EXECUTIVE COMMITTEE MINUTES – Approved 10/6/05
September 15, 2005
University Hall, Room 211

Members Present: Basta, Born, Hellenbrand, Howes, Krane, Macune, McIntyre (Chair), Schwartz, Stepanek, Wolfbauer (Recording Secretary), Zvi

Excused: Swerkes

Guests: S. Bowman, A. Calvo, S. Fitzgerald, G. Nichols, J. Schmidt-Levy, G. Truex

President McIntyre called the meeting to order at 1:05 p.m.

Ron McIntyre welcomed the new members and self introductions followed. McIntyre explained to the new members that the Executive Committee is the gateway to the Senate and gave a brief overview of what the Committee is responsible for doing.

1. Approval of Minutes
   a. MSP (Macune/Basta) to approve the minutes of the May 12, 2005 meeting with a minor correction on the Provost’s Report on the order of faculty appointments.
   b. MSP (Stepanek/Zvi) to approve the minutes of the June 17, 2005 minutes with deletion of Item #10 with regard to the 1st Year Evaluation of the Provost Review Committee. This Committee was not needed because the Provost did not go up for review.
   c. MSP (Macune/Howes) to approve the minutes of the July 21, 2005 meeting as submitted.
   d. MSP (Stepanek/Zvi) to approve the minutes of the August 15, 2005 meeting as submitted.

2. Announcements
   a. We are going to post the SEC agendas and minutes on the Faculty Senate webpage. McIntyre showed the new and improved web page to the Committee and received feedback and suggestions from them on what to include on the page.
   b. Jennifer Zvi and Veda Ward are co-chairing the Faculty Retreat Committee this year. The Retreat will be held at the Embassy Suites
Mandalay Bay Resort on January 23 and 24, 2006. The theme is *Creating a Collegial Community: Survival, Support, Scholarship, Social Relationships and Success*. The request for proposals was sent out and proposals are due on October 28.

c. McIntyre reminded the Committee of our intent to record the Executive Committee meetings solely for the purpose of preparing the minutes. These recordings will not be archived or available for listening. There were no objections.

We will start distributing agenda and minutes by e-mail. However, if anybody would prefer receiving a hard copy by campus mail, please let Heidi know.

3. **Campus Directory Issues** – Spero Bowman, Steve Fitzgerald, Greg Nichols

McIntyre pointed out the many errors in the new campus directory. Many long term faculty were deleted, new faculty are not listed, faculty who are no longer working with the University are still listed, information is not correct, titles are wrong, etc. Bowman explained why some of the errors occurred and said that the question remains as to whether we should continue to produce a printed directory since the directory is only a point in time snapshot and is outdated by the time it gets distributed to the campus. If we do continue to produce a printed directory, at what point in time should we print it? What would be the authoritative source and what business practices should we use? After a lengthy discussion, Bowman said that he would come to the Executive Committee next month with a number of recommendations to improve the process.

4. **Discussion Item from the Educational Equity Committee**

McIntyre reported that this item concerning anti-harassment and discrimination policies was removed from the agenda because the Committee had not yet created a formal policy recommendation. They had only developed a position statement with recommendations. Kiren Dosanjh Zucker, the new Chair of the Committee, will bring a recommendation to SEC after the Educational Equity Committee has developed a formal policy.

Judy Schmidt-Levy was present at the meeting so she was asked to give some background on CSUN’s anti-harassment and discrimination policies and procedures. She explained that since CRASH and CRADH were eliminated, the campus has lost an informal process for filing complaints that will protect the faculty, staff and students. She explained that proper training and education are necessary to handle informal complaints. The Committee suggested that she provide input to the Educational Equity Committee.
5. **Review of Standing Committee Minutes – Reviewers**

McIntyre explained that policies from the standing committees come to the Executive Committee before going to the Senate. Thus members of Executive Committee review the standing committee minutes and bring any policy changes to the attention of the Executive Committee. The reviewers for the minutes of the standing committees are as follows:

- Academic Technology – Steven Stepanek
- Educational Equity – Charles Macune
- Educational Policies – Patricia Born
- Educational Resources – Diane Schwartz
- Extended Learning – Sister Rita Basta
- Graduate Studies – Jennifer Zvi
- Library – Lesley Krane
- Personnel Planning and Review – Barbara Swerkes
- Research and Grants – Rachel Howes

6. **Refreshments Sign-Up**

The refreshment sign-up list was circulated. The schedule is as follows:

- September 15 – Ron/Heidi
- October 6 – Sister Rita Basta
- November 17 – Lesley Krane
- February 2 – Patty Born
- February 23 – Rachel Howes
- March 2 – Jennifer Zvi
- March 30 – Diane Schwartz
- May 4 – Steven Stepanek

7. **Tape Recording Senate Meetings**

The Committee discussed the idea of taping the Senate meetings solely for the purpose of preparing the minutes. There is no policy on the campus prohibiting taping the minutes. The SEC discussed the pros and cons and decided that it was a good idea with assurance that they are used only for preparing the minutes and that they would be erased after the minutes are approved. McIntyre will make an announcement at the Senate meeting.

8. **Update on Committee Memberships**

McIntyre announced the names of the presidential appointees and the new members to the standing committees. SEC discussed a request by a member of a standing committee for a one semester leave of absence. According to the faculty bylaws, committees can grant up to a one semester leave of absence. In the case
of a one semester leave of absence, there is no temporary replacement for the committee member.

9. **New Library Website – Antonio Calvo**

Antonio Calvo, Music and Media Librarian from the Oviatt Library, introduced the Library’s newly redesigned website. He will also present the website at the Senate meeting.

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

Provost Hellenbrand reported the following:

Enrollment for the campus is up three percent this year but down for various reasons in Education and Engineering and Computer Science. Graduate student enrollment is down and we are trying to find out the reasons for this.

The budget looks good this year. We are in the 3rd year of our budget deficit pay-off and still have the Summer 05 YRO settlement to consider. Procedures are in place for increasing junior faculty salaries and for hiring new faculty.

The university had to disenroll about 1100 students who did not pay their fees on time; about 900 of these students have re-enrolled. Classes are full with students taking an average load of 11.3 units which is higher than normal.

There are requests from the colleges for 12 additional faculty positions for 2006-2007 (over the 30-35 that have already been approved). CSUN is still behind where it should be in faculty hiring.

Some concerns that will be addressed this year are the lack of training and education with regard to discrimination and harassment allegations. We will also review plans on increasing retention rates and alternative class scheduling.

11. **Bylaws Update**

McIntyre introduced Greg Truex, Anthropology, who is working with him to finalize the revisions to the faculty bylaws. They began with the work done over the last two years by members of the SEC and are suggesting some further changes. McIntyre distributed the bylaws and the standing orders as they now exist. He also distributed a document which included draft revisions of Articles I-IV. McIntyre walked the SEC through the revision document and took further input from the Committee. The question of whether there should be term limits for Senators and/or standing committee Chairs was briefly discussed, and it was decided to pursue further discussion of this question at the upcoming Senate meeting.
12. **New Business**

   a. The next Executive Committee meeting is scheduled for October 13. Since Yom Kippur falls on this day, it was decided to change the meeting to October 6, 1:00 p.m.

   b. President Koester will establish a search committee for the new CIO position. She wants to have two members of the faculty to serve on the search committee. She asked both PP&R and SEC to make suggestions. The Committee offered four names, which McIntyre will forward to the President.

   c. Steven Stepanek said that we should think about establishing stronger working ties between the CSUN standing committees and our representatives to the Statewide Faculty Senate. Our representatives can help influence the Chancellor's Office to make constructive changes to CSU policies that will benefit the instructional goals of the system. Since Barbara Swerkes was not in attendance, we will continue this discussion at another meeting.

13. **Agenda for Senate meeting of September 29, 2005**

Call to Order  
Roll Call  
Approval of Minutes for May 19, 2005  
Announcements  
Bylaws Update and Discussion of Term Limits  
New Library Website (Antonio Calvo)  
President’s Report  
Provost’s Report  
Statewide Academic Senate Report  
CFA Report  
New Business

Meeting adjourned at 5:10 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary  
           Diane Schwartz, Secretary-Treasurer of the Faculty