EXECUTIVE COMMITTEE MINUTES – Approved 11/18/2010
October 7, 2010
University Hall, Room 277

Members Present: Chong, Frehlich, Hoggan, Jeppson, Levy, Lisagor, Matos, Schwartz, Spector, Stepanek (Chair), Wolfbauer (Recording Secretary)

Members Absent: Hellenbrand

Guests: S. Camara, S. Cullen, S. Grant, H. Hertzog, V. Ibarra (student), J. Luedders, E. Ohanian (student), C. Okazaki, A. Taylor, K. Rogers (student), A. Skylar, D. Wynter

President Stepanek called the meeting to order at 1:04 p.m.

1. Approval of Minutes

MSP to approve the Minutes of September 2, 2010 as amended.

2. Announcements

a. Three journalism students attended the meeting as part of an assignment in their Journalism 110 class. The students, committee members and other guests introduced themselves. Stepanek briefly described the role of SEC to the students.

b. Stepanek invited SEC members to the Faculty Retreat being held on January 18-19, 2011 on the CSUN campus. He said that the Retreat program and planning are shaping up nicely. There will be about 20 booths, 3 presentations and 9 tours. The registration form is on the Senate website and there is no registration fee this year.

3. Campus Climate Survey Report from Educational Equity Committee

April Taylor, Chair of EEC
Carolyn Okazaki, Sheila Grant and Sakile Camara, Members of EEC

Link to Campus Climate Survey Report:
http://www.csun.edu/senate/reports/campusclimatesurvey100710.pdf

Grant reminded SEC that representatives from EEC initially presented the Campus Climate Survey Report to the Senate Executive Committee last Spring and met with many campus constituents for feedback since that visit. Their feedback were incorporated and the following changes were made: 1) include part-time faculty, 2) shorten the survey, and 3) focus on faculty and staff initially, then on student groups subsequently. Grant further indicated that they also incorporated ideas gleamed from other CSU campus surveys. They’ve received approval from the President and her Cabinet to go forward with the survey. The survey will be administered in two tiers—the climate survey and the sexual harassment survey—using StudentVoice, per H. Baker’s recommendation. EEC is recommending that the survey be offered every 2-3 years, maybe beginning in spring 2011.
The survey administration will be institutionalized, perhaps out of Institutional Research in consultation with EEC. They will ask the Provost and President to assist in encouraging participation.

EEC will be invited to present this report at the next Senate meeting.

4. **Policy Item – Educational Policies Committee**
   Hillary Hertzog, Chair of EPC

   **1st Reading – Upper Division Writing Proficiency Exam Requirement Policy**

   Hertzog reported that Admissions and Records examined 381 students who were unable to graduate in Fall 2009 and found that 100 of them (28%) appeared to be lacking only one thing—passage of the Upper Division Writing Proficiency Exam. Therefore, EPC is proposing to require students to take the UDWPE by 75 units (not counting developmental course units) instead of 90 units, as noted in the current policy. This would give students opportunities to remediate, if needed, and to retake the exam in order to pass it before their graduating semester. Hertzog mentioned that transfer students with more than 75 units will be required to attempt the exam during their first semester at CSUN. SEC suggested that this language pertaining to transfer students be included in the proposed policy.

   SEC raised some questions and requested clarifications:

   1) Why was it changed from an advisement hold to a registration hold?
   2) How will the registration hold be removed? Will the hold be removed electronically?
   3) Did proper consultation take place with Cash Services and Admissions and Records on how this change in policy will be implemented?
   4) Will additional UDWPEs be offered in the Fall to accommodate all new and transfer students?

   Hertzog said she’d consult with Cynthia Rawitch for clarification and report back to SEC.

   **MSP** to forward to the Senate, with suggested changes and clarifications, for a first reading.

5. **Update on First General Education Council Meeting**
   Hillary Hertzog, Chair of EPC

   Hertzog indicated that the newly formed General Education Council will function as a subcommittee to EPC until the bylaws are changed. The GEC will be meeting every two weeks, alternating on Thursdays and Fridays in fall 2010 due to preset teaching schedules. Members, however, will decide on a common meeting time for Spring 2011 before spring schedules are set. EPC revised their standard operating procedures to include GEC. The Council members are learning about GE and the student learning outcomes and will review ten course proposals this semester.

   Hertzog plans to meet with the Chair of GEC, Rosa Furumoto, to discuss the meeting day/time for Spring as well as the Council’s readiness to begin the recertification of GE courses. Last year, EPC placed a moratorium on recertification until the GEC was in place.
Now EPC will have to consider whether GEC is ready to proceed with the recertification process.

Hertzog cannot attend the next Senate Meeting so Schwartz will provide an update to the Senators on the GEC.

6. **Policy Item** – Academic Technology Committee  
Ashley Skylar, Chair of ATC

1st Reading – [Online and Hybrid Courses](#)

Skylar reported that both EPC and ATC jointly agreed that having a uniform online and hybrid course definitions and course designations will help to better inform students about the course format and the technology and the skills needed before the student registers. The Committees encourage the Colleges and departments to provide further details about the course in SOLAR and request that fully online or hybrid code designation be listed in a separate column in SOLAR and not as part of the course number, since course numbers are part of the course title master and the process for changing them is much more complex.

It was suggested that the language be changed to H1 and H2 definitions to include courses that are 50 percent online and 50 percent traditional classroom, perhaps using mathematic symbols to indicate “less than or equal to” or “greater than or equal to”. It was also suggested that online and hybrid course designation descriptions include a statement indicating that traditional courses may have some online activities. Spector has some editorial changes she’d forward to Skylar.

**MSP** to forward to the Senate, with suggested changes, for a first reading.

7. **Executive Order - 1048: the Mandatory Early Start Program** – Cheryl Spector


In June, the Chancellor’s Office issued an Executive Order 1048, mandating that all incoming freshmen in need of developmental reading, writing, and/or math participate in the Mandatory Early Start Program in the summer prior to the Fall semester of their freshman year. Spector said the committee started in July 2010 to work on CSUN’s plan for addressing this mandate. Last week, the Chancellor’s Office issued guidelines to provide clarification; the guidelines offered strong advice on how campuses are to respond to the EO. This morning she received another communication from the CO explaining that the guidelines previously sent were only suggestions. Spector said that CSUN will focus on designing a program that helps students in our response to EO 1048. Spector summarized the current draft of the campus plan and answered questions.

Spector plans to include a preamble to the report, explaining what we’ve done on this campus to create a program that will serve our students well. Campus plans are due to the Chancellor’s Office by November 19, 2010. At the next Senate meeting, Spector will report on our campus’ progress and will distribute a one page summary.
8. **Academic Technology Initiative Discussion**
Sue Cullen, ATI On-line Support Coordinator
Link to ATI process timeline: [http://www.csun.edu/senate/SEC/atiprocessstimeline.pdf](http://www.csun.edu/senate/SEC/atiprocessstimeline.pdf)

Cullen said that Provost Hellenbrand, as the new executive sponsor for Universal Design, encourages faculty to think about accessibility at the front end of on-line course designs. The Chancellor’s Office issued a new timeline (see link above) for meeting the Executive Order. This new timeline is more realistic and friendly and will work better for a large system such as the CSU.

Cullen indicated she needs to report campus ATI updates back to the CO, showing we are working with due diligence in our planning. She asked SEC for advice on types of questions to include on the curriculum form in order to gather pertinent data. She mentioned that she is piloting a website for sharing data about on-line activities.

Cullen gave a brief report on a Universal Design in Action event that took place earlier in the week. Best practices as well as “the bumps” in working with technology were shared.

9. **Provost’s Report – Jerry Luedders**

Luedders gave a brief report in Provost Hellenbrand’s absence. He mentioned that Provost Hellenbrand is in support of CSUN’s Mandatory Early Start Program Plan, which will be submitted in November to the Chancellor’s Office. He thinks it is the best plan for our students. We will await CO’s feedback and proceed from there. Luedders said that there is nothing new to report on the budget at this time.

10. **Review of Standing Committee Minutes**

   *Academic Technology* (There was discussion about changing the Committee’s name.)
   *Educational Equity* (8/30 – no policies; an SEC member asked why CRASH and CRAD were discontinued – Stepanek will investigate.)
   *Extended Learning* (4/21 – no policies; ELC plans to clarify the charge [in written form] to their Committee members.)
   *Educational Resources* (5/11 – no policies)
   *Library* (an SEC member suggested that Saturday library hours be examined to meet the needs of Saturday classes; Stepanek will make report.)
   *Personnel Planning and Review* (5/19, 9/8 – no policies; SEC discussed a PP&R motion regarding a clarification of Section 600 regarding the size of a department personnel committee when associate professors are up for review and an associate professor is a member of the committee.)
   *Research and Grants* (5/14 – no policies; a policy is forthcoming regarding internal process for proposal competition for grants with limited submissions.)

11. **Visionary Community Service-Learning Award**

   Link to Visionary Community Service-Learning Award Criteria: [http://www.csun.edu/senate/awards/service_learning.pdf](http://www.csun.edu/senate/awards/service_learning.pdf)

   Stepanek reported that we usually have a low number of nominations for the Visionary Community Service-Learning Award. One reason, he interjected, may be due to the fact
that the current criteria for this award does not allow for self-nomination. It MSP that we allow interested faculty to self-nominate. The criteria for this award will be revised to reflect this change. In addition, the Managing Director of Community Engagement agreed to better publicize the award to those participating in community service-learning activities.

12. **Other Business**

The Fate of Higher Education in California Discussion Update – Hoggan reported that the Faculty Retreat Committee was enthusiastic about beginning conversation on this topic with a panel discussion at the Faculty Retreat. A suggested title for the panel discussion is: “In a Changing Environment, What is the Role of the CSU in Higher Education? Who Decides and Why”? Hoggan indicated that there’ll be another meeting to decide how to structure the panel discussion and suggested perhaps a Resolution be put forth to Senate for support. Stepanek suggested waiting until decisions about the panel are made before taking a resolution to the Senate to seek its sponsorship.

13. **Set Agenda for October 21, 2010 Senate Meeting**

- Introduction of the new interim Director of Undergraduate Studies, Brennis Lucero-Wagoner
- Campus Climate Survey Report (EEC)
- 1st reading – Upper Division Writing Proficiency Exam Requirement Policy Change (EPC)
- General Education Council Update
- 1st reading – Online and Hybrid Course Policy (ATC)
- Executive Order -1048: the Mandatory Early Start Program
- Academic Technology Initiative Report
- Senate Reports

Meeting adjourned at 4:25 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary
Sandra Chong, Secretary of the Faculty