

SENATE EXECUTIVE COMMITTEE MINUTES – Approved 9/24/15**August 27, 2015****University Hall, Room 277**

Members Present: Hoggan, Li, Lisagor, Michaud, Schmidt-Levy, Schutte, Schwartz, Spector, Swenson, Willingham, Wolfbauer (Recording Secretary)

Members Absent: Frehlich

Guests: S. Fitzgerald, A. Hernandez, C. Khachikian, D. Lemus,

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

1. Approval of SEC Minutes

MSP to approve the following sets of minutes as distributed: April 23, 2015, June 1, 2015, July 6, 2015, July 20, 2015 and August 11, 2105.

2. Announcements

- a. Item #9 on the agenda, *Faculty and Staff Campaign*, will be rescheduled for another meeting.
- b. Spector invited faculty to attend Freshman Convocation on Thursday, September 10 at 6:00 p.m. on the Oviatt Library Lawn. David Levithan, author of the book *Every Day*, will be the keynote speaker. Levithan will meet with faculty and staff to answer questions at 4:00 p.m. in the Jack & Florence Ferman Presentation Room.

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

Swenson briefly reported on the following topics that were presented at the past two President's Extended Cabinet Meetings:

1. Annual Reports were shared and are available on the web.
2. Enrollments continue to grow. Provost Li and Vice President Watkins are working on managing the enrollments.
3. An Alumni Earnings Report prepared by Professor Rick Moore was presented.
4. There is a possibility of CSUN participating in a Trade Mission to Canada.
5. There was an update on the Clear the Air Campaign. This campaign will be rolled out with an educational focus.
6. A budget update was given by Vice President Colin Donahue.
7. The Clinton Global Initiative University will create opportunities for student teams to participate in social-change projects. CSUN is guaranteed one team. Dean Beth Say and Professor Ken Luna will coordinate the effort and act as liaisons.

4. **Scheduling President Harrison for Meetings with SEC**

Swenson said that President Harrison is interested in attending SEC meetings to report about topics of interest to our faculty and to answer questions. SEC members were agreeable to having President Harrison visit when her schedule permits.

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

Provost Li reported that we will be close to 12% above the CO FTES target for Fall 2015 even with a 545 FTE increase to its target the campus received for 2015/16. The Admission Planning Group is investigating multiple strategies for reducing enrollment for 2016/17 to bring the achieved enrollment into alignment with the funded target.

SEC members expressed concerns about the potential negative effects of reduced access might have on the demographics of our student population. Li said that his vision for CSUN is to be an elite institution when it comes to helping students with the greatest educational needs. He said we will work very hard to achieve that goal.

We have received funds for an additional 545 FTES. The Student Success and Completion Initiative provides \$38 million to the CSU system and CSUN will receive about \$1 million.

6. **Appoint Standing Committee Liaisons/Reviewers from SEC**

SEC members were assigned as liaisons/reviewers to the Standing Committees (see table below). Swenson explained the role of liaison and distributed some talking points for SEC members to use when visiting the first meeting of the standing committee.

Faculty Senate Standing Committee	SEC Liaison/Reviewer
Academic Technology	Jerry Schutte
Educational Equity	Cheryl Spector
Extended Learning	Judy Schmidt-Levy
Educational Policies	Michael Hoggan
Educational Resources	Kristy Michaud
Graduate Studies	Diane Schwartz
Library	Terri Lisagor
Pers. Planning & Review	Adam Swenson
Research & Grants	Shad Willingham

Educational Resources Committee (4/14 – no policies, but there was mention of a possible Affordable Learning Solution resolution to be discussed in 2015-16. ERC also plans to discuss the issue of paperless grading in 2015-16.

Library Committee (3/4, 4/1 – reported in Spring 2015)

Personnel Planning and Review Committee (3/18, 3/25, 4/1, 4/22, 4/29 – no new policies; 5/6 – there was mention of editing Section 600 to remove the requirement of an independent evaluation by the College Personnel Committee when a full-time Lecturer is being recommended for a tenure-track position. Wolfbauer said that this policy change will be forwarded by PP&R to SEC soon.

7. **Sharing a Project that Showcases Faculty and Other Web-based Applications**

Daisy Lemus, Faculty Affairs

Steven Fitzgerald, Computer Science and META Lab

Alex Hernandez, META Lab

Hernandez shared a collaborative project that META Lab is working on with the Provost's Office, Faculty Affairs, and Research and Graduate Studies called "Faculty App." Their vision is to showcase faculty with rich narratives, facilitate access to faculty information, and to increase opportunities for collaboration. The core components include faculty stories, faculty profiles, and faculty research interests. Hernandez shared these components by displaying examples of the faculty stories and profiles. He said that faculty may include links to other websites and a demo was given on how to update a profile. The next steps are for additional faculty outreach, building out the research interests, and to continue piloting the application. Department chairs will be asked to encourage faculty to use the application by updating it with the most current and accurate information. Faculty buy-in will be essential for the success of this application. The website is: <http://www.csun.edu/faculty>.

8. **Set Agenda for September 10, 2015 Senate Meeting**

- Faculty President's Introductory Remarks (tentatively) entitled CSUN Faculty Governance Overview and How to Make the Most of Your Service as a Senator
- Introduction of the New Provost and AS President
- Introduction of the Standing Committee Chairs
- Senate Reports

9. **Other Business**

- An SEC member shared concerns about not being able to locate copies of course proposals and course descriptions and was wondering if there was a policy requiring the department to keep these records. It was also mentioned that faculty in this department are not given a course description so are not using one to create their syllabus. SEC members discussed the situation and provided some guidance including the clarification that the catalog description is the official characterization of the course against which Chairs should be judging the appropriateness of a syllabus.
- Schutte said that ERC will discuss the concerns regarding chargebacks for services from University Advancement and other entities on campus.
- Swenson was reminded of his stated intention to pursue changes to the policy governing the identification of suspects' racial and ethnic characteristics in Cleary Act mandated campus notifications.
- SEC members were agreeable to listing the tenured faculty and lecturers together in one combined list for milestone service-years in the Honored Faculty Reception program and script.

Meeting adjourned at 4:06 p.m.

Submitted by: Kristy Michaud, Secretary of the Faculty
and Heidi Wolfbauer, Recording Secretary