

SENATE EXECUTIVE COMMITTEE MINUTES – Approved 4/23/2020**March 26, 2020****Via Zoom**

Members Present: Dermendjian, Heinen, Henige, Luna, Neubauer, Schutte, Spector, Stein (Chair), Sussman, Wiegley, Walker, Wilson (Recording Secretary)

Guests: E. Adams, I. Carvajal, C. Mayberry, J. Schmidt-Levy

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

1. Approval of SEC Minutes

MSP to approve the SEC Minutes [February 27, 2020](#) as distributed.

2. Announcements

- a. Provost Mary Beth Walker announced that there is a “hiring pause” for faculty and staff searches along with various MPP searches. Provost Walker can ask the president for approval for a number of searches. College deans have contacted the Provost for searches that require an exception. An update has been shared with deans and chairs.
- b. Provost Walker said that there is a ban on travel until the summer. Once the campus receives an update, information will be shared with the campus.
- c. Faculty President Stein shared that the presidential search and the chancellor search have both been put on hold.

3. Policy Item – Educational Policies Committee

Christina Mayberry, Chair of EPC and Elizabeth Adams, AVP of Undergraduate Studies

First Reading – [Full-Time Enrollment Policy](#)

Christina Mayberry said that this policy revision will add language to the existing Full-Time Enrollment policy. It will allow students enrolled in the Semester at CSUN program through the Tseng College to be considered full-time at 6 units during the summer. AVP Elizabeth Adams explained that the Tseng College of Extended Learning wants to allow international students to enroll in the Semester at CSUN program during the summer term but currently cannot approve student visas unless students enroll in 12 units. This policy change has to be in the student catalog.

SEC discussed the treatment of different student populations, federal financial aid, units, full-time vs. part-time students, fee structures, the international student population, matriculated status and Semester at CSUN students.

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

4. **Discussion of Grade Schemes for Spring 2020**

Christina Mayberry, the chair of EPC shared EPC feedback on grading options with SEC via email. AVP Elizabeth Adams said that the university received a memo from the Chancellor's Office outlining the grading options and gave a brief overview of the grading schemes. AVP Adams requested that if changes are made to grades, the changes are communicated with Admissions and Records and students in a timely fashion. SEC discussed prerequisites, credit grades, whether CSUN should extend the CR/NC change window through week 15, who should be approving these changes to grades, how to ensure students know the potential consequences for financial aid and/or if they're in a special student group, if they need it for potential admission to graduate work, if CSUN should allow GE (inclusive of American Institutions courses but exclusive of A1, A2, A3, and B4), major courses, minor courses to be taken for CR/NC and if CSUN should allow for A-C/NC grading.

Due to the current pandemic, SEC recommended extending the decision for the change in grading status to as late as possible for students and giving students as many options as possible for grading (A-F, A-C/NC and CR/NC). SEC requested for President Stein to follow up with Elizabeth Adams on the change of grading status date in May. SEC also requested information on how the A-C/NC works if particular courses have a C- or better to pass, along with moving all course to the new options for grading (excluding the basic skills in GE) and how it would affect graduation checks, since the GPA is a consideration with major courses. SEC mentioned that students will need guidance on what to do and how a grade choice could have implications for students getting accepted into graduate programs and accreditation. SEC also requested to confirm that there are no changes to faculty deciding whether to give students an Incomplete in a class. Provost Walker said that she is meeting with Associated Students to get their feedback on the grading options and will share SEC's recommendations. President Stein will send a follow-up email to AVP Elizabeth Adams with SEC's questions and copy the Senate Executive Committee.

SEC also briefly discussed Student Evaluation of Faculty, the RTP process, post-tenure review and peer evaluation of faculty. President Stein said that post-tenure review was discussed at PP&R. Provost Walker said that moving tenure clocks and peer evaluation of faculty are under the purview of CFA. SEC said that for student evaluation of faculty, faculty members should have the option of leaving them out of their PAF this semester. President Stein said that SEC should consider writing a resolution regarding student evaluation of faculty. Senator Schutte said that the AS Senate recently passed a resolution (AS 3418) giving faculty the option of leaving student evaluations out of their PAFs along with the option to extend their tenure clock.

MSP that SEC endorse AS Senate resolution AS 3418. President Stein will work on a resolution or send an email stating that the SEC is in support of AS 3418.

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

Judy Schmidt-Levy, Chair of PP&R and Iliana Carvajal, Faculty Affairs
Iliana Carvajal, Faculty Affairs

First Reading – [Section 635.2.2 \(Receipt of Evaluation Letters\)](#)

Schmidt-Levy explained that this policy came as a result of conversations between the CFA and Faculty Affairs. Schmidt-Levy said that there has been confusion about the start of the 10-day period, the request to receive the letters electronically and the time of the placement

in mailboxes. This policy change will clarify the start of the 10-day clock for the receipt of evaluation letters.

SEC briefly discussed the current policy, how letters are currently received and e-PIFS. An SEC member said that they sent their recommended editorial changes to Schmidt-Levy. SEC recommended that the policy have less strike through, that only the added parts are underlined, and that the “and/or” is clear in the first few sentences. An SEC member inquired about letters being placed via campus mail. Schmidt-Levy said that a pdf copy of the letter will be attached to the email. President Stein said that letters usually are placed in the faculty members’ campus mailboxes.

MSP to forward this policy to the Faculty Senate for a first reading with a do pass recommendation.

6. **Subcommittees Reports**

Election Subcommittee - Neubauer, Heinen, Henige, Wilson

President Stein shared that the election for the ASCSU runoff will finish tomorrow at 5:00pm. An SEC member recommended that all faculty governance listservs be restricted because the listserv is being used for non-Senate business. President Stein shared that the Senate and All Faculty listservs are restricted. An SEC member expressed concern with not having access to the listservs to send out information to faculty. An SEC member recommended that SEC and the Senate consider creating a set of guidelines.

Bylaws Subcommittee- Luna, Spector, Wiegley

Senator Spector shared a bylaws report from the Bylaws Subcommittee with SEC. The report contains future bylaw changes, a timeline and recommendations for the Senate. President Stein said that SEC can share their feedback with her and future Faculty President Michael Neubauer. President Stein thanked the committee for their work.

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

Provost Walker briefly reported on the following:

1. Provost Walker said that she shared her announcement about hiring during the beginning of the meeting.
2. The CSUN food pantry is reopening, there are loaner laptops available for students (IT is working on ordering more) and two computer labs remain open on campus. The university is working on providing more stateside summer classes.
3. No decision has been made about fall semester instruction. Commencement ceremonies have been postponed. No future date has been determined yet.

President Stein said that the library has done a great job of getting students access to online books. SEC discussed student enrollment, library labs, free Wi-Fi for students through Spectrum and the memo from Loren Blanchard regarding the WPE. An SEC member shared that a discussion about the memo from Loren Blanchard is on the next EPC meeting agenda.

8. **Set Agenda for April 9, 2020 Senate Meeting**

- Full-Time Enrollment Policy
- Receipt of Evaluation of Letters Policy
- Tabled Motion for CSUN Ethnic Studies Council to be consulted on SLOs for an Ethnic Studies Requirement

- Updates on Student Evaluations of Faculty and Grading for Spring 2020
- Reports (President Dianne Harrison will have an early time certain)

9. **Faculty Awards – updates**

SEC postponed the Faculty Award supporting material deadline to April 3, 2020. In response to the current pandemic, SEC also decided to postpone the Faculty Award ceremony to a future date.

10. **ASCSU Report- Jerry Schutte**

Senator Schutte reported on the following:

- a. The draft January ASCSU report was sent to SEC members via email for review.
- b. Senator Schutte briefly shared information on the 11 resolutions that are mentioned in the ASCSU report and gave an update on the budget, AB 1460 and AB 3311.

SEC decided to cancel the ASCSU meetings for the rest of the semester.

ASCSU Report: https://www.csun.edu/sites/default/files/ascsureport_march.pdf

11. **Review of Standing Committee Minutes**

Academic Technology Committee (2/7—no policy)

Educational Equity Committee (9/9, 10/28, 11/25, 12/9, 2/10—no policy)

Extended Learning Committee (11/20—no policy)

Educational Policies Committee (2/19 —no policy)

Graduate Studies Committee (2/11—policy)

Library Committee (2/5--no policy, Elsevier)

Personnel, Planning and Review Committee (12/11, 1/22, 2/5, 2/19, 3/4—no policy; HHD dispute)

Research and Grants Committee (2/14—no policy)

Faculty President Stein will reach out to Chris Sales, the chair of ATC and have him contact Senator Dermendjian about bringing the ALS resolution to ERC. SEC briefly discussed college personnel committees, search and screen committees, section 600 and college elections.

12. **New Business**

President Stein said that she sent out an email requesting nominations for the USU Board of Directors. SEC members were encouraged to send their nominations to President Stein via email within the next week.

Meeting adjourned at 4:16 p.m.

Submitted by: Kim Henige, Secretary of the Faculty and Nicole Wilson, Recording Secretary