SENATE EXECUTIVE COMMITTEE MINUTES – Approved 10/29/2015
September 24, 2015
University Hall, Room 277

Members Present: Hoggan, Li, Lisagor, Michaud, Schmidt-Levy, Schutte, Schwartz, Spector, Swenson, Willingham, Wolfbauer (Recording Secretary)

Members Absent:

Guests: L. Becker, S. Grant, J. Oh, J. Reyes, W. Whiting, D. Zell

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 the August 27, 2015 as amended.

2. Announcements

   a. The next Faculty Retreat is currently being planned for January 19-20, 2016. Proposals to do a presentation are due on October 19, 2015.

3. President’s Extended Cabinet Meeting Report – Adam Swenson

   The President’s Extended Cabinet met on Monday, September 21. Swenson reported on the following topics:

   1. There was a presentation on the new Student Success Dashboards that will be rolled out soon.
   2. Jerald Schutte gave a presentation about the Campus Climate Student Survey on the Sexual Violence Prevention results.
   3. Elizabeth Adams reported on enrollments and graduation. It looks like we will meet the Chancellor’s Office six-year graduation target for the entering freshman class of 2009 with a graduation rate of 49%. She also discussed impaction and enrollment.

4. Policy Items – Personnel Planning and Review Committee

   Sheila Grant, Chair of PP&R; William Whiting, Faculty Affairs

   First Reading – Section 621.4 - Appointment and Evaluation of FT Lecturers or Equivalent Library or Student Affairs Positions

   Whiting said that when Full-time Lecturers apply for a tenure-track position, Section 621.4 says that the College Personnel Committee shall provide an independent evaluation and recommendation to the College Dean. Other candidates are not subject to this review so this creates an equity concern. PP&R is recommending that this requirement be deleted. An SEC member suggested that the word “normal” be deleted from the first sentence in Section
621.4.1.b. since this word is not necessary in this context. It was deemed that this would be an editorial revision to the policy.

**MSP** to forward to the Senate for a first-reading.

**First Reading** – [Section 650.3 (Emeritus Status)]

Whiting said that more than half of the CSU campuses give Emeritus status to Lecturers. PP&R decided that Lecturers should be afforded eligibility for Emeritus status with full rights and privileges and to be consistent with the resolution passed by the ASCSU, “Recommendation on the Eligibility of Lecturers for Emeritus Status.” Whiting said that the criteria would be equivalent to what tenure-track faculty are currently expected to meet whereby nominations from the deans and department chairs are considered by PP&R, and then forwarded to the University President for approval.

There was discussion regarding several of the items under 650.3.5 which lists the rights and privileges of Emeritus status. SEC asked PP&R to review and to clarify some of the information listed in this section (a. through n.) to be sure they are still accurate and current, and to bring any revisions to SEC as a separate policy revision.

**MSP** to forward to the Senate for a first-reading.

5. **Senate Leadership Transitions**

The Faculty Bylaws state that the Vice President shall serve as President in the event of the absence, death, or resignation of the President. Consequently, Swenson is now officially the Faculty President. SEC will need to declare the Vice President position vacant so an election can be held at the next Senate meeting.

**MSP** to declare the position of Faculty Vice President vacant and to hold an election at the next Senate meeting.

SEC nominated Kristy Michaud for Faculty Vice President. Additional nominations will be accepted at the Senate meeting prior to the election.

SEC also discussed the position of “immediate past President” and decided that Steven Stepanek will continue in that position until the end of the academic year.

6. **Appoint Faculty Member to the Advisory Committee on Academic Technology**

SEC selected and ranked a few faculty members to serve on ACAT. The Senate Office will contact those selected, as ranked, to offer the appointment.

7. **Policy Item** – Educational Policies Committee
Larry Becker, Chair of EPC

**First Reading** – [Honors at Graduation Policy]

Becker said that a small number of transfer students graduate with high GPA’s but do not qualify for honors at graduation because they have not completed at least 45 units at CSUN. Allowing students to graduate with honors, having completed 30 units at CSUN, makes the
policy consistent with the residency requirement. EPC is also attempting to clean up some of the wording for clarity. EPC was asked to review the language again as some SEC members thought the information presented was still confusing in the current format.

**MSP to forward to the Senate for a first-reading.**

8. **Electronic Teaching Evaluations**
Janet Oh, Associate Director of Institutional Research
Deone Zell, Associate Vice President of Academic Technology

Janet Oh administers the process for coordinating the student evaluation of faculty in the Institutional Research (IR) Office. IR would like to consider moving the process online by using an electronic teaching evaluation form. She said that Class Climate provides an online survey component and the campus has purchased a license for the Moodle plugin. Zell gave a brief presentation on how it works from the student perspective. Oh said that a few departments have offered to pre-pilot the system. Faculty may wish to allow students with an electronic device to have time in class to complete the evaluation. We will save more than 2,000 pounds of paper each cycle.

SEC members asked many questions and shared some concerns, but seemed eager to start the piloting process. Swenson will set-up a Steering Group to explore the issues moving forward, determine what policies need to be in place, and to get feedback from the appropriate committees.

9. **Update on Associated Students Activities**
Jorge Reyes, AS President

AS President Reyes gave an update on AS activities planned for this academic year. Reyes said that one of their initiatives currently underway is 100 Classrooms in 100 Days where they visit classrooms to inform students about different programs and services available to them. In Spring, they will go to 50 Clubs in 50 Days to make clubs aware of funds that are available for research.

Other projects include increasing the number of hydration centers across campus (using CSSA Sustainability funding), reducing paper receipts from the Matador Mercado convenience stores, using compost materials at AS events, and creating more compost bins on campus. In addition, AS wants to create a campus food pantry and a Dream Center to help undocumented students. They will make more tickets available to CSUN students for the Big Show, and will show a video that gives tips about being a good citizen after the show ends. And finally, they will provide an app to help students track the CSUN shuttle. Reyes will be invited to give a similar presentation to the Senate.

10. **Provost’s Report** – Provost Yi Li

Provost Li reported on the following topics.

1. The Impaction website has been updated to include the following impaction criteria: 1) redefinition of the freshman service area – tier 1 (eliminates Ventura county and school districts around CSU, Los Angeles); 2) creates a transfer service area - tier 1 and 2; and 3) full-academic-program impaction for psychology, kinesiology, music, and
cinema and television arts). Provost Li said we will need to monitor enrollments very carefully from the end of November to early January.

2. We are currently using the Education Advisory Board Student Success Collaborative campaign as a tool to help advisors target students who are performing in the middle with good potential to graduate in six years. If we help these students with counseling, financial aid assistance, etc. they will have a better chance of staying in school and graduating.

3. Faculty hiring is one of our top three priorities and Provost Li hopes to have good news to report at the next SEC meeting. Unfortunately, funding for equity increases is not available for this year but he will consider them in the future.

4. Provost Li is visiting the colleges and departments and is learning about their achievements as well as their concerns and struggles. He said that he was impressed and moved by the participation of our faculty senators at the last Senate meeting.

11. **Resolution to Honor Shane Frehlich**

SEC members shared their memories and stories involving Shane Frehlich so that Swenson could incorporate them into a resolution for the Faculty Senate to consider at their October meeting. Swenson also emailed the Senators to request their stories or statements for inclusion.

12. **Review of Standing Committee Minutes**

   **Academic Technology Committee** (2/6, 3/6, 4/3, 4/14 – no policies)

   **Graduate Studies Committee** (4/10, 5/12 – no policies; The policy to not allow graduate students to take 100-300 level courses to complete prerequisites has been reconsidered and departments may allow students to enroll for a limited time.)

13. **Set Agenda for October 15, 2015 Senate Meeting**

   - Appointment and Evaluation of FT Lecturers or Equivalent Library or Student Affairs Positions Policy (PP&R)
   - Emeritus Status for Lecturers Policy (PP&R)
   - Honors at Graduation Policy (EPC)
   - Resolution Honoring Shane Frehlich
   - Election of Faculty Vice President
   - Proposed On-Campus Hotel Development (K. Rosenthal and C. Donahue)
   - Senate Reports

   Meeting adjourned at 4:35 p.m.

   Submitted by: Kristy Michaud, Secretary of the Faculty
   and Heidi Wolfbauer, Recording Secretary