

SENATE EXECUTIVE COMMITTEE MINUTES – Approved 12/11/14
October 30, 2014
University Hall, Room 277

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

Members Absent: Hellenbrand

Guests: E. Adams, L. Becker, C. Donahue, R. Gunsalus, M. Kabo, M. Kilmnick, D. Lemus, M. Neubauer, K. Rosenthal, B. Shapiro, M. Shiffrar, J. Solomon, W. Whiting

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

1. Approval of SEC Minutes

MSP to approve the [SEC minutes for October 2, 2014](#) as distributed (two abstentions).

2. Announcements

- a. Frehlich asked SEC members to continue to hold Thursday, December 11, 2014 at 1:00 p.m. for a special SEC meeting. The location will be JH 3107.
- b. Twenty-seven proposals were submitted to offer a presentation at the Faculty Retreat. SEC members were encouraged to register for the Retreat by December 5.
- c. The names of nine faculty were submitted to President Harrison for the new Student Retention and Graduation Committee. She will select three faculty members.
- d. Frehlich said he will take an intermittent paternity leave this semester but it should not conflict with Senate business. Faculty Vice President Adam Swenson will help out when necessary.
- e. Spector invited SEC members to attend a special event, *The Postmortal Performance Project*. There will be five performances in OV 25 on November 13 (7:30pm and 8:45pm) and November 14 (4:00 p.m., 6:30 p.m., and 8:00 p.m.). The RSVP website is: <http://goo.gl/VyU8YX>.
- f. Chong invited SEC members to attend the Family Consumer Sciences Brown Bag Series on “IRB Processes – Human Subjects Approval” taking place on Friday, October 31, 2014, from 12:00-1:00 p.m. in SQ 250a.
- g. Thachuk announced that the student performance of “Carmen” will be on Oct 31 – Nov 2, 2014 in the Great Hall of the Valley Performing Arts Center.

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

The President's Extended Cabinet met on Monday, October 27. Frehlich reported the following:

1. Thor Steingraber, Executive Director of the VPAC, has started strategic planning for the VPAC and hopes to conclude the process in Fall 2015.
2. The 2015 commencement ceremonies will be on a Saturday, Sunday and Monday (May 16 - May 18, 2015). Honors Convocation will be on Friday, May 15. Two possible locations are being considered for the ceremonies -- the Oviatt Library Lawn and the North Field. There will be town hall meetings and surveys to help guide the decision-making process.
3. The Sexual Assault Prevention Initiative will be shared with the campus soon.
4. At the CSU Graduation Initiative Executive Summit, each campus was given graduation goals established by the Chancellor's Office.
5. The two-year performance goals and achievements document will be posted soon. The Chancellor said that our goals are realistic and attainable.
6. We are planning to roll back enrollment by one percent for 2016-17.
7. Vice President Hilary Baker would like to be notified of any suspected security breaches.

4. **Approve the Revised Visionary Community Service-Learning Award Criteria**

Revisions were made to the Visionary Community Service-Learning Award criteria at the last SEC meeting. The updated document was reviewed by SEC, and a few more additional revisions were made.

MSP to approve the award criteria as revised.

5. **Replacement for Ward Thomas on the Educational Resources Committee**

SEC members selected a faculty member to replace Ward Thomas on the Educational Resources Committee. Two additional faculty members were recommended and ranked, should their first choice not be willing or available to serve.

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

Provost Hellenbrand was unable to attend the meeting. Neubauer reported on the following items:

1. It is very likely that we will impact at the transfer level for tier 2 (out-of-area). This would reduce the number of transfers we accept by about 1000 students for Fall 2016. A few departments (Kinesiology and Psychology) are moving toward impacting at the program level.

2. The new Student Retention and Graduation Committee will discuss ways for CSUN to meet the graduation initiative goals. The Provost will be working with the LA community colleges and LAUSD on reducing the need for mathematics remediation. There is talk about creating an intervention group, composed of FERP faculty, to help upper-division students in good standing finish their degrees. Another strategy being discussed is lowering the cut-off score on the SAT for exemption from the Entry Level Mathematics (ELM) exam. Our cut-off of 550 (62nd percentile) may be too high given the average score of someone graduating from the CSU is 450.

7. **Concerns Related to “Questionable” Peer Review Venues that Could Compromise the RTP Process**

Mike Kabo, Member of PP&R

Jack Solomon, Member of PP&R

William Whiting, Associate VP for Faculty Affairs

Kabo and Solomon came to the SEC to start a conversation about concerns related to “questionable” peer review venues that could compromise the RTP process. They wanted to get a sense of where PP&R should focus their attention. They said that some digital publication venues and those claiming “peer-review” may not be up to our standards. SEC members noted that publication venues should be a department decision. The Directory of Open Access Journals (DOAJ) was mentioned to be a valid on-line journal source. It was mentioned that it would be helpful to steer faculty to the right publication venues.

Whiting said he has come across of few instances where a department personnel committee has accepted a “questionable” peer review venue and the provost had to challenge the decision. Whiting’s opinion was to alert departments that it is their responsibility to provide their faculty with the resources to help them select valid publication venues.

SEC felt that this needs more discussion before deciding if this should be a formal resolution or if it should be handled more informally.

8. **Proposed Changes to Section 612.5.2.c.(2).(b).(ii) of the Administrative Manual**

Sheila Grant, Chair of PP&R

William Whiting, Associate VP for Faculty Affairs

The policy in Section 600 regarding the number of student evaluations to be administered to first-year probationary faculty members was confusing. The last sentence of the paragraph was re-written to provide clarity:

All probationary faculty members shall have student evaluations administered in at least two classes in each of their first two semesters of service.

MSP to declare this revision as editorial. Therefore, this does not need approval from the Faculty Senate.

9. **Multipurpose Event Center Update**

Colin Donahue, VP for Administration and Finance

Rob Gunsalus, VP for University Advancement

Ken Rosenthal, Associate VP for Facilities Development and Operations

A Phase 1 feasibility study was conducted for building a multipurpose event center on the CSUN campus. Donahue distributed a summary of the Campus Working Group's observations and recommendations. There are two options being considered for venue size: Option 1 is for a 6000 seat venue (304,000 sf); Option 2 is a 10,000 seat venue (372,000 sf). Option 2 was preferred by the Working Group because it could accommodate commencement ceremonies, the annual "Big Show" concert, and will meet our academic needs. The operation profile is similar for both sizes. The marginal cost to increase from 6,000 to 10,000 seats is significantly reduced on a cost-per-seat basis. We will also assess the viability of an on-campus hotel to support the success of the event center.

Gunsalus said that they will explore potential partnerships with other agencies (City, County, etc.) and private partners. Philanthropy, sponsorships, naming opportunities, seat-selling, suite-selling, etc. are some of the funding possibilities. They are hosting community update meetings and will conduct more feasibility studies on different funding schemes.

The presenters will be invited to share this information with the Faculty Senate on November 20th.

10. **Policy Item** – **Educational Policies Committee/Graduate Studies Committee**

Larry Becker, Chair of EPC and Mary-Pat Stein, Chair of GSC

Elizabeth Adams, Associate VP for Undergraduate Studies

Maggie Shiffrar, Assistant VP for Graduate Studies

First Reading – [Written Syllabi for All CSUN Courses](#)

This revised policy states that all teaching faculty "must" include certain information on their written syllabus to help students gauge more quickly what is required in the course, so students can make a decision on whether to drop or add each course. Instead of having two separate policies, a single policy is being proposed for all classes (undergraduate and graduate) that applies to all teaching faculty.

An SEC member expressed concern about listing due dates for major assignments since due dates are sometimes hard to pin down. Some SEC members felt it was important to have the "catalog course description" on the syllabus with the faculty member adding additional information if they desire.

SEC asked that Item #1 be separated with another line added to read:

- 1) Course description
- 2) Course objective(s) or student learning outcomes

MSP to forward to the Senate for a first reading.

11. **Data Literacy and Visualization for Educational Resource Planning**

Bruce Shapiro, Mathematics Department/Senator

Shapiro said that he and several others are working on an Educational Resources Planning project funded by the Provost. They were asked to present the information to the Faculty Senate. Chancellor White's priority to improve student success involves expanding campus data-driven decision-making. Shapiro said that, in the future, "Student Success Dashboards" (analytics, visualization and machine learning) can be used to access academic data that can be used to help us meet our student success goals. Shapiro shared some examples of how the

visualization data can be used to study math course patterns and for similar data- driven decision-making on campus.

Frehlich will give Shapiro some guidance about what to focus on for a possible presentation to the Faculty Senate in the Spring.

12. **Proposed Academic Calendars for 2015-16, 2016-17, 2017-18, and 2018-19**

Daisy Lemus, Senior Director of Academic Personnel

Michelle Kilmnick, Academic Personnel Analyst

Lemus summarized the norms and definitions that are set by the Chancellor's Office for all CSU academic calendars. She mentioned that there are a minimum and maximum number of academic work days, specific guidelines as to when the semester starts and ends, when holidays are observed, etc. There is very little flexibility for campuses to modify their calendars. Three changes for the next four academic year calendars include:

- 1) Spring break is being moved to the middle of the semester (8th week of the Spring semester) before Cesar Chavez holiday. This placement is consistent with almost all of the other CSU campuses.
- 2) Commencement ceremonies were moved to Saturday, Sunday, and Monday after final examinations.
- 3) Honors Convocation will be on the Friday evening prior to the commencements.

SEC members felt it was necessary to have a conversation on whether or not to have a winter session given the very short number of days during the interim break.

MSP to approve the proposed academic calendars for 2015-16, 2016-17, 2017-18, and 2018-19.

13. **Review of Standing Committee Minutes**

Educational Policies Committee (9/17 – EPC is discussing how many times a selected topic course can be offered; they are working on updating the Faculty Authored Materials policy).

Personnel Planning and Review (9/3 - no policies)

Research and Grants (5/9 – R&G will be invited to SEC to discuss the possibility of establishing an Intellectual Property Committee)

14. **Set Agenda for November 20, 2014 Senate Meeting**

- First reading: Written Syllabi for All CSUN Courses (EPC)
- Multipurpose Event Center Update
- Proposed Academic Calendars 2015-16, 2016-17, 2017-18, and 2018-19.
- Senate Reports

Meeting adjourned at 4:55 p.m.

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