SENATE EXECUTIVE COMMITTEE MINUTES – Approved 3/12/15
February 26, 2015
University Hall, Room 277

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

Members Absent: Frehlich, Hellenbrand

Guests: E. Adams, C. Hatfield, M. Neubauer, C. Sales, M. Shiffrar, M. Stein

Acting Faculty President Swenson called the meeting to order at 1:04 p.m.

1. Approval of SEC Minutes

MSP to approve the SEC Minutes for January 29, 2015 as revised.

2. Announcements

a. Swenson has a conflict and cannot attend the Senate Chairs meeting scheduled for April 16, 2015. Lisagor volunteered to attend via video conference.

b. Grant announced that the College of Social and Behavioral Sciences will host the first annual Campus Climate Lecture Series. Dr. Sue Rankin will deliver two presentations discussing Improving Campus Climate to Achieve Inclusive Excellence on Monday, April 13, 2015 in the Ferman Presentation Room. Grant distributed a flyer that included Dr. Rankin’s bio and the two-lecture schedule.

c. Simon announced that the Fourth Annual Terry Piper Lecture will feature Dr. Shaun Harper, whose topic is Student Engagement and Success, on Monday, March 9, 2015 from 9:30-11:00am in the USU Northridge Center.

d. Michaud announced that the Center for Southern California Studies in the College of Social and Behavioral Science will present The 2015 Envisioning California Lecture: Los Angeles as a Model of Urban Resilience, on Tuesday, March 17, 2015 from 6:00-7:30pm in the USU Grand Salon.

3. President’s Extended Cabinet Meeting Report – Adam Swenson

The President’s Extended Cabinet met on Monday, February 23rd. Swenson reported the following:

1. There was a presentation on impaction and an announcement that a website is now available that includes the most current and accurate information.
2. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education. We are required to issue a timely warning if there is an immediate threat; these warnings will be sent out through the campus emergency alert system.

4. Approval of Spring 2015 Election Slate

Two sample ballots were distributed to SEC for review. Online elections will begin on March 11, 2015 and conclude on March 25, 2015.

MSP to approve the Faculty and Senate election ballots.

5. Volunteers to Serve on Faculty Award Committees

SEC members were invited to serve on Faculty Award committees. Six members volunteered to serve – each on a different award committee.

6. Library Committee’s Expanded Mission Statement
Charles Hatfield, Chair of the Library Committee

Hatfield referred to the Library Committee’s brief charge that is stated in the Faculty Bylaws. He said that the Committee would like to propose an expanded statement that more accurately reflects what the Committee does. This expanded language would help to orient and solicit new members, be published on the Library Committee’s website, and be used to promote their work to the campus community. The proposed expanded statement reads:

This committee shall advise, support, and promote the Library as an essential part of the University's mission and of community life at CSUN. The committee shall provide a forum for faculty and student input on Library services and resources; foster communication; advocate for the Library's needs, development, and successful operation; advise on the Library's budget, assessment, and strategic planning; and promote awareness and use of Library resources by members' respective colleges and across campus. In carrying out its charge, the committee, through its chair or designee, shall consult with other Standing Committees and campus entities as needed.

An SEC member was troubled with the words “promote” and “advocate” and proposed using language that reflects the Committee’s “oversight” responsibilities. It was suggested to remove the word “shall” and use words like “we” and “our.” Another suggestion was to delete the last sentence. Hatfield will discuss this feedback with the Library Committee and report back to SEC later in the semester.

7. Policy Items – Educational Policies Committee
Mary-Pat Stein, Chair of GSC
Maggie Shiffrar, Assistant VP for Graduate Studies
Elizabeth Adams, AVP for Undergraduate Studies

Action Item – Written Syllabi Policy

This policy change comes jointly from EPC and GSC. Stein said that both committees approved a change to the first paragraph deleting “all teaching faculty” and replacing this with “all faculty teaching classes.” It was decided that “best practices” should not be part of the
policy, but can be made available to faculty on the Syllabus Best Practices website (http://www.csun.edu/undergraduate-studies/cielo/syllabus-best-practices). A friendly amendment was made to change the name of the policy to: CSUN Syllabus Policy.

MSP to forward to the Senate with a do-pass recommendation with the policy name changed to CSUN Syllabus Policy.

**Action Item – Faculty Authored Material Policy**

Schwartz (member of EPC) said that in response to feedback from the Senate, one revision was made to Section 2.2 to clarify the language. This policy change would require faculty planning to adopt works authored by themselves or by other CSUN faculty in which the author has a personal financial interest, to obtain their Department’s approval. Such approval should be granted only if an independent departmental peer review, by a committee of tenured faculty, has determined that the work’s level and content is appropriate for the courses in which it will be used and that its adoption is unlikely to impose an unreasonable financial burden on students who are required to purchase it.

MSP to forward to the Senate with a do-pass recommendation.

8. **Resolution on Student/Faculty Electronic Communications for CSUN Syllabi**

Chris Sales, Chair of the Academic Technology Committee (ATC)

Sales said that the ATC is aware of the revisions currently being made to the Written Syllabi policy, and that EPC/GSC has focused on the pedagogical issues and not the technology aspect. This resolution is asking the Faculty Senate to join the ATC in recommending that all syllabi include a faculty email response statement and an acceptable method of communication with students outside of class.

Some SEC members were concerned that if such a statement were on their course syllabi, it might have the potential of becoming grievable.

SEC recommended revisions for the ATC to consider; SEC suggested that this come to the Senate after revisions to the Written Syllabi policy are considered.

9. **Provost’s Report –** Vice Provost Michael Neubauer

Neubauer reported on the following items:

1. Impaction: For implementation in 2016-17, CSUN is proposing to 1) redefine the freshman service area – tier 1 (eliminating Ventura County and school districts near CSU, Los Angeles); 2) create a transfer service area (includes most of Los Angeles and Ventura County); and 3) utilize full academic program impaction. We will also change the entrance requirements for the following majors: Psychology, Kinesiology, Music, and Cinema and Television Arts. Neubauer said that CSUN needs to come down by about 300 FTES per year for the next 4 years to bring funded FTE target into alignment with achieved FTE.

Impaction would not apply to graduate programs. Students from Ventura County could be admitted to CSUN for programs not offered at CSU, Channel Islands. More information about impaction is available at: http://www.csun.edu/impaction.
2. There is a Chancellor’s Office memorandum with regard to using Unmanned Aerial Vehicles (Drones), and we must follow the rules set forth in the memorandum.

10. **Review of Standing Committee Minutes**

   **Academic Technology Committee** (12/5 – no policies)

   **Educational Policies Committee** (12/3, 2/4 – the two policies listed above were discussed, Item #7)

   **Educational Resources Committee** (10/14, 11/4 – no policies)

   **Library Committee** (11/3, 2/4 – no policies; the chair presented their expanded mission statement at today’s SEC meeting – Item #6)

   **Personnel Planning and Review Committee** (12/3 – no policies; 1/21 – they are working on a lecturer office hour policy; 2/4 – PP&R has drafted an advisory letter reminding departments of things they should aware of when evaluating a potential publication venue. SEC members asked to see the letter before it is distributed to faculty. Proposed changes to Section 622.3.1 related to Appointment and Evaluation of Designated Academic-Administrative and Administrative Employees will be forwarded to SEC soon.

11. **Set Agenda for March 5, 2015 Senate Meeting**

    - William M. Plater Award Presented to Provost Harry Hellenbrand
    - Faculty Authored Material Policy
    - Written Syllabi Policy
    - Senate Reports

    Meeting adjourned at 3:26 p.m.

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