sent to PP&R for possible inclusion in Section 600.)

Educational Policies (1/29 – EPC is planning to meet with GSC on the Syllabus Policy; they are working on a GE course review and recertification process report to submit to SEC.)

Educational Resources (2/11 – no policies; 3/11 – The joint resolution between ATC/ERC having to do with the electronic submission of coursework was discussed.)

Graduate Studies (3/11 – The graduate disqualification policy was discussed.)

Library (11/20 – They discussed the Open Access Resolution; 2/5, 3/5 – They discussed updating their mission statement; they will be asked to bring the revisions to SEC.)

Personnel Planning and Review (3/19 – no policies)

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

Hellenbrand responded to questions from SEC members.

- a. Hellenbrand thinks that campuses with programs over 120 units will be forced to come down to closer to 120 units.
- b. The eligibility index for tier-two was increased to 3500, which should take us back down to the Fall 2012 student enrollment numbers (approximately 4750 freshman). The CSU enrollment policy is very problematic and the CSU Presidents are working on a plan. CSUN sent the Chancellor's Office a white paper explaining that our success with retention and improved graduation rates has increased FTES. The Chancellor's Office is talking again about possibly penalizing campuses for over-enrollment.
- c. The May-Revise Budget is coming out soon. Hellenbrand said our CSUN budget is in solid shape. We are hiring people with one-time money and, in the past, only hired with recurring state dollars. Compensation continues to be an issue; we are moving towards a partnership model where campuses may have to make their own compensation decisions. We are trying to find ways to increase compensation on this campus. We have serious inequity issues because of hires made during the lean budget years.
- d. The AMC Dean search has concluded and an announcement will be made in a few days. A new position in Graduate Studies and a search for a new Director in Faculty Affairs is underway. Approximately 70-80 new faculty searches will occur each year for the next two years.
- e. We are putting out a call for STEM Centers. We will try to have 3-4 Centers up and running in the next year or two. Faculty hired in these Centers will receive tenure in a department and will teach and do research.

- f. Hellenbrand acknowledged that our plans to connect more with the business community require our faculty to give more of their time. Harry said that we will see more business partnerships with the CSU in the next 10 years. This is an important piece and we will have to see how the nature of our work changes because of it. It's possible that reassigned-time will be given to faculty to make this work.

12. **Approval to Release the Campus Climate Survey Report**

Nhut Ho, Chair of the Educational Equity Committee

Nhut Ho asked that this item be withdrawn from the SEC agenda. Frehlich said he will meet with Nhut Ho and the Educational Equity Committee to find out when the Campus Climate Survey Report will be released, and to address other concerns regarding the data.

13. **Set Agenda for May 8, 2014 Senate Meeting**

- Introduction of Thor Steingraber as the new Director of VPAC
- Elect 2014-15 Senate Executive Committee
- ePIF Report (Kathy Dabbour)
- Resolution on the Electronic Submission of Coursework (Chris Sales/Jerald Schutte)
- Faculty Athletics Report (Tina Kiesler)
- Senate Reports

Meeting adjourned at 4:35 p.m.

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