

**EXECUTIVE COMMITTEE MINUTES** – Approved 3/27/08  
**February 21, 2008**  
**University Hall, Room 277**

**Members Present:** Alfano, Basta, Dungey, Hellenbrand, Macune, Matos (Chair), Phillips, Spector, Stepanek, Swerkes, Wolfbauer (Recording Secretary), Zvi

**Members Absent:** None

**Guests:** Barbara Gross, Penelope Jennings

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

1. **Approval of Minutes**

MSP to approve the [minutes from January 31, 2008](#) as distributed.

2. **Announcements**

- a. Matos reported that she is working with EPC to develop a policy on the process for moving courses from one General Education section to another.
- b. Stepenak said there was a joint meeting of the Academic Technology Committee and the Advisory Council on Academic Technology. They clarified how technology issues are handled. Both groups will meet jointly twice per year to communicate with each other and obtain appropriate consultation.
- c. The Center on Disabilities will have an Open House for faculty and staff on Monday, February 25, 2008 from 11:30 a.m. to 1:30 p.m. in BH 110.

3. **Proposed Academic Calendars 2009-10, 2010-11, 2011-12**

Penelope Jennings, Associate Vice President for Faculty Affairs

Link to proposed academic calendars:

[http://www.csun.edu/senate/SEC/proposed\\_academic\\_calendars\\_2-21-08.pdf](http://www.csun.edu/senate/SEC/proposed_academic_calendars_2-21-08.pdf)

Jennings explained that some changes have occurred over time with the academic calendar. Review days no longer exist but two mandated holidays (Cesar Chavez Day and Veteran's Day) have been added to the academic calendar. We still must adhere to a minimum of 170 academic workdays but no more than 180. Calendaring has been a consultative process at CSUN for many years. The Senate recently stepped up its involvement and created an Ad Hoc Academic Calendar Committee to provide some consultation and input into the process when necessary. A number of recommendations were suggested at the May 17, 2007 Senate meeting. Many other committees and constituencies have provided feedback.

**MSP** to approve the academic calendars for 2009-10, 2010-11 and 2011-12. The calendars will go to the Senate in April.

#### 4. **2008-2009 Budgetary Issues**

Harry Hellenbrand, Provost and Vice President for Academic Affairs  
Barbara Gross, Chief of Staff

Hellenbrand reported that the Governor issued an executive order to achieve additional savings because of the State's fiscal crisis. While the executive order does not apply to the CSU, we must make prudent hiring decisions on this campus. All international travel must be submitted to Academic Affairs for approval.

The CSU, the Unions, and Associated Students will hold a joint budget meeting in March to lay out their views on the budget and discuss the impact it will have. Participants will be asked to get involved in a letter writing campaign to the District offices conveying the implications this budget crisis will have for the campuses.

**MSP** to support this joint budget meeting with the CSU, the Unions, and Associated Students. The Senate will also be asked to support these efforts.

#### 5. **Faculty Award Committees**

Members of the Senate Executive Committee volunteered to serve on the faculty award committees. After the award nomination deadline, the Senate Office will work on setting up the selection committees.

#### 6. **Spring 2008 Election Slate**

Additional nominations were taken for Senator-at-large and for the Research and Grants Committee. **MSP** to approve the election slate as amended. Ballots will go out to the faculty on March 11 and will be due back to the Senate Office by March 27.

#### 7. **Replacement for Sheila Grant on the Educational Equity Committee**

The Executive Committee suggested the names of faculty members who might be willing to replace Sheila Grant on the Educational Equity Committee. The Senate Office will check to see if either faculty member is willing to serve the remainder of Grant's term (until the end of the Spring 2010 semester).

#### 8. **Leave of Absence for Senator David Wakefield**

The Executive Committee granted Senator David Wakefield a leave of absence for Spring 2008 from the Faculty Senate. The Educational Resources Committee also granted him a leave for this semester.

#### 9. **Vision Statement**

It was brought to the attention of Jennifer Matos that the vision statement has a sentence saying, "... Our graduates will be the vanguard of leaders for the **next century**..." The

question raised was whether this language should be updated to say something like, “in this century” or “for the future.” The Executive Committee noticed that the version on the website says, “for **this century**.”

It was decided to have the WASC Steering Committee review the language as they work on their report.

10. **Provost’s Report** – Provost Harry Hellenbrand

Provost Hellenbrand reported the following:

- a. President Koester and Provost Hellenbrand will present their interpretation of the language “whenever possible” which was inserted by the Faculty Senate in the Textbook Adoption policy at the last meeting. President Koester must be sure that the campus makes every effort to comply with the Chancellor’s mandate and the law.
- b. A Lecturer’s Forum was recently held and their major concerns were lack of respect, cultural issues and status. They would like to have input into curriculum planning since they teach a large percentage of courses. Hellenbrand said that he would like to start a conversation with the departments about best practices for working with lecturers across the CSU.

11. **Statewide Senate Report** – Steven Stepanek, Statewide Academic Senator

There was no Statewide Senate Report; Stepanek will circulate a written report to the Executive Committee before forwarding it to the Senate.

12. **Review of Standing Committee Minutes**

Educational Policies Committee (9/12 – Every GE class in Section A was recertified except for Math 131; 9/26, 10/10 – no policies, curriculum is now on the u-drive; 10/24 – no policies, EPC will start looking for justification for switching GE courses)

Educational Resources Committee (10/9, 11/3, 12/4 – no policies)

Research and Grants (10/12 – No policies, Matos will check into issues about special funding for new faculty and a new policy of funding conference travel)

Library Committee (11/14 – No policies)

Graduate Studies Committee (11/13 – No policies)

13. **Other Business**

Stepanek said that he was on the University’s 50<sup>th</sup> Anniversary Planning Committee and they have proposed there be a Scholars’ Hall of Fame. He asked the Executive Committee for feedback on whether they liked the idea and how students and faculty could be identified for inclusion.

Meeting adjourned at 4:15 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary  
Cheryl Spector, Secretary of the Faculty