

SENATE EXECUTIVE COMMITTEE MINUTES – Approved 9/7/17
April 27, 2017
University Hall, Room 277

Members Present: Dermendjian, Grant, Henige, Lisagor, Schmidt-Levy, Schutte, Smith, Spector, Stein, Swenson, Wolfbauer (Recording Secretary)

Members Absent: Dermendjian, Li

Guests: B. Cabello, I. Carvajal

Faculty President Swenson called the meeting to order at 1:03 p.m.

1. Approval of SEC Minutes

MSP to approve the [SEC Minutes for March 30, 2017](#) as revised.

2. Announcements

- a. Grant praised the Freshman Common Reading selection (*Between the World and Me*) and the group discussion.
- b. Smith announced that the team of CSUN students took first place at the Chapman University 2017 DataFest this past weekend.

3. [2017-18 Senate Calendar Approval](#)

Wolfbauer briefly explained the reasoning behind the proposed calendar. It was decided to schedule the first Senate meeting for September 28th instead of September 21st to be considerate of those who observe Rosh Hashanah.

MSP to approve the Senate calendar with the one revision mentioned above.

4. [2017-18 Academic Year Calendar of Personnel Procedures Approval](#)

Carvajal and Grant said that this proposed calendar follows the same pattern and adheres to the same restrictions as previous personnel calendars. It was pointed out that the 2nd sentence of Item 9 was added. It reads: “Any written responses by applicants to the written evaluation at the Department level will be submitted to the College Personnel Committee.”

Swenson asked for feedback on better ways to disseminate calendar information across campus. He invited SEC members to send him suggestions. Cabello suggested that SEC members send her examples of websites that do electronic calendaring well.

MSP to approve the 2017-18 Academic Calendar of Personnel Procedures.

5. **Policy Items** – Personnel Planning and Review Committee
Sheila Grant, Chair of PP&R

Action Item - [622.4.1 \(Appointment and Evaluation of Deans of Colleges and the Library\)](#)

Grant said that in response to Senate feedback, PP&R kept the original sentence about having one student member chosen by the other members of the committee (622.4.1.d.). However, PP&R added language saying that it is strongly recommended that the student member be chosen in consultation with Associated Students. To provide more clarity about the definition of “tenured senior rank Professors,” it was suggested that the faculty ranks be listed individually. Another commented about including a flow chart to specify the order of appointment.

First Reading – [Section 622.6.2 \(Appointment and Evaluation of Department Chairs\)](#)

Grant said there has been misinterpretation in the past about who can make nominations for the position of Department Chair. Currently the policy states that the Department Search and Screen Committees shall select the nominees for Department Chair. The proposed wording broadens the right to allow all tenure-track faculty in the department to make nominations for Department Chair. Also, these revisions will clarify the voting procedures for Department Chair, the responsibilities of the Department Search and Screen committee, and the responsibility of the Dean when transmitting a recommendation to the President.

SEC discussed and clarified what the Department Search and Screen Committee should forward to the Dean. In Section 622.6.2.c, the 2nd sentence was revised to read: “The Department Search and Screen Committee shall tabulate and advance the total votes received by each candidate, along with its certification of the process, to the Dean of the College.” In addition, revisions were suggested to item 622.6.2.d. so that the order of the Dean’s responsibilities are listed chronologically and the heading reads: “Responsibilities of the College Dean.”

6. **Provost’s Report** – Acting Vice Provost Beverly Cabello

Cabello reported on the following:

- a. The last Spring Provost’s Professional Development workshop was an all-faculty event. Provost Li said that he’s heard from other campuses that CSUN is ahead of the game with regard to implementing Student Success Initiatives. Cabello said that she is impressed with the breadth and depth of the discussions and that the use of metrics in this process is very sophisticated.
- b. There are seven searches currently underway: Deans of three Colleges (MCCAMC, DNCBE and College of Education), Senior Director of Institutional Research, Director of EOP, Chief Diversity Officer, and Vice Provost.
- c. Cabello said that they have received no news about the budget from the Chancellor’s Office. Schutte mentioned that he feels there will be some added value to the May budget revision. He mentioned that there is an individual in the Legislative Analyst’s Office who keeps testifying that we do not need money for GI2025.
- d. The EPT and ELM tests will no longer be used, so we will need to develop a plan for students to do self-placement (Student self-placement is done with supervision.) The Provost’s Office will fund 300 seats this summer for early STEM students to begin their GE math courses.

7. Other Business

Discussion about Responsibilities of the Senate Executive Committee (SEC) and the Standing Committees (SC)

- a. Process for reviewing SC minutes for policy – In the past, SEC members reviewed SC minutes and reported out orally at each SEC meeting. This past year, Swenson started a process for reporting policy items electronically via a spreadsheet on a shared drive (myCSUNbox).

SEC members made the following suggestions and comments:

- 1) We should continue to list the dates of approved SC minutes on the SEC agenda to alert members of dates needing to be reviewed. A member preferred providing time for a brief oral report in each SEC meeting. A consent agenda could be used to provide an opportunity for any SEC member to bring up an item they would like to come before the group.
- 2) SCs should be asked to embed or attach any reports or documents to their minutes (or have hyperlinks) because it's hard to discern whether SCs are working on policy changes.
- 3) SCs should do a better job of posting their minutes promptly after they are approved.
- 4) SEC members suggested having a virtual repository for SC minutes; a suggestion to create a program that combines all SC links into one page was mentioned.
- 5) Many agenda topics in the SCs and Senate are reports. Committee members typically are given very little opportunity to provide feedback or vote on items. Senators should make a point to ask questions and request that the format of discussion be structured so feedback is solicited and considered before decisions are made.
- 6) Some thought that a clearer and more direct connection between the SC chairs and the Faculty President would alert SEC members to policy revisions that are being considered. Swenson said that he plans to meet with the SC chairs routinely before or after each Senate meeting. SEC members suggested that Swenson set up a meeting with them first to get their input before scheduling routine monthly meetings (see motion below). Members suggested scheduling meetings so they coincide or are more aligned with SEC meetings.
- 7) Stein offered to draft a document that conveys the essential elements that should be documented in their minutes. She will include a definition of "policy" and "practice" and any "best practices" in this document.

MSP that SEC directs the Faculty President to meet with the SC chairs to negotiate a time and place for multiple meetings and to discuss the issues relevant to their minutes and policies as they relate to SEC.

- b. Keeping Track of Comments and Revisions Suggested by SEC and Senate

Swenson suggested that SEC members be assigned to take notes when policy statements are discussed at SEC or Senate. A member suggested that this would be an excellent task to delegate to the Faculty Vice President. Next year's Faculty Officers were amenable to sharing some of the responsibilities currently being handled by the Faculty President or the Senate Office staff.

8. Set Agenda for May 11, 2017 Senate Meeting

- Introduction of New Senators
- SEC Election for 2017-18 Members
- Action Item – 622.4.1 (Appointment and Evaluation of Deans of Colleges and the Library)

- First Reading - 622.6.2 (Appointment and Evaluation of Department Chairs)
- Senate Reports

Meeting adjourned at 4:01 p.m.

Submitted by: Terri Lisagor, Secretary of the Faculty and Heidi Wolfbauer, Recording Secretary