

EXECUTIVE COMMITTEE MINUTES – Approved 9/1/2011
August 4, 2011
University Hall, Room 277

Members Present: Chong, Jeppson, Knotts, Michaud, Schmidt-Levy, Schwartz, Stepanek (Chair), Wolfbauer (Recording Secretary)

Members Absent: Frehlich, Hellenbrand, Oh, Taylor

Guests: C. Rawitch

Faculty President Stepanek called the meeting to order at 2:03 p.m.

1. **Appoint Standing Committee Liaisons/Reviewers**

SEC members volunteered to be liaisons/reviewers for Senate Standing Committees. Members will review Standing Committee minutes for policy, attend 1-2 meetings at the beginning of the academic year, and will act as liaison.

Academic Technology – Taeboem Oh
Educational Equity – Judy Schmidt-Levy
Extended Learning – April Taylor
Educational Policies – Kristy Michaud
Educational Resources – Greg Knotts
Graduate Studies – Sandra Chong
Library – Cathy Jeppson
Personnel Planning and Review – Diane Schwartz
Research and Grants – Shane Frehlich

2. **Refreshment Schedule Sign-Up for 2011-12 Meetings**

SEC members signed-up to bring refreshments to SEC meetings during the 2011-12 academic year.

3. **Approve 2011-12 Senate Election Calendar**

Link to approved Senate Election Calendar:

<http://www.csun.edu/senate/SEC/electioncalendar2012.pdf>

MSP to approve the 2011-12 Senate Election Calendar.

4. **Vice Provost Report – Cynthia Rawitch**

Rawitch responded to some questions previously asked by Stepanek.

1. **Low Enrolled Courses** - Thresholds (see below) for cancelling low enrolled courses were changed in summer 2009 by the Provost's Council. However, the changes were not communicated well so many did not hear about the increased numbers. Low enrolled courses are posted on the Institutional Resources website and departments are expected to meet the higher number; however, the chair/dean has discretion to make decisions on whether to cancel a particular low enrolled course. On August 16, 2011, the Provost's Council will decide whether to increase the number of students needed for graduate courses.

Lower Division courses changed from 15 to 20 students
Upper Division courses changed from 12 to 15 students
Graduate courses remain at 8 students

2. **Other Changes Impacting Students** – A recent new policy requires students to attempt the Writing Proficiency Exam no later than the semester that they complete 75 units. If this requirement is not met, there will be a hold on the student's registration. This policy will go into effect in Spring 2012. Rawitch added that we have the ability to test 2000 students at each offering of the exam.

A policy change to require students enrolled in developmental math/writing to continuously enroll in developmental math/writing and the freshman math/writing courses until the freshman requirement is completed. EPC will consider this change and bring it forward to the Senate for consideration.

Rawitch said that she has no new information on the mandatory early start program. We believe that because we have a stretch writing course, our students will not have to complete a 1 unit preparatory course in writing. However, Hellenbrand may want us to offer a course for students requiring it for other campuses. Our CHANCE program is working out well for students needing developmental math. We are uncertain as to how many students will need to run through the mandatory early start program.

Rawitch distributed a document which provided enrollment data for Fall 2011. There are 4900 first time freshman enrolled in classes. This number is down from last year by about 250 students. We will have about 250 more transfer students from last year and we are above our FTES target by about 2400. The average unit load is 11.55 which is higher than normal. The decision was made to open to first time transfer students in Spring 2012; 800-1000 students are expected.

5. **University President Search Committee Update**

Stepanek reported that there has been minimal action this summer on beginning a search for the new University President. It is very likely that this campus will have an interim president for longer than the Spring 2012 semester. The formal search and screen committee will consist of five Board of Trustees (BOT) members which includes the Chancellor. A campus advisory committee will also be set up to work with the BOT committee. We are still not

clear about the structure of the campus committee but can assume that there will be at least two faculty members. SEC will most likely be asked to determine how the faculty member(s) are selected.

6. **Statewide Academic Senate Constitutional Amendment Election**

The Statewide Academic Senate passed a resolution to amend the constitution of the Academic Senate of the CSU to include a statement upholding academic freedom. Constitutional amendments must be ratified by the faculty of at least 12 campuses and approved by the Board of Trustees. Every eligible faculty member on every CSU campus must be given the opportunity to vote. Stepanek mentioned that there was no opposition to this amendment at the statewide level. We plan to hold our campus election on this constitutional amendment by the end of September 2011.

Because of the necessity of having to do two special elections this coming Fall, Professor Deone Zell, Director of the Faculty Technology Center, was invited to show SEC members how Moodle can be used to hold faculty elections easily and efficiently. She explained that all eligible faculty members would receive an e-mail with a link to the election ballot. Faculty would then use their CSUN user ids and password to authenticate and access the election site. It was expressed that the site would be very easy to navigate since it uses the questionnaire/survey format. However, detailed instructions will be provided.

Zell and Wolfbauer will set-up an election site using the Academic Senate constitutional amendment ballot as a demo run; Zell will attend the September 1st SEC meeting to demonstrate the site and to obtain comments and feedback. SEC members felt it was very important to have some discussion at the Senate meeting before holding the electronic election.

7. **Announcements**

1. **Faculty Senate Annual Report** – A draft of the 2010-11 Senate Annual Report was distributed to SEC members at the Faculty Governance Orientation in May. It will be posted on the web and distributed to the Senate after August 12th (as distributed) if we receive no additional feedback.
2. **American Institutions (Title 5) Requirement** – Michaud announced that the Board of Trustees approved the proposal to allow CSU campuses to give waivers to certified transfer students for US History and US Government. This policy mainly affects students coming in under SB 1440. An Executive Order is being prepared to provide the details of this policy.

Meeting adjourned at 4:00 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary
April Taylor, Secretary of the Faculty