

**SENATE EXECUTIVE COMMITTEE MINUTES** – Approved 11/10/2016  
**October 6, 2016**  
**University Hall, Room 277**

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

**Members Absent:** Li

**Guests:** E. Adams, E. Bartle

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 September 1, 2016](#) as distributed.

**2. Announcements**

- a. Henige announced that the Faculty Retreat will be on Wednesday, January 18, 2017. Proposals to give a presentation are due on October 17. Registration will open shortly thereafter. The theme will focus on faculty and student success.
- b. Smith announced that CSUN alum, Harvey Bookstein and his wife, have made a \$5 million gift to the David Nazarian College of Business and Economics. Juniper Hall will be renamed “Bookstein Hall” in their honor.
- c. Adams reported that the DWP said that today’s campus-wide power outage was because of high winds in the area.
- d. Grant said that there will be a performance by *Bickram Ghosh’s Drums of India* at 6:30 p.m. on the VPAC Lawn. There will also be food trucks and a pre-show activity.
- e. Lisagor said that there will be a “*Justice Can’t Wait*” Art Exhibition opening on October 23<sup>rd</sup>.

**3. Faculty President’s Report** – Adam Swenson

Swenson reported on the following topics:

- a. We are waiting for the Department of Finance to get back to us on the Graduation Initiative (GI) proposals that were submitted. We are getting more money than originally thought. We have started to hire graduation retention specialists and purchase licenses for Tableau and Mapworks.
- b. Auditors are monitoring financial aid, and campuses have been asked to share how they ensure that students are actually attending classes for which they are receiving financial aid. If students don’t attend 60% of the semester, we need to give back funds, so we need to come up with a policy for monitoring attendance.
- c. Swenson attended the Graduation Initiative 2025 Symposium at the Chancellor’s Office. There were presentations on successful strategies and plans to help reach our graduation targets.

- d. The following searches are beginning or underway: Director of University Counseling Services, AVP for Faculty Affairs, Assistant VP for Graduate Studies, Director of EOP, and Director of Institutional Research.
- e. Adams (for Swenson) reported that she and Cynthia Rawitch (former Accreditation Liaison Officer and Vice Provost) will work on the mid-cycle WASC review report. The deadline for CSUN to submit the report was extended from November 1 to December 15.

#### 4. **Nominations for 2017-2019 Faculty Trustee**

Campuses have been asked to begin seeking nominees for 2017-2019; we have received documentation with the criteria, procedure, and timeline. Each campus is expected to provide specific procedures for selecting eligible nominees. A document outlining the CSUN procedure that was used in 2013 and 2015 was distributed. There was confusion about the process, so Swenson said he will revise the document for clarity, and send it out by email for review and approval. Nominations are due to the Academic Senate CSU by January 20, 2017.

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

Academic Technology (3/4, 4/8, 5/6 – no policies. They have been discussing the transition from Moodle to Canvas.)

Educational Equity (2/8, 3/14 – no policies)

Educational Policies (4/6, 4/20, 5/4 – Program review documents were approved.)

Educational Resources (3/8, 4/12, 5/10 – no policies)

Extended Learning (3/16 – no policies)

Library (3/2 – no policies. They approved their minimum expectations for committee members.)

Personnel Planning and Review (4/6, 4/13, 4/20, 4/27 (emeritus policy), 5/4, 5/11 – no new policies. Grant asked Swenson to attend a meeting to answer questions regarding minimal expectations of committee members.

#### 6. **Provost's Report – AVP Elizabeth Adams**

Adams said that the recent GI 2025 Town Hall meeting was well attended and there was good discussion. The next Town Hall meeting will be on October 28<sup>th</sup> at noon. The campus is moving forward with one-time expense purchases (Tableau and Mapworks). Mapworks is a tool we can use to survey freshman and identify at-risk students. We have also received base funding for student success; each College will receive funding to hire a graduation retention specialist. Even though we have not received funding yet, a number of projects are moving forward.

SEC members suggested ideas for reaching our graduation goals. Swenson asked members to send ideas to him so he can compile and bring them to the appropriate faculty governance committees for consideration.

## **7. Revisions to the Program Review Policy & Procedures and the Self-Study Guidelines**

Eli Bartle, Program Review Coordinator for Academic Assessment & Program Review

Bartle highlighted the changes made to the Program Review Procedures and the Self-Study Guidelines documents. He said that EPC and GSC both approved the changes, and he is here to determine what the next steps should be. He said that he has attempted to clean-up the document, make it clearer for departments to follow, and to assure we are compliant with WASC standards. Bartle went on to explain the rationale for the changes. He received feedback from SEC.

After much discussion, most SEC members concluded that the program review and self-study documents are, in fact, procedures for implementing program review, and not policy changes requiring Senate approval. It was pointed out that “program review” is mandated by the Chancellor’s Office, so we must adhere to CSU policy. However, they would like Bartle to present this information to the Faculty Senate and to gain additional feedback from them. Swenson will consult with Bartle to get the document ready for distribution to the Senators.

## **8. Set Agenda for October 27, 2016 Senate Meeting**

- Graduation Initiative 2025
- Budget, Impaction, and Enrollments
- Matador Momentum: Invitation and Progress Report
- Information on Program Review Procedures
- Senate Reports

Meeting adjourned at 3:57 p.m.

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