

**SENATE EXECUTIVE COMMITTEE MINUTES** – Approved 4/22/2021  
**March 25, 2021**  
**Via Zoom**

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

**Guests:** E. Adams, R. Conlogue, M. Escobar, S. Fitzpatrick-Behrens, C. Lichtscheidl, R. Philip, J. Schmidt-Levy, D. Spratt, L. Vargas, D. Vrongistinos, D. Weingarten

**Members Absent:** Swenson (excused)

Faculty President Neubauer called the meeting to order at 1:01 p.m.

**1. Approval of SEC Minutes**

**MSP:** to approve the SEC Minutes [February 25, 2021](#) and [March 4, 2021\\*](#) (Special Meeting) as distributed.

**2. Announcements**

- a. Vice President Theresa White requested that the Senate consider creating a new standing committee on Health and Wellness.

**3. President's Report – Michael Neubauer**

Faculty President Neubauer shared that there was no current report but mentioned that an ad-hoc committee can be created on Health and Wellness. After creating an ad-hoc committee on Health and Wellness, if appropriate, then a standing committee can be created.

**4. Securing CSUN: Multi-Factor Authentication Deployment Plan**

Ranjit Philip, Interim VP of Informational Technology/CIO  
Ryan Conlogue, Director of User Support Services

Ranjit Philip, Interim VP of Information Technology, gave a brief PowerPoint presentation on the multi-factor authentication deployment plan. Philip explained that the multi-factor authentication is a result of multiple data breaches in the CSU and the new plan will provide additional campus data security. CSUN IT will be evaluating technology across campus, who receives campus accounts and account security. The Multi-Factor Authentication plan is a systemwide initiative that will be implemented at all CSU's. Information on the Duo Multi-Factor Authentication process can be found at [www.csun.edu/it/duo](http://www.csun.edu/it/duo). There will be demonstrations given across campus. The goal is to have all staff enrolled in Duo by April 15, 2021, students enrolled by September 30, 2021 and faculty enrolled by October 31, 2021. SEC briefly discussed the Duo Multi-Factor Authentication process.

**5. Resolution Regarding Solidarity with Faculty During the Pandemic**

Martha Escobar, Chair of the Educational Equity Committee  
Susan Fitzpatrick-Behrens, Professor, History Department

Martha Escobar, Chair of the Educational Equity Committee, explained that this resolution was a result of several faculty expressing concern regarding caregiving during the COVID-19 pandemic. This led to conversations within the Educational Equity Committee and a resolution in support of faculty. The resolution was shared with SEC via email.

**MSP:** to discuss the resolution

SEC provided feedback on the verbiage of the resolution and briefly discussed the collective bargaining agreement, amending the language in the resolution, teaching evaluations, the RTP process, personnel procedures, Section 600, and consultation. Escobar will take the feedback received from SEC back to the Educational Equity Committee.

**MSP:** to call the question

**MSP:** to bring the resolution forward to the Senate

**6. Resolution in Support of the Asian American and Pacific Islander Community – Theresa Montano**

Senator Theresa Montano will work on drafting a statement of solidarity and share it with SEC for feedback. Senator Sussman will share similar recent resolutions from other campuses with Senator Montano. Provost Walker will share information on the Day of Action with SEC via email. A Senator requested that the resolution consider mentioning students first.

**7. Policy Items – Personnel, Planning and Review Committee**  
Judy Schmidt-Levy, PP&R Designee

**First Reading – [Section 607.2.1 Confidentiality of Consultations](#)**

Judy Schmidt-Levy, PP&R designee explained this pertains to reviewing agencies allowing for written feedback on faculty under review and that all such materials remain confidential. An SEC expressed concern regarding the word “invite”. A suggestion was made to add “personnel” before the word “committee” in section 607.2.1.

**MSP:** to forward this policy to the Faculty Senate as a first reading.

**First Reading – [Section 612.5.2.c.2.a.iii Email Notification of Peer Class Visits and RTP Letters and Section 635.2.2](#)**

Schmidt-Levy said this policy change clarifies that the official form of notification for class visit reports and RTP decision letters be sent to the faculty member’s CSUN email address. SEC discussed the receipt of email date and the word “received” vs “receipt” in relation to the CBA.

**MSP:** to forward this policy to the Faculty Senate as a first reading.

**First Reading – [Section 612.5.2.c.4 Feedback from Students](#)**

Schmidt-Levy said this policy change ensures that students are provided an opportunity for feedback on faculty under consideration for reappointment, tenure or promotion. Written feedback will be placed in the PAF. An SEC member suggested removing the word “performance” and replacing it with “actions”, in addition to removing the word “and/” before the word “or” in the policy.

**MSP:** to forward this policy to the Faculty Senate as a first reading.

**First Reading** – [Section 613 - Written Statements - Consultation with Faculty](#)

Schmidt-Levy said this policy clarifies that only written statements placed in the PAF will be considered by reviewing agencies during RTP deliberations.

There was no feedback on this policy item.

**MSP:** to forward this policy to the Faculty Senate as a first reading.

**First Reading** – [Section 709.1.2 - Documenting Faculty's Experience](#)

Schmidt-Levy said this policy ensures that the experience of faculty for any particular pool is documented. SEC briefly discussed lecturer assignments for classes.

**MSP:** to forward this policy to the Faculty Senate as a first reading.

**First Reading** – [Section 706.1 and 706.2 Department Guidelines for Lecturers and Timeline for Implementation of Changes](#)

Schmidt-Levy said this policy adds language stating that Departmental criteria for Section 700 will be reviewed every five years and updated as necessary and that changes in Departmental guidelines for Section 700, at the Department level, go into effect three years after approval by PP&R. An SEC member inquired about “tenure-track faculty” being used in some policies and “probationary faculty” being used in other policies. In the future, PP&R will fix all the “shalls” in their policies. A suggestion was also made to replace “will be considered obsolete” with “will revert to Section 600 or Section 700”.

**MSP** to forward this policy to the Faculty Senate as a first reading.

**First Reading** – [Section 634 – Consultation](#)

Schmidt-Levy said this policy revision explains the procedure for DPCs to inform faculty and students about the process for providing feedback on personnel decisions. An SEC member requested to add a (.) at the end of the paragraph (on the strikethrough section). SEC expressed concern with the word “performance”, discussed the usage of the word “may”, independent evaluations, and requested to reword the paragraph in Section 634.3.

**MSP:** to forward this policy back to PP&R.

**8. Provost’s Report – Provost Mary Beth Walker**

Provost Walker briefly reported on the following:

- a. Provost Walker requested that Chief Diversity Officer Natalie Mason-Kinsey attend the next Senate meeting to discuss the Commission on Diversity and Inclusion Grants.

**MSP:** to allow a time certain for the Chief Diversity Officer to present at the Senate meeting about the Commission on Diversity and Inclusion Initiatives

- b. The Provost said that there will be website that will offer information on fall planning for students, faculty and staff. Fall will be a transitional period.

SEC briefly discussion fall planning, fall courses, face-to-face courses, classroom spaces, spring 2022 planning, online courses, WASC requirements and the campus repopulation plan. An SEC member inquired about the HHD Dean 5 year review and Faculty President Neubauer said that he will share his faculty recommendation with Provost Walker. The plan is to develop the survey instrument and start the HHD Dean review process in the spring.

9. **Policy Item** - Educational Policies Committee/Graduate Studies Committee  
Dan Weingarten, Chair of EPC  
Elizabeth Adams, AVP of Undergraduate Studies  
Danielle Spratt, Chair of GSC

**Action Item** - [Credit Hour Policy](#)

AVP Adams said that there was no feedback from the Senate since the 1<sup>st</sup> reading.

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

10. **Policy Items** - Educational Policies Committee  
Dan Weingarten, Chair of EPC  
Elizabeth Adams, AVP of Undergraduate Studies

**Action Item** – [Graduation Writing Assessment Requirement and Upper Division Writing Proficiency Examination Policy](#)

AVP Adams said that there was no feedback or requested changes from the Senate since the 1<sup>st</sup> reading.

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

**Action Item** – [General Education Plan G](#)

AVP Adams shared that this policy change was updated with minor editorial changes. Reference to AB 1460 was removed (as requested by the chancellor's office) and the SLO's were updated.

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

**Action Item**– [Syllabus Policy](#)

AVP Adams said that there was no feedback from the Senate since the 1<sup>st</sup> reading.

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

#### 11. **Tenure Density Discussion and Statement on Elections**

Dino Vrongistinos, Professor of Kinesiology

Senator Dino Vrongistinos briefly discussed tenure density calculations at CSUN and in the CSU. Senator Vrongistino's data calculations were shared with SEC via email. A few SEC members said it would be helpful for chairs to receive an explanation of tenure density calculations with the formulas and how they are used. This agenda item was referred to ERC. Senator Vrongistinos will be invited to the next ERC meeting.

#### 12. **Wolfson Scholar Award Discussion**

Faculty President Neubauer shared that the Wolfson Scholar Award is selected by the Provost Council. SEC briefly discussed the Wolfson Scholar Award process and concerns expressed about the selection process. Faculty President Neubauer will share the concerns expressed with SEC via email. The discussion was tabled to a future meeting.

#### 13. **Faculty Senate Survey – Theresa White**

Vice President White said that she updated the survey based on the feedback received. SEC requested that there be a statement with the survey explaining who will have access to the survey and that the responses are voluntary. Vice President White will make the requested changes and send the revised survey to SEC for additional feedback. Senators will be given the survey during the April Senate meeting (for 15 minutes).

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

Senator Montano said that she will be meeting with Senator Del Williams soon. They are working on contacting the people involved in the November 4, 1968 actions. They will be working with Senator Martha Escobar (who recently did sessions on expungement via Project Rebound). Vice President White also volunteered to work with Montano and Williams.

#### 15. **Academic Senate CSU Report - Elizabeth Sussman**

Senator Sussman shared that Professor Romey Sabalius and Professor Darlene Yee-Malichar were chosen as the nominees for faculty trustee and their names were sent to the governor. Fred Wood will be replacing Loren Blanchard as the Interim Executive Vice Chancellor for Academic and Student Affairs for the CSU. Eight resolutions were passed. The ASCSU report will be shared once it is available.

#### 16. **Review of Standing Committee Minutes**

Academic Technology Committee (12/4, 2/5-no policy)

Educational Equity Committee (3/8-no policy, resolution)

Extended Learning Committee (11/18 –update on certificate program, engineering mgt.)

Educational Policies Committee (12/2, 2/3, 2/17 -GWAR, credit hour policy, GE Plan G, syllabus policy)

Educational Resources Committee (report tabled)

Graduate Studies Committee (2/9-certificate policy, resolution, UDWPE requirement, consultations)

Library Committee (11/8, 2/10-no policy)

Personnel, Planning and Review Committee (1/27, 2/10, 2/24-all policies discussed at today's meeting)

Research and Grants Committee (2/12-no policy, considering updating committee charge)

#### 17. **Set Agenda for April 8, 2021 Senate Meeting**

SEC gave a few suggestions and set the agenda for the April 8, 2021 Faculty Senate meeting.

- Policy Items (EPC, GSC, PP&R)
- Reports (President, ASCSU, CFA)
- Resolution in Support of the Asian American and Pacific Islander Community
- Faculty Senate Survey
- Multi-Factor Authentication Deployment Plan (10 mins)
- Informational Item: Commission on Diversity and Inclusion Initiatives

#### 18. **New Business**

Faculty President Neubauer requested for SEC members to volunteer for the various faculty award committees. An email will be sent to the committees soon.

Meeting adjourned at 4:05 p.m.

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