

EXECUTIVE COMMITTEE MINUTES – Approved 3/24/2011

March 3, 2011
University Hall, Room 277

Members Present: Chong, Frehlich, Hellenbrand, Hoggan, Jeppson, Levy, Lisagor, Schwartz, Spector, Stepanek (Chair), Wolfbauer (Recording Secretary)

Members Absent: Matos

Guests: J. Binkley, J. Feucht-Haviar, M. Lien, K. Young

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

1. Announcements

- a. Spector distributed several copies of next year's Freshman Common Reading book, *The Glass Castle* by Jeannette Walls.
- b. Chong announced that Dr. Shafali Jeste, a neuroscientist from UCLA's Autism Research Center, will speak about Autism on May 7, 2011, 8:30am to 12:00 noon in the VPAC lecture hall. Also, CSUN Professor Ron Borzcon will talk about how to use music therapy to provide intervention for students with autism. This event is designed for K-12 teachers but will be open to all CSUN faculty, staff and students.

2. Enforcement of the University's Smoking Policy

Campus Organized and Unified for Good Health (COUGH)

Kathleen Young, COUGH-N Coordinator, Health Sciences Department

Link to Mission Statement: <http://www.csun.edu/senate/SEC/cough030311.pdf>

COUGH-N is a student-led advocacy group; its mission is to ensure a healthy educational environment free of tobacco and tobacco industry presence. In 2002, the CSU adopted the 20-foot rule policy – one cannot smoke within 20 feet of an entrance or exit of a building. Young provided the statistics of campuses that are tobacco-free and smoke-free in California and explained the rationale for smoke-free policies. She said that COUGH-N is advocating for a transitional policy aimed towards moving our campus towards designated smoking areas by Fall 2011 and then to become 100% smoke-free in Fall 2012.

Young found in her study that the 20-foot rule is not being enforced in many areas on this campus. Her executive report will list recommendations for better enforcement of the current law and to extend the 20-feet rule into designated areas and to eventually move the campus to smoke-free. Currently, campus conversations are taking place to increase awareness and gain support for this cause. SEC invited Young to a Senate meeting for a short presentation and to request support of a resolution. Young was asked to send Stepanek a copy of the resolution for SEC to review.

One SEC member had concerns with mandating a smoke-free campus and becoming a “nanny” state. Also mentioned was the possibility of this sending a hostile message to international students and others.

3. **Provost's Report – Harry Hellenbrand**

Hellenbrand mentioned the following items:

1. The Academic Affairs Technology Forum will be on March 8, 1:00pm in the USU Northridge Center.
2. A draft of the Academic Affairs planning document is finished and will be rolled out to the Colleges.
3. Hellenbrand mentioned some of the average student fees across the nation. The average CSU fee is \$5056 per year. The nation low is \$2900 (New Mexico) and the nation is high is \$13,500 (Indiana).
4. The book rental program has saved students over \$1.3 million.
5. Campus efforts to improve the graduation rate have freed up over \$7 million in student aid.
6. Academic Affairs will end the year with a balance of \$26-29 million.
7. CSU FTES target for next year is 339,000; our share 23,730. We will drive up enrollment as high as we can since no penalty is associated with enrollment growth and it will bring in extra revenue. Our base budget for next year will be \$ 6-7 mil higher.

4. **Policy Item – Extended Learning Committee**

John Binkley, Chair of ELC

Joyce Feucht-Haviar, Dean of the Tseng College of Extended Learning

1st Reading – [CSUN Policy for the Certificate of Advanced Professional Development](#)

Binkley explained that the certificate policy was originally created under a different name; it was for non-credit (no transcript) and only 100 hours of participation was required. Later, the certificate name changed to its present title. It now requires 100 hours of organized curriculum and all courses are given letter grades. This proposed change to the certificate policy would permit courses for credit to be offered as part of the Advanced Professional Development Certificate Program. This will allow students to use the credit courses toward the pathway for advancing to a higher level in their field.

In response to a question, Feucht-Haviar said that all credit courses used in the certificate program would have already gone through the normal university curriculum approval process.

MSP to forward to the Senate for a first reading. Binkley was asked to insert the cover signature page and was referred to the policy submission template on the Faculty Senate website.

5. **Policy Item – Personnel Planning and Review Committee**

Magnhild Lien, Chair of PP&R

1st Reading – Effective Date of New or Revised Personnel Procedures

At the January 27, 2011 SEC meeting, members discussed whether changes to Section 612.4.2.b. (6) and 612.5.2.g. were editorial or whether they had crossed into potential policy change. After discussion, it was apparent that PP&R needed to consider additional suggestions made by SEC and that further revision to the language would potentially have to be made. As a result, SEC deemed the proposed changes will now in fact be “policy change” and needed to be considered for approval by the Faculty Senate.

PP&R proposed these revisions in an effort to make it clear to faculty that if a College or Department made changes to the criteria in its personnel procedures, and since these changes do not become effective for three (3) years, that a faculty member may elect to be evaluated under the new criteria. Lien reported that PP&R considered the recommendations previously made by SEC on January 27, and made appropriate changes to the language. SEC was agreeable to the new language but requested one additional sentence be added to each of the two relevant sections:

... A candidate who elects the new criteria must notify, in writing, the Department Chair and the Dean no later than the date when the Professional Information File is submitted for review. The Dean will place a copy of the request in the candidate’s Personnel Action File.

SEC asked that the underlined sentence (above) also be referenced in the calendar section of Section 600 and the FAQ’s. **MSP** to forward to the Senate, with suggested change, for a first reading.

6. **Review of Standing Committee Minutes**

Educational Policies (9/1, 9/15, 9/29, 10/13, 10/27, 11/10 – no policies)

7. **Other Business**

- a. **Associate Vice President of Student Life Search Committee** – Several members of SEC expressed an interest in serving on this search committee. Stepanek will select one individual after he verifies the meeting schedule.

8. **Set Agenda for March 10, 2011 Senate Meeting**

- 1st Reading - Online and Hybrid Courses Policy (ATC)
- 1st Reading – Certificate of Advanced Professional Development (ELC)
- 1st Reading – Effective Date of New or Revised Personnel Procedures Policy (PP&R)
- Senate Reports

Meeting adjourned at 4:16 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary
Sandra Chong, Secretary of the Faculty