

EXECUTIVE COMMITTEE MINUTES – Approved 4/24/08

March 27, 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: K. Anderson, C. Donahue, A. Hirota, P. Jennings, M. Johnson

President Matos called the meeting to order at 1:02 p.m.

1. **Approval of Minutes**

MSP to approve the minutes of [February 21, 2008](#) (as amended) and [February 28, 2008](#) (as distributed).

2. **Announcements**

- a. Election ballots will be counted after this meeting is adjourned.
- b. Colin Donahue, Associate Vice President for Facilities Planning, said that some oak trees will need to be relocated to allow for construction of the new Performing Arts Center. There will be a net gain of about 150 trees at the site when construction is completed.
- c. Zvi commended the Art Department on their fascinating photo exhibit.

3. **Policy Items – Personnel Planning and Review Committee**

Karen Anderson, Chair

Penelope Jennings, Associate Vice President for Faculty Affairs

1st Reading – [Periodic Review of Tenured Faculty \(Post Tenure Review\) Policy](#)

Currently there are no provisions in Section 600 of the *Administrative Manual* related to periodic review of tenured faculty. There are procedures for evaluation of tenured faculty mandated by Article 15 of the *Faculty Collective Bargaining Agreement* and in department-level procedures. However, department-level procedures are outdated and inconsistent with the Faculty Contract. This proposed policy would add language to Section 600 and will include a process for evaluating departmental policies.

Executive Committee members suggested that Section 645.4 be written so it is clear that faculty will be reviewed based on their actual work assignments and not in areas where they have no current responsibility or assignment. New language was recommended. It was also recommended that the policy be changed to allow only tenured, full professors to

serve on each Department Peer Review Committee. PP&R was asked to consider the suggested revisions and to bring the revised policy report back to the Executive Committee on April 3rd.

1st Reading – [Grant-Related/Specially Funded Instructional Faculty \(GRIF\) Policy](#)

Grant-Related/Specially Funded Instructional Faculty job classifications permit campuses to appoint faculty members of regional and national professional stature who are engaged in substantial grant activity to these classifications. The CSU system-wide GRIF policy states that, “prior to making appointments into these classifications, each campus must transmit its procedures for selection of appointees to the chancellor. Such procedures should involve faculty consultation and recommendation similar to those currently used in other faculty personnel actions.” Thus, this policy includes an application process and PP&R is requesting that it be included in Section 600.

It was suggested that Section 652.3.1.a. be rephrased to make it easier to understand.

MSP to send the proposed policy to the Senate with the suggested editorial changes.

4. Policy Items – Graduate Studies Committee

Mack Johnson, Associate Vice President for Graduate Studies

1st Reading – [Policy on Certificate Programs](#)

The Graduate Studies Committee made some editorial revisions to the Policy on Certificate Programs and also inserted a section outlining the application process and program requirements. Johnson provided some history on the Certificate Program policy and said that these programs continue to grow on this campus. The policy now states that the Provost and the Provost’s Council must approve web site links to programs in the electronic University catalog. It was decided that the Graduate Studies Committee should replace the Provost’s Council for this approval to provide some faculty oversight on the quality of the certificate program. Discussion followed and some further editorial revisions were suggested.

MSP to send the revised policy to the Senate with the suggested editorial changes.

5. Job Title For Lecturers

Matos said that she recently attended a Lecturers’ Forum and some Lecturers perceive a lack of respect for what they do. Many of the Lecturers object to being called “part-timers” because the term seems dismissive. Matos asked for feedback on how to proceed to change the “social” title on this campus. It was suggested that further discussion and polling take place with the Lecturers and that a resolution from the Senate Executive Committee come forward to endorse a positive change on this campus.

6. Provost’s Report – Harry Hellenbrand

Campus Quality Fee Proposal – A local campus student fee is being proposed. The fee will build in four years to \$104 per semester and be used to fund: 1) course-related materials, 2) instructionally-related activities, 3) technology and support, 5) student

services and 6) athletic scholarships, programs, and facilities. Feedback on this proposal will be sought from various campus constituents and will be presented to the Student Fee Advisory Committee for their review and recommendation to President Koester. Hellenbrand said that information on the fee proposal will go out to the faculty and the rest of the university community, and that forums will be scheduled so that faculty, staff, and students can provide their views and input.

7. **Reports from Aki Hirota**

Links to: [Faculty Athletics Report](#) and [Academic Council on Int'l Programs Report](#)

Aki Hirota, Faculty Athletics Representative and Representative to the Academic Council on CSU International Programs, submitted written reports (see links above); she briefly highlighted some of the items from these two reports.

8. **Other Business**

- a. **Faculty Service-year Recognition** – The Executive Committee provided guidance in determining service-year credit for the purpose of inviting faculty to the Honored Faculty Reception for service-year recognition.
- b. **CSUN 50th Anniversary Update and Scholars' Hall of Fame** – Stepanek, as a member of the 50th Anniversary Planning Steering Committee, reported that the Committee is in the process of implementing a website to list university academic achievements by faculty and students. The Senate Executive Committee supported the idea of creating a "Scholars' Hall of Fame" and will set up a faculty committee to develop the procedures and criteria for implementation.

9. **Set Agenda for April 10, 2008 Senate Meeting**

- Proposed Academic Calendars for 2009-10, 2010-11, and 2011-12
- Election Results
- Periodic Review of Tenured Faculty (Post Tenure Review) Policy
- Grant-Related/Specially Funded Instructional Faculty (GRIF) Policy
- Policy on Certificate Programs
- Facilities Planning Update (Colin Donahue)
- Campus Quality Fee Proposal Presentation (Provost Hellenbrand)
- Senate Reports

Meeting adjourned at 4:45 p.m.

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