

SENATE EXECUTIVE COMMITTEE MINUTES – Approved 9/11/19
May 2, 2019
University Hall, Room 277

Members Present: Dermendjian, DeVeaux, Heinen, Henige, Michaud, Neubauer, Spector, Stein, Sussman, Theodoulou, Wilson (Recording Secretary)

Member Absent: Swenson (excused)

Guests: C. Bullock, I. Carvajal, J. Mackin, J. Wiegley

Faculty President Stein called the meeting to order at 1:00 p.m.

1. Approval of SEC Minutes

MSP to approve the SEC Minutes for [March 28, 2019](#) as revised.

2. Announcements

- a. Faculty President Stein announced that the Biology Department will be having a memorial service for Larry Baresi on May 3, 2019 at 2pm at the CSUN Botanical Garden. There will also be a memorial service for Stan and Aida Metzenberg on May 10, 2019 at 12pm at the Orange Grove Bistro.
- b. Senator Neubauer announced that the search for the Equity and Diversity Director is moving forward. Senator Neubauer will forward the open forum information to SEC.

3. Provost's Report – Interim Provost Stella Theodoulou

Interim Provost Stella Theodoulou reported on the following:

- a. There was a threatening message found on campus. CSUN Police are investigating the incident. There will be increased police presence on campus. No further details can be given because it will compromise the investigation. Regular updates will be given to the campus community. Interim Provost Theodoulou will be meeting with all of the college deans at 2pm to ensure that each college has an emergency plan in place.
- b. There are a total of 133 RFP files that have been submitted to the Provost's Office. So far, the Interim Provost Theodoulou has read 100 files. This weekend Interim Provost Theodoulou will start reviewing PP&R appeals.

SEC briefly discussed the protocol of campus emergencies, teaching evaluations of faculty and RTP guidelines. SEC members requested that when there is a future campus emergency, faculty are involved in the decision-making process for finals.

4. [2019-2020 Academic Year Calendar of Personnel Procedures Approval](#)

Wiegley said that this proposed calendar follows the same pattern and adheres to the same restrictions as previous personnel calendars. SEC reviewed the proposed calendar and requested to change the date on item 14 to November 19.

MSP to approve the 2019-20 Academic Calendar of Personnel Procedures Calendar with changes.

5. [2019-2020 Academic Year Calendar Range Elevation Approval](#)

Wiegley said that this proposed calendar follows the same pattern and adheres to the same restrictions as previous range elevation calendars. SEC members briefly discussed the Range Elevation dates.

MSP to approve the 2019-20 Academic Range Elevation Calendar.

6. [Resolution in Support of Statewide Academic Senate Resolution on CSU Electronic Core Collection Funding](#)

Chris Bullock, Library Committee

President Stein had all SEC members and guests introduce themselves. Bullock explained that this resolution from the Library Committee is in support of funding for the CSU Electronic Core Collection. Funding is used to purchase centralized databases for the entire CSU system. Each year, additional funding has been allotted for the CSU Electronic Core Collection. The additional funding has not been a part of the permanent budget. CSU libraries were told that they should not expect additional funding for the CSU Electronic Core Collections and cuts are being proposed. In response, the Statewide Academic Senate has drafted a resolution in support of funding for the CSU Electronic Core Collection. The resolution is a request for the CSU Chancellor to increase centralized funds.

SEC members requested that the library committee add an explanation of the Electronic Core Collection, information on the percentage of cost increase, a link to the ASCSU and a list of the different types of databases that the campuses use. SEC also suggested changing the resolved statements from “CSUN Faculty Senate Library Committee” to “CSUN Faculty Senate”. President Stein recommended that the library committee reference previous resolutions on the Faculty Senate website.

Bullock will share SEC’s feedback with the library committee and will send the revised version of the resolution to President Stein by May 6, 2019. The resolution will be placed on the May 9, 2019 Senate agenda.

7. [2019-20 Senate Calendar Approval](#)

Wilson and Faculty President Stein briefly explained the reasoning behind the proposed calendar. SEC members requested to change October 11 to October 10 and October 25 to October 24. President Stein said that Statewide Senator Jerry Schutte has requested to have regular Academic Senate of the CSU (ASCSU) update meetings after each Statewide Senate meeting. Senator Sussman explained that the meetings will be an open forum discussion that will give all three statewide senators an opportunity to share what happens at the ASCSU. SEC decided to add the ASCSU meetings to the Senate Calendar. At the December 5, 2019 Faculty

Senate meeting there will be an ASCSU update for 45 minutes. The meetings will be open to the campus community and minutes will not be taken. There will still be an ASCSU report at Senate meetings.

MSP to approve the 2019-20 Senate calendar with changes.

8. Senate Executive Committee Subcommittee Reports

Election Subcommittee (Stein, Heinen, Henige, Wilson)

President Stein said that she will work on trying to get all of the colleges on campus to use Qualtrics for their Senate elections. President Stein will contact VP Hilary Baker. President Stein mentioned that the CSU is considering obtaining a license with Qualtrics. SEC members suggested an election template that colleges can use as a reference for their elections. President Stein said that the Senate had a record number of voters this year but there were also issues with getting faculty to run for open positions.

Bylaws Subcommittee (Heinen, Neubauer, Stein, Swenson)

SEC briefly discussed paper ballots, Robert's Rules of Order, Senate bylaws and open meetings. President Stein said that next year, the Senate needs to work on adding more clear language to the bylaws about open meetings. President Stein will review the SEC list of proposed changes to the bylaws (that have been collected over the years) and bring some of the proposed changes to the Senate next year.

9. Setting Senate Agenda for May 9, 2019 Senate Meeting

SEC members briefly discussed the Senate agenda. President Stein said that she would ask Senator Schutte to speak briefly on AB1460 and give an ASCSU update. President Stein will contact President Harrison to see if she is available to attend the Senate meeting. SEC members requested that at the meeting, Senate members be given information on the responsibilities of the Senate Executive Committee. A suggestion was made to use the language from the bylaws. President Stein said that she will create a few slides for Senate and share it with SEC for review. SEC members will also thank Interim Provost Stella Theodoulou for her service to the Senate at the May 9, 2019 Senate meeting.

Senate Agenda for May 9, 2019 Senate Meeting

- Convening of the 2019-20 Senate
- Election of 2019-20 Senate Executive Committee
- Introduction of 2019-20 Officers and Senators
- Resolution in Support of Statewide Academic Senate Resolution on CSU Electronic Core Collection Funding
- Senate Reports

10. Review of Standing Committee Minutes

Academic Technology (3/1--no policy)

Educational Equity Committee (3/11--no policy)

Educational Policies (3/13, 3/27—no policy; Equity and Justice Requirement)

Educational Resources Committee (12/11--no policy)

Graduate Studies Committee (3/12—no policy; working on Comprehensive Exam policy change)

Library Committee (2/6, 3/6—no policy; Electronic Core Funding Resolution)

Personnel, Planning and Review (3/6, 3/13/3/27—change to FERP language, GRIF policy subcommittee, Developing Criteria for Contributions to Field of Study subcommittee)

11. Other Business

Faculty President Position

SEC members requested that President Stein follow-up on the status of the Faculty President position being changed to a 12 month position. President Stein will send a follow-up email to the Interim Provost as soon as possible.

Senate Survey Results

Survey results were shared with SEC members. President Stein said that about sixty percent of faculty are not comfortable speaking at Senate meetings. President Stein said that there is a need to bring a mediator to the Faculty Senate.

Request to move Senate officer's induction to the last Senate Meeting

An SEC member requested to move the installation of the new faculty officers at the Honored Faculty Reception to the Senate meeting on May 9, 2019.

MS: to hold the installation of new faculty officers at the last Senate meeting of the academic year (starting in the spring of 2020).

SEC members discussed installation of new faculty officers. President Stein said that the motion will not be for this year. SEC members voted and the motion did not pass.

An SEC member made a motion to have the installation of new faculty officers at the Honored Faculty Reception and the last Senate meeting in spring 2020.

MS: to hold the installation of new faculty officers at the Honored Faculty Reception and the last Senate meeting of the academic year (starting in the spring of 2020).

An SEC member expressed the importance of new Senators seeing their newly elected faculty officers. SEC members voted and the motion did not pass. Newly elected faculty officers are introduced at the last Senate meeting of the year and will continue to be installed at Honored Faculty Reception.

Outstanding Faculty Awards

SEC members discussed making changes to the Faculty Awards requirements and limiting the faculty award nominations to one nominator. An SEC member suggested giving out an award for Lifetime Achievement. President Stein said that this item will be placed on a future agenda. SEC will have a subcommittee review all of the faculty award requirements. The subcommittee will review all of the feedback given from the faculty award committees and faculty members. President Stein said that she will work on the Faculty Awards and bring changes to a future SEC meeting.

Meeting adjourned at 4:18 p.m.

Submitted by: Kim Henige, Secretary of the Faculty and Nicole Wilson, Recording Secretary