SENATE EXECUTIVE COMMITTEE MINUTES – Approved 3/2/2017
February 2, 2017
University Hall, Room 277

Members Present: Dermendjian, Henige, Lisagor, Schmidt-Levy, Schutte, Smith, Stein, Swenson, Wolfbauer (Recording Secretary)

Members Absent: Li, Spector

Guests: L. Becker, T. Buenavista, B. Cabello, I. Carvajal, M. Kilmnick, D. Lemus

Faculty President Swenson called the meeting to order at 1:02 p.m.

1. Approval of SEC Minutes

MSP to approve the SEC Minutes for November 10, 2016 as distributed.

2. Announcements

   a. The Faculty Governance Orientation is scheduled for Tuesday, May 23, 2017, at 12:00 noon at the Orange Grove Bistro.

3. Faculty Elections: Nominations for Faculty Officers, Statewide Academic Senators, Senators-at-Large and Standing Committee Representative

   Spring 2017 faculty elections will be held in March for faculty officers, CSU Statewide Academic Senators, and Senators-at-Large. Nominations were taken for these positions and additional nominations will be taken at the next Senate meeting and by petition. Nominations for Senate-elected positions on the Standing Committees were also taken. The Senate Office will contact the nominees to see if they are willing to run for these positions.

4. Resolution to Endorse CSUN Associated Student’s Opposition to Proposed Tuition Increase

   Swenson said that this proposed resolution is intended to show support for our CSUN students by endorsing their resolution that opposes the proposed tuition increase.

   Some thought it best to keep the resolution brief and succinct. Others felt that we shouldn’t support students by just opposing a tuition increase; instead we should include a statement requesting that the Board of Trustees implement the recommendations contained in the Sustainability Task Force Plan, which suggests gradually increasing tuition over time rather than keeping it flat and then spiking. A member suggested that the 3rd “Whereas” be removed because it’s not completely true.

   Based on feedback, Swenson will revise the resolution. The resolution will be forwarded to the Senate for consideration at their next meeting on February 16th.
5. **Policy Item** – Educational Policy Committee
   Larry Becker, Chair of EPC

   **First Reading** – *Standardized Breaks in Classes*

   Becker said that information about scheduling breaks during classes is included in the University catalog. Since the information is out-of-date, EPC recommends revising the language to provide more flexibility for faculty and better pedagogical support for the processes of teaching and learning. He said that this policy is not a requirement for faculty, rather a best practice recommendation. The decision will be left up to faculty discretion and good judgement should be exercised in setting breaks for their classes. A member suggested that the policy include a recommendation that the break be in the mid-point of the lecture. Someone asked if the word “Standardized” in the title is accurate since a break is not mandatory and is flexible. Becker said that he’d take this feedback back to EPC.

   SEC forwarded the policy to the Senate for a first-reading.

6. **Resolution Affirming Support for Undocumented CSU Students and Community**
   Tracy Buenavista, Former Member of the Educational Equity Committee

   Buenavista, a former member of EEC, said that the passing of this resolution would represent the view of CSUN faculty in supporting undocumented students on the CSUN campus. Students would feel more hope knowing that our faculty are behind them with this formal affirmation of support. Schutte reported that the ASCSU passed a resolution supporting a letter from the presidents of the CSU, UC, and Community College Campuses (CCC) campuses. Buenavista pointed out that the “Resolved” statements are more specific to the CSUN campus. It was suggested that the “Whereas” statements also be more specific to CSUN. A member suggested that we should be cautious about making promises that we can’t keep. Lastly, it was recommended that a precise definition of non-DACA students be included in the resolution.

   The resolution will be forwarded to the Senate for consideration at their next meeting on February 16th.

7. **Policy Items** – Personnel Planning and Review Committee
   Sheila Grant, Chair of PP&R and Daisy Lemus, AVP Faculty Affairs

   **First Reading** – *Section 713 (Lecturer Emeritus Status)*

   Lemus reminded SEC that last year the Emeritus Policy in Section 650 of the Administrative Manual was updated. Revisions were made to the criteria, procedures, rights and privileges. With this recent update, emeritus status was extended to Lecturers. Unfortunately, we failed to make the same changes to Section 713 that were made to Section 650.

   After discussion, the Faculty President and SEC agreed that this revision is editorial and does not need further consideration.

   **First Reading** – *Section 707 (Oral or Written Comments about Lecturers)*
Lemus explained that in Section 600, the Department Chair or Dean may hear or receive written or oral comments that are not incorporated in the Personnel Action File (PAF). The Collective Bargaining Contract allows for written comments to be included in the PAF. Section 700, the Administrative Manual for Lecturers, currently does not mention written comments. The change to Section 707 is necessary to accurately reflect the actual policy about receipt of written or oral statements, and to make it consistent with Section 613. It is important for Section 613 and Section 707 to align and be consistent.

After discussion, the Faculty President and SEC agreed that this revision is editorial and does not need further consideration.

8. **Academic Calendar for 2017-18**
Michelle Kilmnick and Daisy Lemus; Faculty Affairs

The 2017-18 academic calendar and tentative calendars for 2018-19, 2019-20, and 2020-21 were distributed. Due to an administrative decision to change Honors Convocation from Friday, May 19, 2017 to Saturday, May 12, 2107 (before finals), Lemus brought this revision to SEC’s attention. Lemus forwarded SEC that calendars are subject to change based on administrative directive, policy, or state regulations. Lemus asked members to look over the tentative calendars and to let her know if there are any errors or if an adjustment needs to be made.

Other comments: 1) It’s a grand error for Honors Convocation to ever be on the same day as classes because students and many faculty would be unable to attend. Lemus said that the Commencement Committee is looking at data to make sure there are no major conflicts or disruptions; 2) Our calendar system should be uniformly automated across the entire campus by IT; 3) We should evaluate having a six-week winter session to help our graduation rates; and 4) We need to look for issues in SOLAR and the scheduling of final exams.

9. **Provost’s Report** – Acting Assistant Provost Beverly Cabello

Cabello reported on the following:


b. The Vice Provost Search Committee has been set-up. Their goal is to hire someone by the end of this semester.

c. Cabello is working on GI 2025 and has read all of the college plans.

10. **Naming of Bookstein Hall**

CSUN intends to formally request the approval of the naming of Juniper Hall as Bookstein Hall, in honor of Harvey and Harriet Bookstein, at the March meeting of the CSU Board of Trustees (BOT). In accordance with the policy of the CSU BOT, the CSUN Foundation has asked SEC to review and concur with the proposal. Swenson distributed the relevant information by email and asked SEC members to review the documentation and to provide any feedback.

**MSP** to unanimously concur with the recommendation to name Juniper Hall as Bookstein Hall.
11. Set Agenda for February 16, 2017 Senate Meeting

- Faculty Elections - Nominations
- First Reading – Standardized Breaks in Classes (EPC)
- Resolution to Endorse CSUN Associated Student’s Opposition to Proposed Tuition Increase
- Resolution Affirming Support for Undocumented CSU Students and Community
- Senate Reports

Meeting adjourned at 4:10 p.m.
Submitted by: Terri Lisagor, Secretary of the Faculty and Heidi Wolfbauer, Recording Secretary

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Proposed eligibility cutoffs for Fall 2017 CA resident admissions

**Eligibility index for FTP:**

- **Tier 1, non-impacted majors: 2000**
  - based on past enrollment yield from admitted students, we estimate that about 39% of those admitted will enroll at CSUN
  - based on this estimate, we project that 3,448 FTP will enroll from this group
    - 2016 comparison: 2,896 FTP
  - note that 2017 average SAT scores are about 100 points higher than 2016 – this amounts to about 440 more admitted FTP, which we project would yield about 210 additional enrolled FTP

- **Tier 1, impacted majors**
  - based on past yield, we estimate that about 34% of those admitted from impacted majors will enroll at CSUN
  - proposed cutoffs for newly impacted majors:
    - BIO: 3600, estimated enrollment: 220 (2016 comparison: 298)
    - COMS: 3000, estimated enrollment: 40 (2016 comparison: 50)
    - HSCI: 2600, estimated enrollment: 90 (2016 comparison: 272)
  - proposed cutoffs for majors impacted beginning Fall 2016:
    - PSY: 3500, estimated enrollment: 137 (2016 comparison: 149)
  - projected total enrollment across all impacted majors: 741 (2016 comparison: 1,056)

- **Tier 2: 3700**
  - based on past yield, we estimate that about 14% of those admitted will enroll at CSUN
  - based on this estimate, we project that about 600 FTP will enroll from this group (2016 comparison: 398)

- **Projected total FTP enrollment for Fall 2017: 4,789 (2016 comparison: 4,350)**

**Transfer GPA for FTP:**

- **Tier 1, non-impacted majors: 2.00**
  - based on past yields, we estimate that about 60% of those admitted will enroll at CSUN
  - based on this estimate, we project that 2,859 FTP will enroll from this group
    - 2016 comparison: 2,679 FTP
  - note that in the past few years, the number of ADT applicants has been on the rise; if this pattern continues, it may result in a somewhat higher yield

- **Tier 1, impacted majors**
  - based on past yield, we estimate that about 56% of those admitted will enroll at CSUN
  - proposed cutoffs for newly impacted majors:
    - BIO: 2.40, estimated enrollment: 129 (2016 comparison: 149)
  - proposed cutoffs for majors impacted beginning Fall 2016:
    - CTVA: 2.60, estimated enrollment: 102 (2016 comparison: 103)
    - PSY: 2.50, estimated enrollment: 374 (2016 comparison: 344)
  - projected total enrollment across all impacted majors: 1,216 (2016 comparison: 1,225)

- **Tier 2: 3.70**
  - based on past yield, we estimate that about 43% of those admitted will enroll at CSUN
  - based on this estimate, we project that about 101 FTP from this group will enroll from this group (2016 comparison: 353)

- **Projected total FTP enrollment for Fall 2017: 4,176 (2016 comparison: 4,257)**

**TOTAL PROJECTED NEW STUDENT ENROLLMENT FOR FALL 2017 (CA RESIDENTS ONLY): 8,877**

- 2016 comparison: 8,607