

**SENATE EXECUTIVE COMMITTEE MINUTES** – Approved 5/2/19  
**March 28, 2019**  
**University Hall, Room 277**

**Members Present:** Dermendjian, Heinen, Henige, Neubauer, Spector, Stein, Sussman, Swenson, Theodoulou, Wilson (Recording Secretary)

**Member Absent:** DeVeaux (excused), Michaud (excused)

**Guests:** A. Levin, G. Rocklin

Faculty President Stein called the meeting to order at 1:00 p.m.

**1. Approval of SEC Minutes**

**MSP** to approve the SEC Minutes for [February 28, 2019](#) as revised.

**2. Announcements**

- a. Senator Spector shared that there is a new Matadors of Distinction Award. Faculty can nominate students that are graduating this year. Senator Spector will share the link with SEC members.
- b. Faculty President Stein requested that SEC members encourage faculty to apply for the Exceptional Service to Students Award. There are many awards and not enough applicants.
- c. Faculty President Stein announced that there will be a celebration of life for Stan and Aida Metzenberg on May 10, 2019 at 12:00pm. The location is TBD.

**3. Setting Senate Agenda for April 11, 2019 Senate Meeting**

SEC members briefly discussed the ASCSU Task Force Draft Report on GE. SEC members suggested sharing a PowerPoint, having a presentation or bringing a resolution to Senate. It was decided that Michael Neubauer would reach out across campus as a member of SEC to get feedback on the ASCSU Taskforce Draft Report.

President Stein mentioned that Colin Donahue (the VP of Administration and Finance) will attend the Senate meeting to give a university budget update. SEC suggested inviting Diane Stephens (the AVP of Academic Resources and Planning) to discuss the Academic Affairs budget. President Stein will reach out to Diane Stephens. Stein also said that President Dianne Harrison was coming to the Senate meeting.

SEC had a brief discussion about EPC, Plan E, the role of faculty in working on curriculum, SEC leadership and the possibility of SEC bringing a resolution or motion to the Senate floor that directs EPC to resume their normal consideration of curriculum. A few SEC members expressed concern with bringing a SEC resolution for EPC to the Senate, at this time, due to the current campus climate. A few Senators requested to postpone the resolution for EPC to the fall, when the new Provost is at CSUN. A Senator expressed concern with waiting until the fall to give EPC direction because it will stall the curriculum approval process for plan E.

Ultimately, President Stein requested that SEC put the EPC resolution/motion on hold until the fall.

SEC also briefly discussed the current campus climate and the graduation requirement in social justice that was submitted to EPC. Stein mentioned that the Chancellor's Office is aware of this graduation requirement proposal at CSUN and it is possible that the Chancellor's Office might decide to rescind CSUN's section F exception. SEC discussed the importance of having future meetings on campus to try to bring faculty together, similar to *Coffee with the Provost*.

SEC decided to keep the Senate meeting in the Ferman Presentation Room and voted to continue using the randomized lottery for guest seating until the end of the spring semester. The link to sign up for the Senate meeting will be shared via email and posted on the Senate website one week prior to the Senate meeting. President Stein will send an email a week prior to the Senate meeting with meeting information and requests for interpreting services, since interpreters have cost the Senate a significant amount of money this year and have not always been needed. The standard interpreting services statement used for campus events will be used in the email sent out across campus.

#### ***Senate Agenda for April 11, 2019 Senate Meeting***

- President's Report
- Budget Update
- Comprehensive Examination Policy
- ASCSU Task Force Draft Report on GE (First Reading)
- Senate Reports

#### **4. Policy Item – Graduate Studies Committee**

Amy Levin, AVP of Graduate Studies

Gloria Rocklin, Graduate Studies

#### **First Reading – [Comprehensive Examination Policy](#)**

President Stein had all SEC members and guests introduce themselves. Amy Levin explained that there are two comprehensive exam options. The options are 697 (a comprehensive exam) and 698 (thesis or graduate project). This policy change is to allow students who do not pass 697 to have the option to switch to 698. Discretion to allow this would be left to individual departments.

Senator Spector mentioned that she already sent her requested changes via email to the GSC chair. SEC members requested that the committee add page numbers, change the word "must" to "may" on page 2 item 4, update the same sentence to say "alternatively register" instead of "may register", and change item 5a to include verbiage that mentions that students may register for the examination at the next available term and that there may be alternatives so the student should consult their graduate advisor/department. An SEC member also requested to leave out the "to" in item 6.

An SEC member expressed concern with the work that would be required for a student to switch from an exam to a thesis/culminating project, along with the costs associated with the change. Levin explained that this past year they have created A&R 601 for 698 students. Students enrolled in A&R 601 will only be charged \$250, not full tuition. A student can be

enrolled in this course for two semesters. SEC members also briefly discussed grading for comprehensive exams and when a student can receive “research in progress”. Levin said that she would share information about comprehensive exam grading/research in progress with President Stein and Nicole Wilson to share with SEC. President Stein also requested that data be pulled on how many students take the comprehensive exam, pass the comprehensive exam the first time, do not pass and do not attempt to take it a second time and how many never take the exam. It was suggested that this data should be available if needed for the Faculty Senate meeting. Levin will discuss the language changes and requested policy updates with GSC.

#### **5. CSU Taskforce Draft Report on GE**

SEC members briefly discussed the ASCSU Taskforce Draft Report on GE. An SEC member expressed concern about the report proposing to remove double counting. An SEC member said that they liked that the report said that curriculum belongs to faculty. SEC members expressed the importance of the CSUN Faculty Senate responding to the report. President Stein suggested that a few members of SEC reach out to faculty on different sides of current campus issues and get their feedback on the report and find common ground as a starting point for bringing people together. An SEC member suggested sharing all of the other CSU campus responses with the CSUN Faculty Senate. President Stein suggested that SEC members bring a resolution in response to the ASCSU Taskforce Draft Report on GE and referenced other CSU campus resolutions. President Stein and Senator Swenson volunteered to work on the resolution. President Stein said that the draft resolution will be shared with SEC members for their feedback and input. (Note – later, another member of SEC agreed to take up the idea of a Resolution).

SEC also discussed if whether the CSUN Faculty Senate should receive or reject the report. Senator Swenson mentioned that ASCSU will also be deciding whether to reject or receive the report. An SEC member suggested that the resolution explain the strengths and weaknesses of the ASCSU Taskforce Draft Report on GE. SEC members expressed the importance of CSUN responding to the report and decided that a resolution would come to the Senate floor at the April 11, 2019 meeting for changes and a vote.

#### **6. Provost’s Report – Interim Provost Stella Theodoulou**

Interim Provost Stella Theodoulou reported on the following:

- a. The new Provost, Dr. Mary Beth Walker will be starting on July 1, 2019. She is familiar with student success interventions and initiatives. Interim Provost Theodoulou will be Interim Provost until June 30, 2019. Interim Provost Theodoulou will be FERPing in Administration.
- b. The university has 7 central positions, including 2 dean positions to fill. Interim Provost Theodoulou will be helping the new Provost with filling these positions.
- c. Interim Provost Theodoulou wrote a response to the Daily Sundial article on Writing 115. It is published online. Data from the article will be shared with SEC.
- d. Today there was a meeting with the associate deans, deans and satellite directors to announce that the university is implementing centralized advising for first-time freshmen. The decision was made last year and was suspended until CSUN had a new Provost. Interim Provost Theodoulou made the decision to move forward to assist CSUN with achieving its 2025 targets. Implementation will begin in May. Fourteen to sixteen of the other CSU’s

have centralized advising and they have seen large increases in their freshman retention and 4 year graduation rates. CSUN currently has 81% retention for first-time freshmen.

- e. Interim Provost Theodoulou is meeting with each dean and associate dean to review their student success intervention matrices. A budget from each college is due by April 15, 2019 showing how much is coming in and where the student success funding is going.
- f. The Dean of the College of Engineering search is still pending and the AVP of Student Success position ad will be posted this summer. Cynthia Greco, the Student Success Coach from S&BS is the new Coordinator for the Office of Student Success.
- g. Interim Provost Theodoulou said that due to the cuts she made in the central budget, she will be able to give some money back to the colleges. As a result, she will not tax the low enrolled classes this year. Scheduling last year cost \$2.5 million. This year scheduling costs were decreased to \$2.4 million.
- h. Interim Provost Theodoulou said that there are certain college initiatives that are institutional initiatives and there should be a central line item in the Academic Affairs budget to help pay for the costs. An example would be math tutoring in the Math Department which serves about 8,000 students. Interim Provost Theodoulou is working on carving out some money to help cover the costs. The decision will be up to the new Provost.

SEC members asked for more clarification on the new advising process. Interim Provost Theodoulou said that all freshmen will be advised in the Matador Advising Hub in the southeast corner of the Extended University Commons Building. There will be 16 advisors (taken from the colleges) whose job will be to advise all freshmen. The advising ratio will be decreased to 300 students: 1 advisor (some college advising ratios are currently 1600 students: 1 advisor). The advisors will receive extensive training from now until the first group of freshmen arrive on June 7, 2019. All advising after the third semester will go to the satellites. EOP freshmen will stay with EOP. The goal is to adapt best practices from Georgia State and other campuses. CSUN is still reviewing major advising and block scheduling for freshmen. Senator Spector inquired about how University 100 fits into this new plan and Interim Provost Theodoulou advised Senator Spector and Senator Henige to meet with her and Elizabeth Adams as soon as possible to discuss the plan.

An SEC member inquired about data champions and also about the status of the plan for the university to hire a mediator. Interim Provost Theodoulou said that data champions is finished and she will be meeting with the new Provost in April to discuss the current campus climate. An SEC member mentioned that any student who takes between 15-18 units can drop up to the 12<sup>th</sup> week without penalty. Another Senator asked if this requires an EPC policy change. Interim Provost Theodoulou said that there is no policy change required.

## **7. Statewide Academic Senate CSU Report- Adam Swenson**

Senator Swenson reported on the following:

- a. Senator Swenson mentioned that the ASCSU Statewide report would be distributed before the next Faculty Senate meeting. Senator Sussman said that at the May 15, 2019 ASCSU meeting they will vote to see if they will receive the ASCSU Task Force Draft Report on GE. The Statewide Senators need to know what to do so they can vote on behalf of the campus. Senator Sussman also mentioned that she inquired about Section E (Lifelong

Learning) in the ASCSU Draft Report on GE and was informed that it is incorporated into the Disciplinary Perspectives Section.

An SEC member inquired about where the Freshman Seminar would be placed. Senator Sussman mentioned that she was told that it would be placed in Integrative Experiences.

Link to written report: [https://www.csun.edu/sites/default/files/ASCSU%20Report\\_March.pdf](https://www.csun.edu/sites/default/files/ASCSU%20Report_March.pdf)

## 8. Senate Executive Committee Subcommittee Reports

### *Election Subcommittee (Stein, Heinen, Henige, Wilson)*

President Stein discussed the election results summaries from Qualtrics and Senator Swenson's program with SEC members. President Stein will also share it via email with SEC members. President Stein mentioned that there was a higher voter turn-out than previous years and Qualtrics worked well for the election. Write-in's just need to be considered when tabulating votes. President Stein said that there were a few glitches that will be improved for future elections. President Stein was able to add a "submit here" button and assisted faculty that were receiving email via Clutter. After the Statewide Senator Run-Off election, voting results will be distributed to faculty.

### *Bylaws Subcommittee (Heinen, Neubauer, Stein, Swenson)*

President Stein mentioned that she worked on a draft for the open meeting bylaws change. SEC decided to wait until the fall (so that the new Senate can vote on it) and revisit the bylaws change. This bylaw change would give clarification to the definition of an open meeting.

## 9. Review of Standing Committee Minutes

Academic Technology (2/1-no policy)

Educational Equity Committee (2/11-Resolution on the Wilson Instrument for Student Evaluations of Faculty)

Educational Policies (2/13, 2/27--Social Justice Graduation Requirement)

Graduate Studies Committee (2/12--GSC working with EXL Committee on certificate policy to allow credit and non credit courses)

Personnel, Planning and Review (2/20—one word change to FERP program, "full-time" to "FERP service", limitation to definition of publication)

Research and Grants (2/28--no policy)

## 10. Other Business

There was no new business.

Meeting adjourned at 4:05 p.m.

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