

EXECUTIVE COMMITTEE MINUTES – Approved 8/29/13
June 19, 2013 – Special Meeting
University Hall, Room 277

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

Members Absent: Lisagor

Guests: L. Becker, C. Costin, S. Eng-Ziskin, D. Hoskin, P. Jennings, S. Klein, C. Shubin, W. Smith, C. Von Mayrhauser

Faculty President Stepanek called the meeting to order at 2:03 p.m.

1. General Education Governance Task Force Recommendations

Cathy Costin, Chair of GE Governance Task Force

Link to Report: <http://www.csun.edu/senate/reports/gegovernance-report061913.pdf>

Costin gave a brief overview of the charge given to the GE Governance Task Force. She said that the task force was asked to review the current operations of the General Education Council (GEC) and to make recommendations to the Faculty Senate as to whether or not GEC should be made a Standing Committee of the Faculty Senate, and how the responsibilities assigned to GEC should be carried out beyond Spring 2013.

Costin said that based on responses to a survey that was administered, as well as GEGTF expertise, a set of core issues were identified. She said that very thoughtful consideration was given to the following recommendation:

The GEGTF does not recommend that the General Education Council be made a Standing Committee of the Faculty Senate. Rather, with the exception of finishing the current cycle of GE recertification, a majority of GEGTF members recommend that all responsibility for GE curriculum review and approval, GE Program Assessment, Program Review, SLOs, and other policies should return to EPC beginning Fall 2013. The current GEC will finish up the current recertification cycle by Spring 2014; after Spring 2014, responsibility for GE Course Recertification will also return to EPC.

Discussion ensued with members from EPC, GEC, SEC, and the GEGTF all given an opportunity to provide their views and input. Susanna Eng-Ziskin, the new Chair of GEC, was concerned about GEC not being able to finish the current recertification cycle by Spring 2014. Others were concerned about the increase in EPC's workload given that many of the GE responsibilities will be returned to them and there was disagreement over whether GE is a coherent program. Also mentioned was that the role of the GE director needs some clarification and, because GE is highly politicized, it may need particularly careful oversight. Larry Becker, the new Chair of EPC, said that EPC, in the coming academic year, is planning to come up with a new process for streamlining the review of GE curriculum to manage the

increased workload. Provost Hellenbrand added that we must exercise trust that the Colleges and Departments have done their job well; he would be willing to hire an editorial writer to help with the process.

MSP that the Senate Executive Committee, on behalf of the Faculty Senate, accepts the GEGTF's report and recommendations and greatly appreciates and thanks them for their hard work and commitment on this task. SEC approves the six recommendations contained in the General Education Governance Task Force Report with the following:

3. The existing GEC should finish the current recertification cycle by ~~Spring~~ the end of Fall 2014.
4. After ~~Spring~~ Fall 2014, GE recertification will become the responsibility of EPC.

The 2013-14 GEC members will be asked to remain on GEC for one more semester, until the end of Fall 2014.

Passed unanimously.

In addition, SEC would like EPC to present to SEC by the end of this academic year, EPC's plans for handling of the additional workload that will be placed on EPC by the adoption of the Task Force recommendations.

2. **Fall 2013 Enrollments Memo**

Link to Memo: <http://www.csun.edu/senate/SEC/fall2013-enrollmentmemo061913.pdf>

The Vice Provost, Cynthia Rawitch sent a memo regarding Fall 2013 enrollments to those in Academic Affairs (dated 5/23/13 – link above). Spector said that this memo has raised questions regarding the process on how decisions referenced in the memo were made. She distributed a document titled, "[Ten Questions about the Memo \(5/23/13\) to Academic Affairs re: Fall 2013 Enrollment Issues](#)" that listed concerns about the Academic Affairs memo. There were four broad categories mentioned: shared governance (consultation), student success, faculty workload, and budget. In the memo, it references an Admissions Planning Group. Do faculty serve on this group? Hellenbrand said that faculty are always welcome to attend the meetings. [[Link to Admissions Planning Group meeting dates and membership.](#)]

Hellenbrand agreed that there should have been better consultation. Not accepting transfer students in Spring 2013 has created a large transfer class for Fall 2013. Growth at the freshmen level is up; based on the historical yield numbers of accepted students, we can expect up to 6000 freshmen this Fall. Hellenbrand said we can close admissions to those outside of LA County (higher index), but we would lose a diverse group of students. He will work very closely with the chairs and deans to increase class size appropriately and to hire necessary faculty. Our biggest problem has to do with staffing and space. He will have a better idea of where we stand in the next few weeks.

3. **Approval of Spring 2014 Election Calendar**

Link to Calendar: <http://www.csun.edu/senate/SEC/electioncalendar2014.pdf>

MSP to approve the election calendar as distributed.

4. **Consultation with SEC on Changes to Commencement Week**

Stepanek serves as the faculty representative on a campus group charged with looking at other commencement options. Due to larger graduating classes, and the desire of President Harrison to make it more convenient for families to attend, it is time for us to re-think how we do commencement.

Stepanek shared some of the ideas being discussed:

- 1) Using the North field (already has a security fence). They are working on the cost analysis for equipping this area. This venue can accommodate 22,000 people and 12,000 cars. Unfortunately there is no shade.
- 2) Closing the Manzanita venue, combining the smaller Colleges and fencing-off the Oviatt Lawn venue; four or five admission tickets will be given to each graduate.
- 3) Holding a winter graduation ceremony (must be indoors possibly at the VPAC) with the possibly of three ceremonies taking place.
- 4) Moving commencements to the weekend. In 2013-14, finals are scheduled for the Saturday before, and Memorial weekend is the following weekend. So, this option will require changes to the Academic Calendar.
- 5) More consistency across commencements.

SEC suggested eliminating the handshake, having the ceremonies early in the morning or evening to avoid the heat (if using the North field). SEC was concerned that faculty may not attend a weekend ceremony especially on the 2nd weekend. If larger events are held, they suggested having an opportunity for students to meet with the faculty in the departments afterward and having large screens available.

5. **Executive Session for PP&R:**

Associate Dean of Social and Behavioral Sciences Search Approval
Christina Von Mayrhauser, Search Committee Member

Christina Von Mayrhauser met with SEC to discuss the search for the Associate Dean of Social and Behavioral Sciences and request approval of the search process. After discussion, the Committee acted on the following motion:

MSP that the search process for the position of Associate Dean of Social and Behavioral Sciences be approved subject to the verification of a number (possible typo) mentioned in the report. Passed unanimously.

6. **Executive Session for PP&R:**

Discuss Search for Interim Dean of Mike Curb College of Arts, Media, and Communication
Harry Hellenbrand, Vice President and Provost for Academic Affairs

Provost Hellenbrand met with SEC to request approval for the search for the position of Interim Dean of the Mike Curb College of Arts, Media, and Communication as an internal search. SEC reviewed the draft Management Vacancy Announcement. After discussion, the Committee acted on the following motion:

MSP that the search (Management Vacancy Announcement) for the position of Interim Dean of the Mike Curb College of Arts, Media, and Communication be approved as an internal (to CSUN) search. Passed unanimously.

7. **Approval of 2013-14 Academic Calendar of Personnel Procedures**

Penny Jennings, Associate Vice President for Faculty Affairs

Link to Personnel Calendar: <http://www.csun.edu/senate/SEC/personnelcalendar2013-14.pdf>

Jennings commented on some of the revisions made to the Academic Calendar of Personnel Procedures. SEC requested that Department Program Director be changed to Program Director in item #6.

MSP to approve the 2013-14 Academic Calendar of Personnel Procedures with the one amendment mentioned above. Passed unanimously.

Meeting adjourned at 5:10 p.m.

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