

FACULTY SENATE MEETING – Approved 2/12/2015
Minutes of Meeting of November 20, 2014
Jack and Florence Ferman Presentation Room

Acting Faculty President Swenson called the meeting to order at 2:03 p.m.

The Secretary called the roll. Senators not present were: Jessica Baty-McMillan, Mu-Sheng Chang, Sandra Chong (excused), Shane Frehlich (excused), Vanessa Goodwin (excused), Ray Hong (excused), Taeyhun Kim (excused), Marcelo Leonardi, Jeanine Minge, Janet Oh (excused), Martin Pousson (excused), Rosa Rivera Furumoto, Michael Summers, Tiffany Zaich (excused)

The Faculty Senate [Minutes for October 16, 2014](#) were approved as corrected.

1. Announcements

- a. Swenson announced that he will be Acting Faculty President while Shane Frehlich is out on medical leave.
- b. Michaud shared the devastating news that Shane Frehlich's cancer has returned. She said that there are three ways to help Shane and his family: 1) Join the Bone Marrow Donor Registry online <http://bethematch.org/>, 2) Sign-up at <https://mealtrain.com/vndlw> to give the family a meal, and 3) Donate to the medical fund <http://www.gofundme.com/FrehlichFamily>. Frehlich will need a bone marrow transplant. As of Nov 20th, there is no match in the bone marrow donor registry and we have only five weeks to find him one. Michaud said that Shane is deeply touched by the support he and his family have received from his CSUN family. He sends his thanks, and can't wait to return to CSUN.
- c. The 2015 Faculty Retreat will be held on January 12 (on campus) and January 13 (walking tour of historic Downtown Los Angeles); a link to the registration site is on the Faculty Senate website. The deadline to register is December 5.
- d. Swenson recently sent an email to the Senators with a call for nominations for a Faculty Trustee to serve on the CSU Board of Trustees. CSUN nominations are due in the Faculty Senate office by December 10. A link with more information is available on the Senate website (<http://www.csun.edu/faculty-senate>).

2. Policy Item – Educational Policies Committee

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

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

Becker said that the two most significant changes to this policy are to give students the tentative due dates for major assignments and/or exams and to have one syllabus policy that covers both undergraduate and graduate courses. The policy revision also includes some other minor changes.

Stein mentioned that these changes are to help students to succeed and not to be onerous for the faculty.

A few editorial revisions were suggested. Other comments/questions from Senators include:

- Consider using another term for “office location” so it applies to online classes.
- Were there discussions about mandating that the syllabus be available online? Is posting the syllabus on a password-protected site acceptable or should the syllabus be available on a public site?
- Should we include a statement stating that the class syllabus is available in the department office?
- Course objectives(s) or Student Learning Outcomes are not mutually exclusive and the word “or” may be misleading.
- Should course prerequisites and mechanical (software/hardware) requirements be included on the syllabus?
- Upper division status has two meanings depending on whether lower division coursework was taken at CSUN or transferred to CSUN.
- Even though it is acceptable to make changes to the syllabus, changes should not be made too frequently. A Senator advised faculty about the sensitivity of changing the grading criteria because it could result in a lawsuit.
- Faculty should hold on to their syllabus for at least one year and one week into the following like semester, unless there is a lawsuit or grade appeal that requires keeping it longer.

Becker and Stein reiterated that the intention of this policy is to have a minimum requirement of what should be included on the syllabus so it is helpful to students. There are many other “[best practices](#)” that faculty could and should do.

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

Link to calendars: <http://www.csun.edu/sites/default/files/proposed-academic-calendars112014.pdf>

Daisy Lemus, Senior Director of Academic Personnel

Michelle Kilmnick, Academic Personnel Analyst

Lemus said that the proposed calendars have been brought to the Senate Executive Committee and many other constituents on campus. She mentioned that there are a minimum and maximum number of academic work days, and specific guidelines as to when the semester starts, all having been set by the Chancellor’s Office. 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 moved to the middle of the semester before Cesar Chavez holiday and consistently on the same week every Spring semester;
- 2) Commencement ceremonies are moved to Saturday, Sunday, and Monday after final examinations;
- 3) Honors Convocation will be on the Friday evening prior to the commencements. This date is also the last day of finals.

A Senator was concerned about Monday classes in Spring semesters having a three week gap because of Cesar Chavez Day and Spring Break. Some other concerns mentioned involved the

standard weekend commencements on the weekend and the viability of having a winter session with enough academic rigor.

4. **Multipurpose Event Center Update**

Colin Donahue, VP for Administration and Finance

Ken Rosenthal, Associate VP for Facilities Development and Operations

Donahue summarized the Opportunities and Needs Analysis from Athletics, Student Life and Academic Affairs for building a Multipurpose Event Center on campus. He distributed a document that summarized the Campus Work Group Observations and Recommendations. In the summary report, it mentions that a consultant, Convention Sports and Leisure, was commissioned to develop a Phase 1 feasibility study. There are two options being considered for venue size: Option 1 is for a 6,000 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 and the annual “Big Show” concert, and it will meet our academic needs. The projected margin between revenues and expenses is nearly identical for each option. Phase 2 would include an environmental impact study and a site analysis. There are multiple sites on the campus that would be considered. We are also assessing the viability of a modest on-campus hotel to support the success of the event center.

The campus will explore potential partnership with other public agencies 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. Donahue said that we must have large donor input to move forward on this project and they would be very careful that this does not jeopardize the operations of the campus. A report with more details is available on the Facilities Planning website.

5. **Senate Reports**

a. **Provost’s Report** – Provost Harry Hellenbrand

Provost Hellenbrand reported on the following items:

1. **Searches** – We will be hiring 80-90 faculty for Fall 2015; we are striving for a strong diverse pool this year and into the future.
2. **Bargaining Contract** – Campuses will need to make a long term commitment on the inversion and compression piece. There will be insufficient state resources to fund this long term so we need to develop a plan on how to deal with the shortfall.
3. **Space** – We will constantly need more space but unfortunately won’t be getting more space from the State, so we need to use the space that we currently have more efficiently. We will discuss this further in the Spring.
4. **Impaction** – CSUN will reluctantly be making the case for impaction for Fall 2016. This is contingent on the current fee and tuition policy remaining the same and on whether the State denies the CSU funds to grow. Unfortunately, impaction will involve not admitting out-of-area freshman.
5. **Budget** – The Governor keeps saying that he will give not give the CSU more money. This will continue to be a challenge so we need to develop other revenue streams here on campus. The CSU is working on this issue but it continues to be a political one.

6. **Remediation** – We are working with other CSU campuses and community colleges on remediation. To lower the remediation rate in the CSU, we will need to have more of a cooperative presence with K-12.
7. **WASC Visit** – CSUN is beginning to prepare for the next WASC visit. The two main areas they will look at are how we have implemented assessment and how we are using the assessment data.

b. **Statewide Academic Senate CSU Report** – Statewide Senators Jerald Schutte and Sandra Chong

Link to written report: <http://www.csun.edu/sites/default/files/sasreport112014.pdf>

Statewide Senator Schutte highlighted the following items:

1. The ASCSU hosted an Academic Conference on November 13-14, 2014 titled, “It’s All About Our Students.” CSU students were invited to participate in the discussions and to listen to the two guest speakers. The Power Point presentations from the speakers will be posted on the ASCSU website.
2. The Academic Affairs Standing Committee reported that each community college (CC), of the 12 chosen, can only propose one Bachelor’s degree program. The CCs will be asked to consult with ASCSU on any programs coming forward.
3. The Faculty Affairs Standing Committee reported that we have only netted 124 new faculty hires. There is an increase in the number of lecturers being hired relative to tenure-track hires.
4. The Student Success Fee Work Group will soon submit a preliminary report for the Board of Trustees to review. They have recommended that the Student Success Fees continue with some caveats.
5. There is a mandate for all online classes to go through a common portal (Course Match). We have 54 courses that will be online by Spring 2015.
6. Schutte shared three resolutions that passed (see written report for brief descriptions): 1) Improving Campus Assault and Sexual Violence Prevention, 2) Protecting the Academic Freedom of California State University Faculty, and 3) CSU Board of Trustees’ Proposed 2015-16 Support Budget.

c. **CFA Report** – CFA President Nate Thomas

Link to written report: <http://www.csun.edu/sites/default/files/cfareport112014.pdf>

Thomas said that the tentative bargaining agreement is posted on the CFA website. Faculty will see compensation increases in March 2014; they are retroactive to July 2014.

The meeting was adjourned at 4:00 p.m.

Submitted by:

Terri Lisagor, Secretary of the Faculty

Heidi Wolfbauer, Recording Secretary