SENATE EXECUTIVE COMMITTEE MINUTES – Approved 4/28/16
March 17, 2016
University Hall, Room 277

Members Present: Dermendjian, Hoggan, Lisagor, Schmidt-Levy, Schutte, Schwartz, Spector, Swenson, Willingham, Wolfbauer (Recording Secretary)

Members Absent: Li, Michaud

Guests: S. Grant, D. Lemus, M. Neubauer, L. Rubino

Faculty President Swenson called the meeting to order at 1:03 p.m.

1. Approval of SEC Minutes

   MSP to approve the SEC Minutes for February 25, 2016 as distributed.

2. Announcements

   a. Swenson reminded SEC members to vote in the Faculty and Senate elections.

3. Faculty President’s Report – Adam Swenson

   Swenson reported on the following topics:

   a. Both the Vice President for Student Affairs and the Vice President for Information Technology Review Committees have begun their work. Evaluation surveys will be sent out soon.

   b. The Retention Graduation Work Group met recently and is continuing to work on this task.

   c. President Harrison announced the new Chief Diversity Officer, Dr. Raji A. Rhys, who will be starting in the position soon.

4. Contingency Planning for Potential CFA Strike

   SEC members had a lengthy discussion about whether or not to have a Faculty Senate meeting on April 14, 2016, that happens to fall on one of the potential strike days.

   MSP (unanimously) that Swenson will announce to the Senators today that if a strike is underway on April 14th, the Faculty Senate meeting will be cancelled, and the agenda items will be deferred until the May 12th meeting.
5. **Review of Standing Committee Minutes**

   - **Academic Technology** (12/4, 2/5 – no policies)

   - **Educational Policies** (12/2, 2/2 – no policies; 2/17 – a draft of the department consultation guidelines is forthcoming.)

   - **Graduate Studies** (2/9 – no policies; GSC has approved the deletion of the word “normally” from language in the catalog related to the Comprehensive Exam. Swenson will contact the GSC chair about this change that he determined to be substantive.)

   - **Educational Resources** (12/8 – no policies)

   - **Library Committee** (2/3 – no policies)

   - **Personnel Planning and Review** (1/27 – no new policies)

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

   Neubauer reported on the following topics:

   a. There are two Dean searches currently underway (HHD and AMC).

   b. The job announcement for the AVP for Faculty Affairs position will be posted soon. The Faculty President or designee serves along with two members from the PP&R Committee.

   c. The announcement about cluster hire proposals was sent out. One position was promised in the BUILD PODER grant and we may hire up to 3 positions based on the strength of the proposals and the willingness of the Deans to be involved. Additional new faculty positions should be announced at the next UPBG meeting.

   d. Neubauer shared sad news about Jose Luis Vargas currently being out on medical leave.

7. **Assigned Time for Faculty with Exceptional Levels of Service to Students Awards: Criteria and Procedures**

    Sheila Grant, Chair of PP&R; Daisy Lemus, Interim AVP Faculty Affairs; Lou Rubino, Member of PP&R

    The 2014-17 Collective Bargaining Agreement (CBA) provides for assigned time (in the form of WTU’s) to Unit 3 faculty employees who are engaged in exceptional levels of service that support the CSU’s priorities, but who are not otherwise receiving an adjustment in workload to reflect their effort. Rubino said that this is the third round of awards. We were granted 62 awards to be given out in three years. There are 38 awards left to give out. PP&R will use additional communication methods to get this announcement out to the faculty in the hope of getting a better response rate.

    PP&R made several updates and revisions to the documents, so Rubino provided an overview of the changes. SEC recommended additional revisions to the cover document and the application form.
MSP approved the Assigned Time for Faculty with Exceptional Levels of Service to Students Awards: Criteria and Procedures and the application form with the recommended revisions.

8. **Policy Item** – Personnel Planning and Review Committee
Sheila Grant, Chair of PP&R; Daisy Lemus, Interim AVP Faculty Affairs

**Action Item** – Section 650.3.5 (Emeritus Status – Rights and Privileges) and Section 650.4 (Rights and Privileges Extended to Surviving Life Partners)

Grant reported that all suggestions from the Senate were communicated to PP&R and no further changes were made to the policy.

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

**Action Item** – Section 650.3 (Emeritus Status – Criteria and Procedures)

Grant pointed out the most recent changes to the policy. SEC members discussed at length the role of the Personnel Planning and Review Committee in the process. Some SEC members felt that the PP&R Committee should not need to review and approve nominations that come forward with all positive recommendations and should only be involved to resolve a conflict (similar to the RTP process). PP&R was asked to consider this change to the policy.

**MSP** to send forward to the Senate.

9. **PP&R Committee Membership**

Section 6.8 of the Faculty Bylaws states that membership on PP&R consists of twelve elected members, apportioned annually among the Colleges, the Library, and Student Affairs by the Executive Committee of the Senate according to the number of full-time equivalent teaching faculty each College employs during the semester of the election. Swenson reported that during the last few years, we have been remiss in checking the FTEF numbers. Based on FTEF for this semester, the College of Health and Human Development and the College of Humanities have the highest FTEF, so they are entitled to two positions on PP&R next academic year.

**MSP** that the College of Social and Behavioral Sciences will have one less position and the College of Health and Human Development will get one additional position on PP&R.

There is a need for a standing order to determine how to reapportion the positions when faculty terms have not yet expired.

10. **Set Agenda for April 14, 2016 Senate Meeting**

- Action Item – Section 650.3.5 (Emeritus Status – Rights and Privileges) and Section 650.4 (Rights and Privileges Extended to Surviving Life Partners)
- Action Item – Section 650.3 (Emeritus Status – Criteria and Procedures)
- Senate Reports
11. **Other Business**

a. **All-Faculty Email List Serve**

Swenson asked Lisagor to temporarily chair the meeting during this discussion. Swenson believes that, ceteris paribus, limiting the use of the all-faculty email list to messages that the Faculty President is required to send (e.g., by the Bylaws or resolution) is in the long term interests of the Faculty. Accordingly, he had declined to forward an email message (see below) from Schutte. Schutte objected to this decision. Swenson decided to resolve the matter by asking SEC to consider a motion ordering him to send the message.

**MSP** to instruct the Faculty President (Swenson) to send an email with the text,

*All,*

*The statewide Fiscal and Governmental Affairs committee of the ASCSU will be in Sacramento shortly to advocate and discuss legislation, introduced this year that impacts CSU faculty. As part of that effort, we want to generate as much faculty input as possible, in anticipation of the trip. Therefore, as your campus representative in this advocacy effort, I am attaching herein a link to the list of the bills that we in the FGA and ASCSU consider relevant to the CSU faculty. If you would take a minute to review that list and give feedback on those items you feel are most important to you as faculty, we would appreciate it. By prioritizing our efforts, it will help me in organizing our efforts on your behalf. Please link to the list of bills, below, and respond with any feedback to my CSUN email listed below, prior to the spring break, if possible.*

*Thanks in advance,*

*Jerry Schutte*

*Link to the list of Bills*

*Jerald G. Schutte, Professor and*  
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*Northridge, California 91330*  
*Office SH178B - Phone (818) 677-4049*  
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to all faculty before 5.00 p.m. on 18 March 2016.

b. **Role of Senators and Communication to Faculty**

SEC members expressed a need to train or provide orientation for Senators so they can learn how best to communicate senate-related information to their constituents. We need to find a venue to discuss topics that affect the CSU. Swenson asked the SEC members to think broadly about ways to improve communication with the faculty.

Schmidt-Levy shared an issue about counselors not being sent emails coming from various units on the campus.

Meeting adjourned at 4:13 p.m.

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