

**EXECUTIVE COMMITTEE MINUTES** – Approved 10/7/2010  
**September 2, 2010**  
**University Hall, Room 277**

**Members Present:** Chong, Frehlich, Hellenbrand, Hoggan, Jeppson, Levy, Lisagor, Matos, Schwartz, Spector, Stepanek (Chair), Wolfbauer (Recording Secretary)

**Members Absent:** None

**Guests:** B. McCarthy

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

**1. Approval of Minutes**

**MSP** to approve the following sets of minutes: [April 22, 2010](#) (with edits), [June 16, 2010](#) (with edits), [June 29, 2010](#) and [August 11, 2010](#) (with edits).

**2. Announcements**

- a. Freshman Convocation is today (September 2) at 6:00 p.m. on the Oviatt Lawn.
- b. Stepanek provided a brief update on the preliminary plans for the Faculty Retreat. It will be held again on the CSUN campus, January 18-19, 2011.
- c. Brennis Lucero-Wagoner was appointed as the new interim Director of Undergraduate Studies. We will ask Cynthia Rawitch to introduce her at the next Faculty Senate meeting.
- d. At the next SEC meeting, the EPC chair (Hillary Hertzog) will come to discuss designations for on-line courses and changes in the Upper Division Writing Proficiency Exam policy. Sue Cullen will also be invited to talk about the Academic Technology Initiative, specifically as it relates to accessibility. Additionally, EEC members will be invited to discuss the Comprehensive Climate Survey.
- e. Chong mentioned that MCAMC is hosting a professional development workshop on Saturday, November 6, for K-12 Teachers and Administrators, CSUN students, and faculty about the impact of music on children's language and brain development. The keynote speaker will be Dr. Aniruddh Patel, a Neuroscientist from the Neuroscience Institute of La Jolla; many professors from AMC, as well as other Colleges, will also be presenting how to integrate the arts across the curriculum to increase student engagement and learning outcomes.

**3. Membership on:**

**Advisory Committee on Academic Technology (ACAT)**  
**Technology Infrastructure and Services Committee (TISC)**

Stepanek briefly described the levels of the many technology committees that exist on the campus. **MSP** to reaffirm the appointments of David Liu on ACAT and Steven Stepanek on TISC.

SEC members asked that written reports from our appointed committee representatives be sent to the Senate at least once or twice per year.

#### 4. **Leave of Absence Request for Senator Amy Denissen**

**MSP** to grant Amy Denissen a one semester (Fall 2010) leave of absence from the Faculty Senate.

#### 5. **Tribute for Karin Durán at Senate Meeting**

The CSUN librarians are planning to do a short tribute at the September 23<sup>rd</sup> Senate meeting in honor of Karin Durán (a well-respected and admired CSUN librarian for 38 years) who passed away in June 2010. A copy of the written tribute will be forwarded to SEC prior to the Senate Meeting.

#### 6. **Academic Council International Programs Report from K. Vrongistinos (ACIP Representative)**

Link to ACIP report: <http://www.csun.edu/senate/reports/acipreport042910.pdf>

Konstantinos Vrongistinos, ACIP Faculty Representative, prepared an annual report last year that was sent to SEC members for their review. **MSP** to accept the report with a few minor corrections. The report will be sent to the Faculty Senate and posted on the Faculty Senate website.

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

Educational Equity (4/12, 5/3 – no policies; they are discussing the structure of the recruitment and retention workshop)

Educational Policies (3/10, 4/14, 4/28 – no policies; designations for on-line courses and a change to the UDWPE requirement will be coming forward)

#### 8. **Provost's Report – Harry Hellenbrand**

Provost Hellenbrand reported the following:

- a. We were 4-5 percent over our enrollment target this Fall. The Chancellor reversed his decision and said the campuses can take more students with no penalty; however, CSUN will not accept new freshman. But, we will accept transfer students and graduate students in Spring 2011. An enrollment plan and changes to the admissions requirement will be discussed soon.
- b. The chairs and staff were complimented for doing a great job in accommodating and handling the large numbers of students this semester. Cynthia Rawitch and her staff were also congratulated for their efforts in making the start of the semester run smoothly. We will work this year to improve advisement for freshmen.

- c. ACAT will focus this year on what to do with Moodle Rooms.
- d. In regard to budget, the higher fees are helping us get by this year. Most additional dollars to the Colleges are one time funds. Colleges have been asked to discuss plans for managing budget issues, handling its own printing, purchasing, computer labs, etc.
- e. Presentations and sessions to discuss budgeting for the PAC, the future of the University, the purpose of the campus, and technology related issues will be set-up.

9. **Responsibilities of the Office of Government & Community Relations**

Brittney McCarthy, Director of Government and Community Relations

McCarthy attended the meeting to introduce herself and to provide some background and objectives for the Office of Government and Community Relations. Her office is an advocate for public higher education and Brittney brings her experience and knowledge to CSUN. One of the objectives of the Office of Government and Community Relations is to educate our community stake holders as to what is happening on the CSUN campus and how we can all work together. The Office is also responsible for government relations (working with the city, state and federal government). McCarthy is available to help faculty learn more about the federal earmarking process and to assist them in securing funds.

McCarthy was invited to the full Senate to provide a brief presentation on the Federal Earmarking process and on funding opportunities for campus projects.

10. **What is the Master Plan for Higher Education in California? – A Proposal For A Colloquium – Michael Hoggan**

Hoggan introduced a proposal to have CSUN host a debate on “The Fate of Higher Education in California”. The proposal mentions having the Faculty Senate consider sponsoring a series of events whereby all stake holders in higher education in California may participate in a debate and discussion. SEC made suggestions on who may be invited – UC and community college representatives, LA Times, public officials, legislators, alumni, industry council members, etc.

Initiating dialogue on this topic by having a panel discussion at the Faculty Retreat in January 2011 was suggested. Provost Hellenbrand and SEC endorsed the proposal and asked Hoggan to begin setting up a planning committee.

11. **Executive Order - 1048: the Mandatory Early Start Program – Cheryl Spector**

Link to EO1048: <http://www.csun.edu/senate/reports/EO1048earlystart.pdf>

Spector is coordinating CSUN’s effort to address the Chancellor’s Executive Order 1048. The EO mandates that incoming freshman to the CSU who need developmental reading, writing, and/or math participate in the Mandatory Early Start Program in the summer prior to the Fall semester. Campuses must submit their implementation plans to the Chancellor’s Office by November 19, 2010.

Three working groups have been set-up to focus on math, reading/writing, and logistics (financial aid, tracking, assessment, etc.). We must be ready to offer our Mandatory Early Start Program to students considered to be “most at risk” in reading/writing by summer

2012. Fortunately we do have some programs currently being offered that meet the terms of the Executive Order. Spector will report on this again at future SEC and Senate meetings.

12. **Set Agenda for September 23, 2010 Senate Meeting**

- Tribute for Karin Durán
- Introduction of Lauren Nile – new Director of Equity and Diversity
- Introduction of Brennis Lucero-Wagoner – new interim Director of Undergraduate Studies
- Responsibilities of the Office of Government and Community Relations (Brittney McCarthy)
- Senate Reports

Meeting adjourned at 3:30 p.m.

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