EXECUTIVE COMMITTEE MINUTES – Approved 4/21/2011
March 24, 2011
University Hall, Room 277

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

Members Absent: Jeppson, Matos

Guests: None

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

1. Approval of Minutes

MSP to approve the Minutes of February 24, 2011 (as amended) and March 3, 2011 (as amended).

2. Announcements

The Statewide Academic Senate elected Stepanek as one of the two finalists for the Faculty Trustee position (term 2011-2013). After the Governor’s staff interviews the two candidates, Governor Brown will make the final selection.

3. Proposed Resolution to Support Smoking in Designated Areas

Campus Organized and Unified for Good Health at Northridge (COUGH-N)
Link to Proposed Resolution: http://www.csun.edu/senate/resolutions/smoking-resolution032411.pdf

Although unable to attend the meeting, Kathleen Young asked SEC to consider a resolution titled, “Faculty Senate Smoke-Free Resolution” (see link above), for possible consideration and endorsement by the Faculty Senate. She also asked that SEC call Kim Vagadori, the Director of California Youth Advocacy Network, should there be any questions.

SEC discussed the resolution and decided that this issue ought to be addressed at a campus level involving participation by staff and students as well as faculty. Stepanek will meet with President Koester to discuss COUGH’s request and point out the need to review the current campus smoking policy, which is approximately 8 years old, to determine whether it needs to be updated. Stepanek will inform Young of SEC’s recommendation for revising the smoking policy.
4. **Policy Item** – Extended Learning Committee

**Action Item** – CSUN Policy for the Certificate of Advanced Professional Development

SEC members reviewed the revised CSUN Policy for the Certificate of Advanced Professional Development and raised two major concerns:

1) Disparity in the approval process of the Certificate of Advanced Professional Development program vs. the University Certificate program. SEC suggested that both be approved by GSC and the Provost and that clear language to that effect be included in the policy.

2) The format of the policy statement and the clarity of its language.

MSP to ask the Graduate Studies Committee to review the revisions made to the Certificate of Advanced Professional Development policy and to provide feedback and comments to SEC. It was also requested that the Graduate Studies Committee and the Extended Learning Committee consider holding a joint meeting to review the proposed changes to the current policy. Stepanek will work with the Extended Learning Committee to make the policy statement more concise and to reformat the document using the customary policy submission template.

5. **Policy Item** – Academic Technology Committee

**Action Item** – Online and Hybrid Courses Policy

The goal of this policy is to better inform the students about the course mode of delivery and the technology and skills needed before the student registers for the course. SEC recommended that the first sentence of the policy be changed to read: *This policy defines and identifies online and hybrid courses.*

Ashley Skylar and the Academic Technology Committee were commended for their careful work and diligence on developing this policy.

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

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

**Action Item** – Effective Date of New or Revised Personnel Procedures

PP&R proposed revisions to the current policy on Personnel Procedures in an effort to make it clear to faculty that if and when a College or Department has approved changes to the evaluation criteria in its Retention, Tenure, and Promotion, a faculty member must submit a written request delineating under which criteria of evaluation -- the old or the newly approved criteria -- he/she wishes to be evaluated at the time of PIF submission.
SEC members recommended the following two editorial changes, which were made by PP&R: All faculty members hired after the approval at the University level of the new College Personnel Procedures shall be evaluated under these new criteria.

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

7. Review of Standing Committee Minutes

Academic Technology (12/3, 2/4 – no policies; Spector brought attention to a comment written in the minutes made by Provost Hellenbrand with regard to IT Vision@2015. He said, “…digital assets will require culture change as it is important to have information stored in one place. . .the reality may be giving up some control and advertising may be incorporated in the future”).

Graduate Studies (2/8 – there was mention of the internship policy being revised and approved. Stepanek will check with the GSC and EPC chairs to find out the status of this policy.)

Research and Grants – Stepanek will contact the chair on the status of the limited submission policy.

8. Statewide Academic Senate Report – Steven Stepanek
Link to written report: http://www.csun.edu/senate/reports/sasreport032411.pdf

Stepanek brought attention to two items:

1. Amending the Constitution of the Academic Senate of the CSU to Include a Statement Upholding Academic Freedom – The constitutional amendments must be ratified by the faculty of at least 12 campuses and approved by the Board of Trustees. Stepanek noted that we are waiting for direction from ASCSU Executive Committee on how campuses ought to proceed. The final copy of the resolution will be sent to the campuses in the next few weeks and Stepanek will then share it with the Senate. He anticipates an early fall vote.

2. General Education Grade Minima in the “Golden Four” – this resolution, addressing an issue related to the implementation of transfer AA degree under SB 1440, went through the first reading at the March Plenary and will go through the second reading at the May Plenary. The current transfer policy requires a minimum “C” grade in each of the Golden Four Basic Skills courses (Oral Communication, Written Communication, Critical Thinking, and Mathematics/Quantitative Reasoning); many CSU campuses mirror this graduation requirement for native students but this requirement may be abrogated by transfer AA degrees. This resolution seeks input from the campuses, potentially leading to recommendation of system policy regarding graduation grade requirements in the Golden Four, rather than a policy just for transfer students. Stepanek relayed that ASCSU asked that campuses be polled to see whether they are in support of or against this resolution. He also noted that campuses may consider developing new
policy. Stepanek will ask the General Education Council and Educational Policies Committee to discuss this topic and to send their recommendations to SEC.

A topic being discussed in the ASCSU Academic Preparation and Education Program Committee, related to SB 1440, has to do with meeting Title V Competency (US History and US Government). Some community colleges accept California high school competency for Title V and do not require additional courses; consequently certified transfer students come to the CSU without meeting Title V. A question is whether CSU should accept high school Title V competency clearance as well? Stepanek also noted that the CSU Chancellor has the right to waive the Title V requirement for a specific major.

9. **Provost’s Report** – Harry Hellenbrand

Hellenbrand mentioned the following items:

1. Hellenbrand met with Chancellor Reed to discuss the high numbers of new faculty searches at CSUN.
2. There are no changes on the budget; the Chancellor will postpone reporting on the budget until November. CSUN’s campus budget is in relatively good shape.
3. We anticipate the size of the freshman class in 2011-12 to be 4700.
4. In response to Frehlich reporting that some of his lab space was flooded by the recent storm, Hellenbrand said to contact Vice President Tom McCarron.

10. **Other Business**

**Substitute Senator for next Statewide Academic Senate Meeting** – Stepanek reported that Jennifer Matos has been sick and does not anticipate being well enough to attend the May Statewide Academic Senate meeting. Hoggan volunteered to attend the May 4-6 meeting in her place.

11. **Set Agenda for April 14, 2011 Senate Meeting**

- Announce Spring 2011 Election Results
- Action Item - Online and Hybrid Courses Policy (ATC)
- Action Item - Effective Date of New or Revised Personnel Procedures Policy (PP&R)
- Senate Reports

Meeting adjourned at 3:21 p.m.

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