

**EXECUTIVE COMMITTEE MINUTES** – Approved 9/2/2010  
**April 22, 2010**  
**University Hall, Room 277**

**Members Present:** Bendavid, Broussard, Chong, Dungey, Frehlich, Lien, Matos (Chair), Spector, Stepanek, Wolfbauer (Recording Secretary)

**Members Absent:** Hellenbrand, Swerkes

**Guests:** S. Camara, S. Grant, H. Hertzog, A. Hirota, P. Jennings, T. Kiesler, D. Lemus, C. Okazaki, C. Rawitch, A. Taylor, W. Whiting

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

1. **Approval of Minutes**

MSP to approve the [Minutes of April 1, 2010](#) as corrected.

2. **Announcements**

- a. Matos brought to the attention of SEC an issue involving the controversial website of a professor in the College of Business Economics. She said that University officials are fielding questions from the public.
- b. SEC was reminded that the Faculty Governance Orientation is on Tuesday, May 25<sup>th</sup> at 12:00 noon at the Orange Grove Bistro.
- c. Matos must leave SEC from 2:00-3:00pm. Spector will run the meeting during this time period.

3. **Policy Item – Educational Policies Committee**

Hillary Hertzog, Chair of EPC

Cynthia Rawitch, Associate Vice President for Undergraduate Studies

**Action Item** – [Major and Minor Policy](#)

Hertzog worked with EPC to revise the policy statement based on feedback received at the last Senate Meeting. She pointed out the changes that were made to the policy and said that the Guidelines for Minors section was deleted but will be moved to a more appropriate section of the catalog. The Administrative Graduation part of the policy was taken out of the Major and Minor Policy section and will be brought forth as a separate policy (see policy below). SEC suggested some additional edits and also recommended adding rows to the “summary of approvals” to include dropping a minor and dropping a second major. In addition, a statement mentioning that students are responsible for filing appropriate forms was suggested. EPC will work on making the language clearer and modifying the table

before it goes back to the Senate. Hertzog was reminded to get feedback from the Council of Chairs.

**MSP** to forward to the Senate, as amended, with a do-pass recommendation.

**Action Item – [Administrative Graduation Policy](#)**

As recommended by the Senate at their last meeting, Hertzog said that the Administrative Graduation policy was separated from the Major and Minor and is being proposed as a separate policy. A few wording changes were made by SEC to make the policy clearer.

**MSP** to forward to the Senate, as amended, with a do-pass recommendation.

**4. General Education Council**

a. Nominations for (3) senate-elected positions

**MSP:** Five faculty members, who previously expressed an interest in serving on the General Education Council, were nominated by SEC. An election will be held at the next Senate meeting on May 13<sup>th</sup>.

b. Establish Standing Meeting Time

SEC will recommend to the General Education Council that their standard meeting time be on alternate Wednesdays from EPC at 2:00 p.m. However, for next semester, if this time will not work for all members, then the committee may agree on an alternative meeting day/time.

**5. Replacement on Educational Policies Committee for Lynn Lampert**

SEC agreed that the highest vote getter, who didn't get elected to EPC, will be asked to replace Lynn Lampert on the Educational Policies Committee to serve the remainder of her term until Spring 2011.

**6. 2010-11 Personnel Procedures Calendar Approval**

Link to Personnel Procedures Calendar:

[http://www.csun.edu/senate/SEC/ppr\\_10-11personnelcalendar.pdf](http://www.csun.edu/senate/SEC/ppr_10-11personnelcalendar.pdf)

William Whiting, Chair of PP&R

Penny Jennings, Associate Vice President for Faculty Affairs

Whiting mentioned that there are no major changes to the personnel procedures calendar from previous years. Whiting said that one minor editorial change will be made to Item #18. In addition, Whiting mentioned that PP&R is working on making Section 600 gender neutral.

**MSP** to approve the personnel procedures calendar with the revision to Item #18.

**7. Provost's Report – Cynthia Rawitch**

Link to NSSE Report: <http://www.csun.edu/senate/reports/nssereport.pdf>

Rawitch attended the meeting in Provost Hellenbrand's absence. Rawitch shared some of the National Survey of Student Engagement (NSSE) results with SEC. In 2007, 1,900 CSUN freshman and seniors participated in NSSE and 1,200 students participated in 2009. Bettina Huber prepared a 2-page analysis of some of the survey results and conclusions (see link above). NSSE looks at student engagement, specifically freshman and seniors, in course-related activities and examines how integral and distinctive these activities are in relation to the courses.

#### 8. **Campus Climate Survey from Educational Equity Committee**

Link to Campus Climate Survey:

<http://www.csun.edu/senate/reports/climatesurvey042210.pdf>

Carolyn Okazaki, Chair of EEC

Sheila Grant, Member of EEC

Okazaki and Grant, along with other members of EEC, attended the meeting to request support from SEC to develop a Campus Climate Survey. A Campus Climate Survey is a comprehensive survey given to our campus constituents to get an idea of where some of the concerns on our campus are and to develop intervention strategies. A justification report prepared by members of the EEC was distributed to SEC (see link above). Grant mentioned that the Higher Education Research Institute (HERI) faculty survey was used, along with a few items from the Rankin's survey, to gather the data on campus climate. Grant summarized some of the results of the HERI Survey, and briefly presented some of EEC's recommendations. She noted that by in large the campus climate survey results were positive but some concerns are noted especially around minority group responses. A request was made to include lecturers in the future survey. It was also suggested to provide comparative data analysis, perhaps using Covariance Analysis and to highlight the positive aspects of the results. EEC would eventually like to get the Faculty Senate to support this effort with a resolution.

#### 9. **Review of Standing Committee Minutes**

Educational Equity (2/8 – no policies)

Educational Resources (12/8 – It was pointed out that Schutte is working on a “Waiver by Exam” module.)

Graduate Studies Committee (12/8, 2/9, 3/9 – no policies)

Library Committee (2/3, 3/3 – no policies)

#### 10. **Faculty Athletics Report (FAR)**

Link to FAR: <http://www.csun.edu/senate/reports/farreport042210.doc>

Aki Hirota, FAR Representative

Aki Hirota and Tina Kiesler, who is the newly appointed Faculty Athletics Representative, attended the meeting to present the 2009-2010 Faculty Athletics Report to the Senate Executive Committee (see link to written report). Hirota reported on the following three major areas of institutional responsibility under the NCAA regulations that the FAR is required to observe: academic integrity, institutional control and compliance, and the well-being of student athletes. She was pleased to mention that 69 student athletes averaged a 3.2 GPA over the previous two semesters. Hirota requested that faculty help student

athletes to succeed by clearly indicating their missed-class and make-up policies so that students understand this clearly at the beginning of each semester.

A member of SEC requested that the FAR report be revised to include information about the discontinuance of the swimming teams and the graduation rates of men's basketball players. Rawitch added that most teams are doing exceptionally well.

**MSP** to accept the FAR Report, with additions and revisions.

## 11. **Other Business**

Academic Calendar – Spector said that she has received positive support across campus for moving spring break earlier in the Spring semester. SEC supported her efforts to request that future academic calendars be re-considered, to move spring break up earlier in the semester.

## 12. **Set Agenda for May 13, 2010 Senate Meeting**

- Introduction of New Senators
- Election of 2010-11 Senate Executive Committee
- Election of GE Council Members (senate-elected positions)
- Major and Minor Policy (Action Item)
- Administrative Graduation (Action Item)
- Senate Reports

Meeting adjourned at 4:08 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary  
Sandra Chong, Secretary of the Faculty