

EXECUTIVE COMMITTEE MINUTES – Approved 3/27/2014
February 27, 2014
University Hall, Room 277

Members Present: Chong, Frehlich (Chair), Grant, Hellenbrand, Hoggan, Lisagor, Michaud, Schwartz, Spector, Swenson, Wolfbauer (Recording Secretary)

Members Absent:

Guests: C. Khachikian, J. Schmidt-Levy, M. Simon

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

1. Approval of SEC Minutes

MSP to approve the [SEC Minutes for January 30, 2014](#) as revised.

2. Announcements

- a. If one agenda item can be rescheduled, the March 6th SEC meeting will be cancelled.
- b. SEC members were encouraged to attend the Terry Piper Memorial Lecture on Monday, March 3rd at 9:00am. Laura Rendón will be the speaker.
- c. Faculty were invited to attend an open forum on *Incivility in the Academe* scheduled for March 12th and March 18th, from 3:30-5:00pm in the Colleagues Room. On April 2nd, Leah Hollis will speak on the topic, *Bully in the Ivory Tower*.
- d. The Faculty Senate and standing committee websites will soon be migrated to WebOne. The goal is to have some consistency with the front-end pages to include a similar look and feel.
- e. President Harrison has signed the Alliance for Resilient Campuses initiative. It requires that we develop a plan on how to deal with the up-coming real effects of climate change and the expected extreme heat in our area.

3. President's Extended Cabinet Meeting Report – Shane Frehlich

- a. Both the current and incoming AS Presidents gave a presentation on what their Senate was working on during the past academic year.
- b. Vice President Rob Gunsalus spoke about raising visibility and the reputation on campus.

- c. The Special Olympics World Games will be in Los Angeles in Summer 2015; President Harrison would like CSUN to be involved.

4. **Request for a Leave of Absence from the Senate from Debra Malmberg**

MSP to approve a one-semester leave of absence from the Senate for Debra Malmberg.

5. **Policy Item – Graduate Studies Committee**

Merril Simon, Chair of GSC

Crist Khachikian, Associate Vice President for Research and Graduate Studies

First Reading – [Graduate/Post-Baccalaureate Probation and Disqualification Policy](#)

Simon said that a student will be placed on academic probation when their cumulative GPA falls below a 3.0. The policy is not clear about whether a semester GPA falling below a 3.0 will result in probation. Simon said she would get clarification.

In response to SEC's earlier request for there to be a separate policy for credential students, GSC added a statement to the end of the policy to address any confusion. SEC still felt it was necessary for the credential/post-baccalaureate probation and disqualification policy to be separate but a similar policy. GSC was asked to assist the credential program in drafting a separate policy for GSC to consider and bring back to SEC. A revised statement, to include on this policy statement was suggested, which provides guidance to the credential students.

SEC requested that the current policy, as listed in the catalog, be included in the policy statement so that the proposed changes are clear. Additional editorial revisions were suggested to paragraph three, under Second Disqualification. SEC asked to see the revised policy by next week, so it can be reviewed prior to sending it to the Senate for a first reading.

MSP to forward to the Senate for a first reading, after SEC sees the revised document and feels comfortable with the changes.

6. **Emeritus Status for Lecturers**

Judy Schmidt-Levy, Member of PP&R

Schmidt-Levy said that PP&R is gathering feedback on granting emeritus status for Lecturers. She said that about one-half of the CSU campuses grant emeritus status for Lecturers. Retired Lecturers, with at least five years of full-time service at CSUN, currently receive library privileges and free parking. A tenured faculty member must have 10-years of service to be eligible for emeritus status. Frehlich said that the CSU Statewide Academic Senate is encouraging campuses to examine this issue. It was suggested that Frehlich determine President Harrison's stance on this and that we carefully consider the years-of-service/workload to be required for part-time lecturers. Also suggested was that consultation with Lecturers and CFA be done.

7. **Approval of Spring 2014 Election Slate**

Two sample ballots were distributed to SEC for review. Online elections will begin on March 12, 2014 and conclude on March 26, 2014.

MSP to approve the Faculty and Senate election ballots.

8. **Election for Senator to Serve on the Senate Executive Committee**

With Adam Swenson's election to Vice President of the Faculty, there is one open position for a faculty member from the Senate to serve on the Senate Executive Committee.

MSP that SEC declare the position vacant. An election will be held at the next Senate meeting.

9. **Volunteers to Serve on the Faculty Award Committees**

SEC members were invited to serve on the Faculty Award committees. Six members volunteered to serve – each on a different awards committee.

10. **Review of Standing Committee Minutes**

Educational Equity (10/14, 12/9 – no policies; 2/10 – forwarded a policy to PP&R regarding adding a statement on civility to Section 600.)

Educational Policies (9/4, 10/2, 10/16, 10/30, 11/13 – worked on Second Baccalaureate Disqualification Policy during Fall 2013; 12/11 – discussed undergraduate syllabus policy. Frehlich will follow-up on status.)

Educational Resources (10/8, 11/12 – no policies; 12/10 – resolution on student printing will be coming forward to SEC. They discussed space utilization; Frehlich will request that the report/recommendations be sent to SEC.)

Library (11/6 – no policies; 2/6 – are clarifying oversight responsibilities.)

Personnel Planning and Review (12/4, 12/18, 1/22, 2/5 – no policies)

Research and Grants (11/8 – Grant-Related/Specially-Funded Instructional Faculty Appointments policy is being discussed. The Copyright policy was tabled. Frehlich will contact the chair regarding faculty requests for leave of absences from R&G.)

11. **Effort Reporting – Provost Harry Hellenbrand**

The auditors found that we were out of compliance with the 125% rule. We were not sufficiently tracking faculty hours over 100%. The 25% overage allowed is calculated as a percentage of workload or time base and not a percentage of salary. This out-of-compliance only affects a very small number of faculty.

We are working closely with CFA on a plan. Any cases in violation will be taken to CFA first. The plan is to take a snap-shot of the dollar amount from this year and provide the same dollars next year while making sure that we are not violating the 125% rule. The rule will be applied by “semester” which provides the greatest flexibility.

Academic Affairs will hold faculty workshops and a draft plan will be circulated soon. A final document will be available at the end of this summer.

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

Hellenbrand reported on the following:

- a. The budget looks fairly good for next year. We are 9% above our enrollment target for this academic year. We have 2000 more freshman applications from last year from tier one. We would like to avoid impaction.
- b. CSUN will hire 75-90 faculty positions during each of the next two years. We will do some cluster hiring and will attempt to increase diversity. Also, we will attempt to recruit forgivable loan and Ed.D. candidates.
- c. There are many issues having to do with establishing enrollment (FTES). In 2007-08, we worked on retention and graduation rates and have been successful. This has increased our FTES. When the CSU increases our FTES numbers (1.5% growth), they are referring to new students, and not considering our current students taking more units and staying longer. There has been an 11% growth rate in the CSU that is not related to new students. The CSU needs to acknowledge this and address it. Campuses should not be penalized for higher FTES. The current formula does not work.
- d. A committee was charged with preparing a report on space utilization. An internal survey of office space will be conducted, with an outside consultant assisting with this project.

13. **Other Business**

- a. USU Board of Directors – The faculty representative on the USU BOD will become vacant soon. Frehlich named a few faculty members who were interested in serving. Hearing no objections or other suggestions, he said he will contact these individuals and decide on whom to nominate.

14. **Set Agenda for March 13, 2014 Senate Meeting**

- Senate Election for a Senator to Serve on the Senate Executive Committee
- First Reading - Graduate/Post-Baccalaureate Probation and Disqualification Policy (GSC)
- Budget Report (by Colin Donahue)
- Senate Reports

Meeting adjourned at 4:19 p.m.

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