

**SENATE EXECUTIVE COMMITTEE MINUTES** – Approved 9/10/20  
**April 23, 2020**  
**Via Zoom**

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

**Guests:** I. Carvajal, C. Mayberry, Judy-Schmidt Levy

Faculty President Stein called the meeting to order at 1:02 p.m.

**1. Approval of SEC Minutes**

**MSP** to approve the SEC Minutes [March 26, 2020](#) as distributed.

**2. Announcements**

- a. Senator Wiegley requested that information is advertised on how students can contact faculty when they need to be placed on a waitlist.

**3. Policy Item** – Educational Policies Committee  
Christina Mayberry, Chair of EPC

Action Item–[Full-Time Enrollment Policy](#)

Christina Mayberry said that EPC has taken the feedback from SEC and the Faculty Senate and revised the policy. They have clarified that the policy is for undergraduate international students in the summer and italicized “semester at CSUN”.

An SEC member requested for EPC to separate the Graduate student sentence from the undergraduate paragraphs. Senator Spector will send Mayberry an email with the requested change.

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

**4. Subcommittees Reports**

*Election Subcommittee - Neubauer, Heinen, Henige, Wilson*

President Stein shared that there are four colleges (EDUC, BUS, HUM, S&M) and Athletics that have not been able to complete their election processes. An SEC member shared that the College of Humanities vote is due on Friday. Some colleges are struggling with getting faculty to participate in faculty governance. The current pandemic has also delayed elections. Provost Walker will help remind some of the colleges that are missing election results about their elections. Topics discussed were the Senate Executive Committee election procedure,

Zoom voting, absentee voting, proxy voting, Qualtrics voting, who will vote for the new SEC members, the bylaws and college elections. SEC discussed the logistics of voting for SEC members at the next Senate meeting, since the meeting will be held via Zoom and not face-to-face. Discussion included nominations for SEC, suspension of the current rules to allow voting after the Senate meeting or through Zoom, and creating a Qualtrics survey that would be sent out immediately after the Senate meeting. SEC election procedures will be discussed at the Faculty Senate meeting when the new Senate convenes.

*Bylaws Subcommittee- Luna, Spector, Wiegley*

An SEC member suggested updating the bylaws to add information on online voting and revisiting the language on proxy and absentee voting. Senator Spector recommended SEC members to read the bylaw subcommittee's report from the last meeting. One of the recommendations was to have an annual bylaw review process that begins in the fall and culminates in the spring.

5. **Provost's Report** –Provost Mary Beth Walker

Provost Walker briefly reported on the following:

1. Provost Walker conducted a snapshot poll of faculty about student engagement. There were over 300 responses and half of the respondents reported that many of their students were engaged, since moving to virtual education.
2. A snapshot poll was sent to existing students and over 75% of existing students said they were planning on returning to campus.
3. About 35-37 faculty members accepted offers before the hiring chill. Some are planning to start next year. MPP and staff positions are on hold. Currently, all positions require presidential approval before moving forward with the hiring process.
4. We do not know the current budget impact. The budget is affected by student enrollment and state funding. The deadline for students to submit their intent to enroll is in May. Transfer enrollment is consistent. State budget information will be released later than usual.
5. The campus is working on the parameters and planning for the fall semester. CSU academic planning slides were shared with SEC via email. Senator Michael Neubauer is chairing an ad-hoc fall planning task force for the campus reopening in the fall. Senator Neubauer shared that the committee's recommendations are due by May 31. Provost Walker said that recommendations will be shared with deans and department chairs.
6. CSU Admission criteria has changed for fall 2020-21. There will be looser guidelines due to the pandemic. Provost Walker also shared information about the Department of Education Cares Grant. Part of the grant (\$22 million) will go to student expenses and the other part will go to the institution (i.e. technology, training and other costs).

An SEC member inquired about furloughs. Provost Walker said that it has not been discussed yet and it is a system decision. Another SEC member inquired about CSUN being held harmless for students that decide to come to CSUN because of the pandemic and then transfer and graduate elsewhere. A SEC member explained that it is the campus that you started with the gets the FTES.

6. **Policy Items** –Personnel, Planning and Review Committee  
Judy Schmidt-Levy, Chair of PP&R and Iliana Carvajal, Faculty Affairs

[Action Item – Section 612.3 \(Service on Personnel Planning and Review Committee\)](#)

Judy Schmidt-Levy explained that this policy helps address the issue of faculty being elected over and over again on PP&R. An SEC member expressed concern faculty there not being representation on PP&R and changing personnel procedures. An SEC member suggested that changes should be made for all levels of personnel committees.

**MSP** to forward this policy to the Faculty Senate as an action item and for further discussion.

Action Item – [Section 635.2.2 \(Receipt of Evaluation Letters\)](#)

Schmidt-Levy said that there were no changes made to this policy since the first reading at the Faculty Senate. This policy change will clarify the start of the 10 day clock for the receipt of evaluation letters. SEC discussed attaching a copy of the letter in the email, interfolio, ePIFs, the CBA agreement, the 10 day clock and receipt of evaluation letters.

**MSP** to forward this policy to the Faculty Senate for an action item.

[Section 600 \(2020-21 AY Calendar of Procedures\)](#)

SEC members briefly discussed the calendar date and suggested updates to the dates, years and grammar on the calendar.

[Section 700 \(2020-21 AY Calendar of Procedures\)](#)

Schmidt-Levy said that she did not send the most recent version of the calendar. SEC will wait until they receive the most recent version to give feedback.

President Stein requested that Schmidt-Levy send clean copies of the calendars to SEC to review prior to being distributed to the Faculty Senate. SEC members requested that track changes be used on the calendars.

**MSP** to forward the Section 600 and Section 700 calendars to the Faculty Senate as an informational item.

## 7. **Set Agenda for April 30, 2020 Senate Meeting**

- Full-Time Enrollment Policy
- Receipt of Evaluation of Letters Policy
- Service on Personnel, Planning and Review Committee Policy
- Information Item: Section 600 and Section 700 calendar
- Convening of 2020-21 Senate/Election of 2020-21 Senate Executive Committee
- Reports

SEC members requested that the election of SEC be moved after the provost's report and the convening verbiage from last year's agenda be added to the senate agenda.

## 8. **Faculty Awards – updates**

Faculty President Stein checked on the status of the faculty award committees and shared the bio due date of May 1, 2020. President Stein said that she has received suggestions from committee chairs on how to improve the application requirements (including page limit requirements).

## 9. **Academic Senate CSU Update-** Jerry Schutte

Senator Schutte reported on the following:

- a. Senator Schutte said that he sent everyone an update via email and requested SEC members to review AS3407 and AS3409. The last plenary is in May. Senator Sussman sent an update on academic programs and Senator Schutte sent an update on the Cares Act. CSUN received one of the largest Cares Act allocations.
- b. All bills are on hold. The legislature is due to come back on May 3, 2020. The May revise will most likely be the same as last year. There are still three ongoing capital campus projects (Hotel, Conference Center, Sierra Annex). The Sierra Annex is still currently moving forward.

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

Academic Technology Committee (3/6—no policy)

Educational Equity Committee (3/9—no policy; revamping search wording on MVAs for better recruitment of underrepresented groups),  
requires consultation with PP&R)

Educational Policies Committee (3/4, 4/1 —no policy)

Educational Resources Committee (2/11 —no policy)

Graduate Studies Committee (3/10—no policy)

Library Committee (3/4—no policy, Elsevier)

Personnel, Planning and Review Committee (3/11, 3/25, 4/1, 4/8,—mins not posted online)

Research and Grants Committee (3/13—intellectual property)

President Stein requested the Senator Wiegley contact the chairs of PP&R and EEC regarding EEC's proposal of changing the search and screen manual.

## 11. **New Business**

SEC briefly reviewed and discussed the draft 2020-21 senate calendar. An SEC member requested that there are no ASCSU update meetings next year. Senator Schutte will send Nicole Wilson the tentative ASCSU calendar. Senator Neubauer will work with Nicole on the calendar.

President Stein shared that there will be an upcoming *Coffee with the Provost* meeting. An email will be sent out to all faculty. Senator Schutte said that he is grateful for the 47 years that he was able to work at CSUN and serve on the Senate. SEC members thanked Senator Schutte for his service. SEC ended the meeting by thanking Faculty President Stein for her leadership.

Meeting adjourned at 3:48 p.m.

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