EXECUTIVE COMMITTEE MINUTES – Approved 11/10/2011
October 13, 2011
University Hall, Room 277

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

Members Absent:  Hellenbrand


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

1. Approval of SEC Minutes

   MSP to approve the following sets of minutes: September 1, 2011, September 15, 2011, and October 4, 2011.

2. Announcements

   a. SEC members were asked to hold May 25, 2012 from 12:00-2:00 pm for the Faculty Governance Orientation luncheon.

   b. University Advancement will be establishing a Jolene Koester Scholarship Fund. A one-page flyer will be distributed at the next Faculty Senate Meeting.

   c. The 2012 Faculty Retreat will be on January 17 and 18, 2012 on the CSUN campus. The deadline to submit proposals to make a presentation is October 21, 2011.

   d. Stepanek sent information to SEC on the CSU Online initiative. The initiative is an attempt to coordinate and gather information and to bring awareness about the online programs offered by the CSU. The statewide Academic Senate CSU (ASCSU) is very concerned about this initiative and is watching it very closely. Campuses were asked to invest $50,000 each (for marketing consultants and a Program Director) with the expectation of earnings going back to the campuses.

3. University President Search Committee Update

   Stepanek thanked SEC members for attending the special meeting with Robert Linscheid and Debra Ferar, two members of the CSU Board of Trustees. These two Trustees will be the key individuals involved in the search for our new University president. The first official meeting to begin deliberations is on October 27th. An open forum to provide an opportunity for faculty, staff and students to provide input is scheduled to begin at 10:00 am on October
27. The two faculty members selected to serve on the campus Advisory Committee are Michael Neubauer and Veda Ward.

4. **Faculty Election Using Moodle**

The amendment to the Constitution of the Academic Senate CSU to include a statement upholding academic freedom passed by a 96 percent plurality. It appears that at least 12 CSU campuses have passed the amendment as it is scheduled to go up for approval at the November Board of Trustees meeting.

This first online election went very well; no paper ballots were requested.

5. **Policy Item – Educational Policies Committee**

Don Brownlee, Chair of EPC

**First Reading – Basic Skills Policy**

Brownlee said that the intent of this policy revision is to enhance the rate at which students pass the needed general education courses and to help improve graduation rates. He said that data suggests that students who do not continuously enroll in the writing and reading requirements are less likely to complete them.

An error was pointed out in the policy statement. Items #2 and #3 should read:

2) **Students will complete coursework in GE oral communication** either simultaneously with analytical reading and expository writing OR within a year after completing GE writing two consecutive semesters in GE oral communication and GE critical thinking within the first 60 units.

3) **Students will enroll in GE critical thinking after completing GE math and still** (within their first 60 units).

A question was raised about the policy needing to be consistent when using the GE preface. SEC members said that the policy is not clear with regard to continuous enrollment beginning with developmental courses. A concern was raised about some departments advising students to take fewer GE courses in the beginning and to begin major courses early on. SEC members felt that the policy needed to be made clearer for students and advisors since SEC members were confused.

**MSP** to send the policy back to EPC for further clarification and to improve on the language.

6. **Satisfaction by Examination Resolution (SBE)**

Jerald Schutte, Chair of Educational Resources Committee
Diane Stephens, Executive Secretary for ERC

Link to proposed resolution: [http://www.csun.edu/senate/resolutions/sberesolution101311.pdf](http://www.csun.edu/senate/resolutions/sberesolution101311.pdf)
Schutte provided some background information on the impetus for this *Satisfaction by Examination* concept. He said that this campus has a petition process for waiving courses but there are many hurdles. A survey was conducted showing that only a small percentage of students know about the petition option. Schutte said Provost Hellenbrand is supportive of taking the petition process and making it mainstream for heavily impacted and bottleneck courses. Schutte prepared a white paper (see link above) describing SBE and presented it to various faculty governance committees. He said that all groups suggested it was worth proceeding. Another survey was conducted showing that students were very receptive of having the option of taking courses by examination. This model would require the student to enroll in a particular course and pay the appropriate fees. However, the student would not take up a seat in the course which will lower the class size, reduce faculty-student ratios, and possibly mitigate the need for furloughs and other severe measures. It can lead to accelerating student completion of course work by allowing students to enroll in courses that have no physical seats left. This could also bring additional dollars to the campus during these tight budget times.

ERC approved a resolution requesting the Faculty Senate endorse a beta test of the SBE concept during the calendar year 2012, and that data be collected for review by committees of faculty governance and Academic Affairs.

After responding to many questions, MSP to forward this request to the Senate for consideration.

6. **Integration of CSU Information Security Policies with Local Campus Policies**
   Chris Olsen, Senior Director IT Infrastructure Services

Olsen provided an update on information security policies. A set of draft policies were vetted across the CSU and were approved by the Chancellor in April 2010. Our campus must now integrate our local campus policies with the CSU Information Security policies.

The key areas of impact with respect to faculty and employees are anticipated to be the following:
1) a requirement to use a minimum of an 8-character CSUN password with some frequency of reset, 2) a requirement to complete online Information Security awareness training, with periodic refreshers. Employees working with confidential data (200-300 people) will require encryption to protect confidential data stored on computers and mobile devices, and sent by e-mail. These individuals will be required to change passwords more frequently and to attend greater levels of awareness training. In addition, the technical staff in Information Technology and the Colleges will have areas of potential impact with regard to the integration of security policies.

7. **Activating the Student Waiting List in SOLAR** – Shane Frehlich

Frehlich said that some departments have expressed an interest in activating the student waiting lists in SOLAR. The recent upgrade in SOLAR has more features and we’ve heard that significant improvements have been made to the wait list module. Frehlich was encouraged to meet with the PeopleSoft specialists to find out whether the wait list module
can be used. If so, he will begin the consultation process with the Council of Chairs and others on the campus.

8. **Section 672.2.4: Sabbatical Procedures**

Penny Jennings, Executive Secretary for PP&R

An inquiry from a department resulted in PP&R discovering a change that needs to be made to Section 672.2.4 (Sabbatical Procedures). PP&R proposed the elimination of language (see strike-out below) to bring us in compliance with the Collective Bargaining Agreement (CBA).

Section 672.2.4 states the following,

… The probationary and tenured members of the Department may choose to elect a Professional Leave Committee to act in lieu of the Department Personnel Committee for purposes of evaluating the sabbatical applications, or they may choose to delegate responsibility for evaluating the sabbatical applications to the Department Chair.

Article 27.5 of the CBA states: *A Professional Leave Committee composed of tenured faculty unit employees shall review sabbatical applications.* The contract does not have a provision for delegating this task to the Department Chairs so PP&R is recommending that mention of that choice be stricken out of the Section. In addition, our campus procedures requires the department chair to make an impact statement, thus creating a conflict of interest, which makes the chair ineligible to serve on the Professional Leave Committee.

SEC voted unanimously to support PP&R and to eliminate the language to bring us in compliance with the Collective Bargaining Agreement. SEC requested that this decision be communicated to the Senate at the next meeting. Jennings will communicate this change to the Department Chairs.

A question was raised as to whether a Department Sabbatical Leave Committee can use a scoring rubric to evaluate applications. Jennings said specific guidelines established by departments or colleges require approval by PP&R; however, she will get a ruling from PP&R.

9. **Provost’s Report** – Cynthia Rawitch

Rawitch reported on the following topics:

1. **Student Enrollments** – We are 7.1% over our FTES target so President Koester needed to provide an explanation to the Chancellor. Rawitch said that the President’s response included the following data: We had 5271 freshmen (100 more than last year) and over 4000 transfer students. Graduate and international student enrollment is high. Our FTES is 29,669 (up 2000 FTES from Fall 2010). Our headcount is 36,911 (more than 1600 from Fall 2010). We have retained more students than expected and increased our average undergraduate unit load per student to 11.82. Higher tuition is causing students to take more units. 3.7% of our FTES was due to the increase in average student load. We added 113 additional sections in July and August thus increasing FTES. We cut back 5
percent enrollments in tier 2 admits, but had a greater yield from applications of tier 1 students. We would not want to deny access to our tier 1 students. 4200 transfer students have been admitted for the Spring; we are predicting 1000-1500 to actually enroll. President Koester has not received a response from the Chancellor yet.

2. **Long Range Financial Planning** – The Vice Presidents are working on a plan to share with the new president. It includes things we might do to close the budget gap; some examples are charging differential fees by campus or degree, University Advancement raising more money, more income producing activities by the Corporation, etc.

10. **Review of Standing Committee Minutes**

   **Educational Equity** (4/11 – no policies; the EEC Chair contacted Stepanek regarding a change to the maternity leave application).

   **Educational Policies** (2/16, 3/16, 3/30, 4/20, 5/5, 9/14 – the Basic Skills policy was discussed today. The Academic Internship Policy was approved and sent to GSC for approval. GSC decided to not address at this time so it was returned to EPC. EPC will modify the policy so it applies only to undergraduate students and send forward).

   **Educational Resources** (9/13 – no policies; the Satisfaction by Examination resolution was discussed today).

   **Personnel Planning and Review** (5/18, 9/7, 9/21 – no policies)

   **Research and Grants** (5/13 – no policies)

11. **Set Agenda for October 27, 2011 Senate Meeting**

   - University President Search Committee Update
   - Faculty Election Using Moodle Report
   - Satisfaction by Examination Resolution
   - Section 672.2.4: Sabbatical Procedures
   - Senate Reports

Meeting adjourned at 4:27 p.m.

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