

SENATE EXECUTIVE COMMITTEE MINUTES – Approved 2/2/2017
November 10, 2016
University Hall, Room 277

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

Members Absent:

Guests: E. Bartle, B. Paller, C. Rawitch

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 October 6, 2016](#) as distributed.

2. Announcements

- a. The Faculty Retreat will be held on Wednesday, January 18, 2017. Registration is now open and there is a link on the Faculty Senate website to register.

3. Select 2017-2019 Faculty Trustee Nominees to Send Forward to ASCSU

There were no Faculty Trustee nominee applications submitted by the November 4th deadline date.

4. Provost's Report – Provost Yi Li

Provost Li reported on the following:

- a. **Impaction** – We have an agreement with the Chancellor's Office that we would receive funds for a 1% FTES increase if we came down 1% each year for the next four years. This would have resulted in CSUN being at 3.5% of our target in four years. Due to impaction, we came down 2-3% more than anticipated this Fall. This has had a negative budget impact on student housing and meal plans. Two options being considered for Fall 2016: keep headcount/FTES the same as this year or to keep incoming first-time freshmen and transfer students the same as this year. This second option makes better financial sense in the long run.
- b. **Graduation Initiative 2025 and Student Success** – The timing for submitting the GI 2025 proposal to the Chancellor's Office was tight, so we couldn't have as much campus engagement as the Provost would have liked. CSUN's plan has various short- and long-term projects that relate to five areas that our campus has selected for enhancing student success. We will soon receive funding to implement the short-term projects. Provost Li briefly shared some more details of the projects currently underway. He pointed out that student retention after the 2nd year forward is high, but it's much lower between the first and second year, so we need to work on improving first-second year retention rates.

Colleges and department chairs will look more carefully at their curriculum, achievement gaps, DUF classes, etc.

We have asked the Chancellor's Office to take notice of the students that successfully graduate in four years and factor that data into the statistical analysis. Another strategy is to encourage students to take 15 units per semester, which will speed up their time to graduation.

5. **Developing a Procedure for Administering Confidence Votes Resolution**

Swenson said that he had a small group of faculty asking him why we don't have a procedure for administering confidence votes. Consequently, Swenson drafted this resolution for SEC to consider. However, he reminded SEC members that we already have a procedure for reviewing administrators every five years, and it includes surveying and getting feedback from campus constituents.

SEC members agreed that the five-year review of administrators is adequate, and there is no need for developing a procedure for administering confidence votes. Also, we have a resolution process for situations that may arise, when faculty have concerns about an administrator.

MSF to develop procedures for administering confidence votes.

6. **Clarification of Standing Committee Executive Secretaries Role Resolution**

Swenson said that there has been confusion about the role of the standing committee executive secretaries. He drafted a resolution to clarify their role, as it relates to standing committee agenda/minutes, and their websites. The resolution was sent to the executive secretaries and the committee chairs for their feedback. Swenson suggested a few revisions to the resolution he presented to the SEC at the start of discussion, and members made additional amendments.

A member mentioned that most standing committees define the role of the executive secretary in their Standard Operating Procedures (SOP), so this resolution would be redundant and not necessary. This member also suggested that all standing committees should have SOPs. Another member thought that a written procedure would be beneficial. After a lengthy conversation, and several amendments made to the resolution, a consensus was reached to appoint a subcommittee of SEC members.

MSP that Grant, Spector, Schmidt-Levy, and Stein serve on a subcommittee to draft a comprehensive document clarifying the roles and responsibilities of the executive secretaries. The Faculty President was given a directive to send this document to the committee chairs and executive secretaries at the start of each academic year.

7. **Process for Approving Changes to the Program Review Procedures and Self-Study Guidelines Resolution**

At the October 6, 2016 SEC meeting, it was determined that the program review and self-study documents are "procedures" for implementing program review, and not policy changes requiring Senate approval. However, SEC members felt the documentation should come to SEC and the Senate for review and feedback, and require approval from EPC and GSC.

Swenson said that this resolution is an attempt to formally put in writing a process for making substantive changes to the documentation.

Eli Bartle and Bonnie Paller, representing the Office of Assessment and Program Review, attended SEC to share their recent cumbersome experience of trying to figure out who needed to approve changes to the documents. They both felt that there was a need to develop a clearer, yet simplified written procedure for making further substantive changes. Several SEC members conveyed the importance of consulting widely and getting broad feedback.

MSP to postpone deliberation of this resolution indefinitely. We will consider forming a broader working group to discuss how to proceed with developing a process.

8. **Draft 2016 WSCUC Interim Report**

Cynthia Rawitch, Special Assistant to the Provost

SEC members were sent the draft 2016 WASC - Senior College and University Committee (WSCUC) Interim Report for review and feedback. Rawitch said that midway through the ten year period, a written report is required that responds to things we were asked to address when the accreditation team visited five years earlier. At that time, we received a very good review, but were asked to do even more work in five areas: program review, assessment, self-support, advisement, and undergraduate graduation rates. Rawitch is sharing the document widely to be sure that it is accurate and includes the most current data. The report is due to WSCUC on December 15, 2016.

SEC members gave their feedback and comments. Rawitch said she would share the latest version of the document and the appendices with all interested parties.

9. **Statewide Academic Senate CSU Report** – Jerald Schutte

Schutte highlighted the following topics:

- a. The Board of Trustees (BOT) will soon ratify the request for \$348 million in supplemental funds from the state. Governor Brown said he would only give \$158 million, which means that we will be short \$168 million. It's possible that a tuition increase will be necessary, and because of the Family and Students Transparency Act, we would have to announce a tuition increase by January 2017, even if we don't end up going through with it. A five percent increase in tuition (\$270 per year) would raise about \$70 million dollars. The California State Student Association (CSSA) passed a resolution against a tuition increase. The Faculty and Governmental Affairs Committee for the CSU deferred considering a resolution until January 2017 due to lack of formulated positions by other stakeholders. Schutte expects to see a vote by the BOT for a student increase soon. Schutte anticipates CSSA and CFA picketing because of this decision.
- b. The \$35 million for GI 2025 was approved. We were told that this is seed money to spur continuing activities. Propositions 55 and 57 passed, so these should work in our favor with regard to budget. Schutte encouraged SEC members to listen to Ryan Storm's (AVP for Budget) presentation to the BOT about tuition increases.
- c. The Chancellor's Office recently changed the requirement from a "C" to "C-" or better in the four basic skills courses in order to satisfy the GE Basic Skills requirement. The ASCU passed a resolution that there will be a "course to course" comparison transfer

credit model. This would apply to other four year universities in California. The community colleges do not allow +/- grading.

- d. The ASCSU passed a resolution to endorse the four recommendations in the Quantitative Reasoning (QR) Task Force report. They also passed two resolutions for a 4th year of QR and to start a Center for QR that would monitor and collect data. Another resolution was passed to establish an ASCSU Task Force to study General Education. It will have broad representation.
- e. The Tenure Density Committee will have their 2nd meeting in a few weeks.

10. **Faculty President's Report** – Adam Swenson

Swenson said that many of the items that he planned to report about were mentioned earlier in the meeting.

11. **Review of Standing Committee Minutes**

Due to the late hour, the review of Standing Committee minutes was moved to the next SEC meeting on February 2, 2017.

12. **Other Business**

Administering Student Evaluations of Faculty Online Resolution

In Fall 2015, SEC voted to set-up a task force to investigate the implementation of a primarily online system for administering student evaluations of faculty. Swenson distributed a resolution asking the Faculty Senate to recommend that we begin conducting all student evaluations online, and that students are given time in class to complete the evaluation. Before considering this resolution, SEC members would like to see more data and hear about the pilot study.

MSP to revisit this resolution again when more data is available.

13. **Set Agenda for December 8, 2016 Senate Meeting**

- Quantitative Reasoning Task Force Report (Kate Stevenson)
- Senate Reports

Meeting adjourned at 4:13 p.m.

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