

SENATE EXECUTIVE COMMITTEE MINUTES – Approved 2/25/2021
February 4, 2021
Via Zoom

Members Present: Dermendjian, Montano, Mimura, Neubauer (Chair), Ricks, Stein, Sussman, Swenson, White, Wiegley, Walker, Wilson (Recording Secretary)

Guests: E. Adams, M. Cahn, K. Crowhurst, S. Hixon, A. Levin, C. Lichtscheidl, T. Morgan, J. Schmidt-Levy, C. terHorst, D. Weingarten

Faculty President Neubauer called the meeting to order at 1:00 p.m.

1. Approval of SEC Minutes

MSP to approve the SEC Minutes [November 12, 2020](#) and [December 21, 2020*](#) (Special Meeting) with minor editorial changes.

2. Announcements

- a. Senator Stein announced that past Faculty President Jennifer Matos passed away.

3. President's Report – Michael Neubauer

Faculty President Neubauer shared that the virtual Faculty Retreat was successful. Faculty President Neubauer thanked the Faculty Retreat Chairs and Committee for their work on putting together the retreat.

4. Provost's Report –Provost Mary Beth Walker

Provost Walker briefly reported on the following:

- a. That CSU Long Beach is giving out vaccinations; Long Beach has their own Public Health Department. CSUN is under LA County Public Health Guidelines. The target group for LA County is currently 65 and over and health care providers. CSUN is advocating for vaccinees for the CSUN community. The CSUN vaccination site is going well.
- b. Planning is happening for Fall 2021. The planning committee will first focus on what percentage of courses will be on campus and how will campus space will be managed while adhering to LA County safety guidelines and COVID-19 protocols. We anticipate that about 30 percent of courses will have a face-to-face component
- c. Enrollment is consistent across courses. Retention fell a percentage point. DFU rates decreased (9.5%) compared to Fall 2019 (11%). The underrepresented student gap in the DFU rates increased to 5.7% (5.4 % in Fall 2019).
- d. The campus received a preliminary budget update from the legislature and there will be an increase in funding to the CSU system (one time dollars). The budget will be discussed at the UPBG meeting on February 19, 2021 at 12:00pm.

SEC briefly discussed face-to-face classes, one time dollars, the DFU rate for underrepresented students, the upcoming UPBG meeting and FTES allocations.

5. Policy Item – Research and Grants Committee

Karin Crowhurst, Chair of RGC

Matt Cahn, Vice Provost

First Reading – [Intellectual Property Policy](#)

Karin Crowhurst, Chair of the Research and Grants Committee, explained that the current intellectual property policy was approved in 2001. This policy change is an update to the previous policy. Some of the additions include a section on the rights of students, inclusion of faculty onto the university copyright committee, and a path created for returning royalties to faculty. Crowhurst mentioned that the Dean of Business also reviewed and gave feedback on this policy item.

SEC briefly discussed the policy, resource costs and patents. SEC inquired about consultation with the Chancellor's Office and the Office of General Counsel for legal advice. A request was also made to consult with faculty on campus who have done work with patents. SEC thanked the Research and Grants Committee for their work on this policy.

MSP to forward this policy to the Faculty Senate as first reading

6. Discussion Item: Letter Regarding Family Leave and Other COVID Related Issues

SEC briefly discussed the Letter Regarding Family Leave from EEC and Other COVID related issues, caregiving responsibilities, instructional support funds, family leave and the impact of the pandemic on students, staff and faculty. Provost Walker will be meeting soon with the chair of EEC regarding concerns expressed. SEC requested that Faculty President Neubauer send an email to the standing committee chairs to encourage flexibility concerning committee work during the pandemic.

7. [Resolution Regarding Voluntarily Adding Student Supportive Language to Syllabi](#) –

Educational Policies Committee

Dan Weingarten, Chair of EPC

Elizabeth Adams, AVP of Undergraduate Studies

Faculty President Neubauer explained that this resolution is a recommendation for faculty to add language from CSUN with a Heart to syllabi. Dan Weingarten, the Chair of EPC received edits via email from Senator Stein. Senator Sussman will also send edits via email. A Senator requested that resolution language be more strongly worded. SEC also requested that the syllabus policy be updated with the language from this resolution, DRES language and a disclosure for sexual violence. Weingarten shared the difference between the syllabus policy and syllabus best practices. Weingarten will share the feedback received with the Educational Policies Committee.

MSP to forward this resolution back to the Educational Policies Committee with the requested edits. A recommendation was also made to update the syllabus policy to include the language from the resolution.

8. Policy Item – Graduate Studies Committee

Casey terHorst, GSC Designee

Amy Levin, AVP of Graduate Studies

First Reading – [Policy on Certificates](#)

Casey terHorst, the GSC Designee explained that this policy change is to update the current language and add a new certificate type to the existing policy. Senator Stein sent suggestions via email to GSC. SEC briefly discussed certificates, grading (B-), units for internships and independent study, and the proposed policy change. A SEC member expressed concern about removing the business practice language from the policy (items I-M).

MSP to forward this to the Faculty Senate for a first reading

9. **Policy Items – Personnel, Planning and Review Committee**

Judy Schmidt-Levy, PP&R Designee

Judy Schmidt-Levy, the PP&R Designee, said both of the policy requests are clarifying the terms of peer class observations. SEC discussed the policies, peer evaluations, access to materials, and requested to remove “mailbox” in policies. Senator Stein said PP&R will work on removing reference to “mailbox” in multiple policies. There was also a request to add “calendar” next to “at least five (5) days” and to clarify when the meeting occurs for reviewers with faculty (before or after the class visits) in Section 612.5.2.c.2.ii in both policies.

First Reading – [Section 612.5.2 \(Peer Class Visits and Access to Course Materials\)](#)

MSP to forward this to the Faculty Senate for a first reading

First Reading – [Section 706.3 \(Peer Class Visits and Access to Course Materials\)](#)

MSP to forward this to the Faculty Senate for a first reading

Schmidt-Levy said that this policy removes language in Section 600 that refers to sections of the Faculty Bylaws that have changed over the course of time.

Action Item – [Section 612.3\(Composition of PP&R/Language in 600 with Faculty By-Laws\)](#)

MSP to forward this to the Faculty Senate as an action item

Schmidt-Levy said that the Service Credit policy clarifies that hiring departments and Deans will write the offer letter or MOU that specifically describes how previous work will be counted in the CSUN RTP process. Schmidt-Levy said the policy was shared with CFA and CFA reviewed the policy. SEC discussed MOUs, hiring practices and service credit materials used in promotions. A request was made to move the “Faculty hired at the rank...” sentence earlier in the policy, to possibly rephrase “reviews” and to remove the comma after “teaching and service”.

Action Item – [Section 641.2.3 \(Service Credit\)](#)

MSP to forward this to the Faculty Senate as an action item with a do pass recommendation

10. **Faculty Elections: Nominations for Faculty Officers, Statewide Academic Senators, Senators-at-Large and Standing Committee Representatives**

Spring 2021 faculty elections will be held in March for faculty officers, a CSU Statewide Academic Senator, 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.

11. **Academic Senate CSU Report - Elizabeth Sussman**

Senator Sussman reported on the following:

- a. There are 7 finalists for the Faculty Trustee position. Senator Theresa Montano is one of the finalists.
- b. Chancellor Castro spoke at the statewide meeting and EVC Loren Blanchard gave his final address. EVC Blanchard has taken a position as a president at the University of Houston Downtown.
- c. ASCSU reviewed several resolutions. Passed resolutions concerning increased internet bandwidth for CSU, condemning events of Jan 6th in D.C., addressing the need for compassion and treatment of employees, fair workload of faculty, ongoing collaboration with Ethnic Studies and other resolutions.
- d. At the Board of Trustees meeting, Chancellor Castro said that there will be no tuition increase for the 2021-22 AY. Chancellor Castro also said that he will not support a system-wide furlough program and they will do all they can to avoid additional layoffs of permanent CSU staff or faculty due to lack of state funds.

The ASCSU report will be distributed once it is available.

12. **CSUN Statement in Solidarity with Black Lives Matter – Theresa Montano**

Senator Montano said that Senator Del Williams requested to hold off on this matter.

13. **Subcommittees Reports**

Election Subcommittee (Neubauer, Swenson, Wiegley)

Senator Swenson is working on a voting app and requested that SEC take notes on how the election process can be improved in the future. Suggestions can be sent to Senator Swenson. Senator Swenson will follow-up with Faculty President Neubauer and Nicole Wilson. Faculty President Neubauer said that Qualtrics will be used for the elections this year.

Bylaws Subcommittee (Neubauer, Ricks, Swenson)

There were no updates for this item.

14. **Review of Standing Committee Minutes**

Academic Technology (11/6--no policy)

Educational Equity Committee (11/9--no policy; discussions on faculty diversity)

Extended Learning (10/4 – will report on at next meeting)

Educational Policies Committee (11/4, 11/18–resolution for supportive language)

Educational Resources Committee (10/13, 11/10 – revised change for their charge)

Graduate Studies Committee (10/13- writing assessment requirement, 11/10- Scholar Works

move to statewide platform, policy on certificates)

Library Committee (10/14— no policy)

Personnel, Planning and Review Committee (10/28 – service credit policy, bylaws, pay equity 11/18- clear language, Canvas, dept personnel procedures, 12/2 -language for policies, representation of faculty by CFA 12/9- service credit, section 700 language, class visits)

Research and Grants Committee (10/9, 11/13 – intellectual property policy)

15. **Set Agenda for February 18, 2021 Senate Meeting**

SEC gave a few suggestions and set the agenda for the February 18, 2021 Faculty Senate meeting. Faculty President Neubauer and Nicole Wilson will follow-up with EPC to see if they will be bringing an updated resolution or the syllabus policy to the Senate meeting.

- Policy Items (Policy on Certificates, Intellectual Property Policy, Section 612.5.2, Section 706.3, Section 612.3 and Section 641.2.3)
- Faculty Elections: Nominations for Faculty Officers, Statewide Academic Senators, Senators-at-Large and Standing Committee Representatives
- Resolution Regarding Voluntarily Adding Student Supportive Language to Syllabi
- Reports (President, ASCSU, CFA)

16. **New Business**

Senator White shared that she met with Faculty President Neubauer and Nicole Wilson and reviewed the Faculty Senate survey. Senator reached out to the HERE Center and is awaiting feedback. Senator White will share the draft survey with SEC for feedback. The survey will be placed on a future SEC meeting agenda.

Meeting adjourned at 4:08 p.m.

Submitted by: Yoko Mimura, Secretary of the Faculty and Nicole Wilson, Recording Secretary