

EXECUTIVE COMMITTEE MINUTES – Approved 1/30/14
November 7, 2013
University Hall, Room 277

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

Members Absent: Lisagor

Guests: E. Adams, S. Auerbach, H. Baker, L. Becker, M. DesLauriers, S. Perez, B. Quillian, M. Rubin, C. Sales, C. Shubin, M. Stover, S. Thachuk, D. Wallace

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

1. Approval of SEC Minutes

MSP to approve the [SEC Minutes for September 26, 2013](#) as amended.

2. Announcements

- a. Stepanek announced that we will discuss a PP&R related item concerning a possible editorial change to Section 600 under “Other Business.”
- b. The Senate Office is currently accepting registration for the 2014 Faculty Retreat; the registration link is on the Senate website and the deadline is December 2. The first day (January 13, 2014) will be held on the CSUN campus and the second day (January 14, 2014) will be a trip to the Natural History Museum.
- c. Stepanek shared the news that on October 25th he was appointed to the position of CSU Faculty Trustee. Shane Frehlich, Vice President of the Faculty, will assume the Faculty President position on January 16, 2014. An election will take place at the first Senate meeting in Spring 2014 to fill the open Vice President position.

3. Senate Election to Replace Steven Stepanek on the CSU Statewide Academic Senate

The ASCSU Bylaws state that the CSU Faculty Trustee cannot be a member of the CSU Statewide Academic Senate so it was necessary for Stepanek to resign from his position. Swenson attended the October 30-November 1 meeting as Stepanek’s replacement for this meeting only.

MSP that there is an open CSU Statewide Academic Senator position with a term ending in Spring 2014. Stepanek will notify the Senate that an election will be held at the November 21st Senate meeting to fill this position for the remainder of his term ending in Spring 2014.

4. **President’s Extended Cabinet Meeting Report – Steven Stepanek**

Link to written report: <http://www.csun.edu/senate/reports/extended-cabinet-report110713.pdf>

Due to the lengthy agenda, Stepanek distributed a written report for the October 14, 2013 President’s Extended Cabinet Meeting (see link above).

In response to a question about the 2014 commencement ceremonies, Stepanek said that we are waiting for an approval from the Chancellor’s Office and the local fire marshal before confirming dates. The plan will be announced to the campus after getting these approvals.

5. **Nomination of Provost and Vice President Harry Hellenbrand for the William M. Plater Award for Leadership in Civic Engagement**

Carol Shubin, Professor of Mathematics, attended the meeting to ask SEC, and the Faculty Senate, to support the nomination of Provost Harry Hellenbrand for the William M. Plater Award for Leadership in Civic Engagement. This award is given by the American Association of State Colleges and Universities (AASCU). SEC members discussed the criteria for this award with regard to Provost Hellenbrand’s qualifications.

Frehlich and Michaud volunteered to draft a letter of support for SEC to review. The Faculty Senate will be asked to endorse the nomination by passing a resolution at their next meeting.

6. **Policy Items – Educational Policies Committee**

Larry Becker, Chair of EPC

Elizabeth Adams, Associate Vice President for Undergraduate Studies

EPC is still working on the Written Syllabi for All Undergraduate Courses policy so they were not ready to bring it back to SEC. Since the Academic Technology Committee (ATC) is proposing changes to this policy, and changes may also affect the graduate policy, SEC suggested that EPC take the lead in communicating with ATC and GSC in getting their feedback. Becker acknowledged that the policy should attempt to be consistent for undergraduate and graduate students.

MSP that EPC should work together with ATC and GSC when making revisions to this policy.

Stepanek suggested that we get feedback from the Senators on this topic at the next Senate meeting.

Action Item – [Second Baccalaureate Disqualification](#)

At the last Senate meeting, the language having to do with “final disqualification” was confusing to some of the Senators. EPC made revisions to the policy to make the language clearer.

MSP to forward to the Senate with a do-pass recommendation, after revisions are made to the policy statement making it clear that second baccalaureate students do not get placed on probation.

7. **Resolution in Support of Open Access**

Susan Auerbach, Chair of Library Committee

Mark Stover, Dean of the Library

Link to resolution: <http://www.csun.edu/senate/resolutions/openaccess-resolution110713.pdf>

Auerbach and Stover attended SEC on August 29, 2013 to present an Open Access policy. After SEC consideration, it was determined that the proposed policy read more like a resolution, given that faculty may choose not to deposit their publications into ScholarWorks (opt-out). The Library Committee revised the document, based on comments from SEC, and is now ready to ask for Senate endorsement.

SEC members recommended changes to Item #1 under the “Be It Resolved” so it reads:

1. allow open access archiving or publish in peer-reviewed journals that are open access;

Some SEC members did not feel comfortable saying that the Faculty Senate “strongly” encourage CSUN faculty members to support this resolution. It was decided to let the Senate decide whether or not to take out the word “strongly.” SEC suggested that when this resolution goes to the Senate, that it be communicated to them that this is a first-step in encouraging faculty participation, and other forms of scholarship will be considered in the future.

MSP to send to the Senate, as amended, for consideration.

8. **eTravel Reimbursement Project**

Deborah Wallace, Associate VP for Financial Services

Ben Quillian, Associate VP for IT Administration and User Support Services

Link to executive summary:

<http://www.csun.edu/senate/reports/etravel-execsummary110713.pdf>

Wallace gave an update on the eTravel Reimbursement Project. She said that CSUN will roll-out a “vanilla” version of the PeopleSoft module that is already owned by the CSU. Travelers or delegates will be able to enter and approve travel electrically, eliminating paper and thus maintaining sustainability. Receipts and other documentation can be scanned/sent and the traveler can check on the status anytime. They are planning to go-live for faculty use on April 1, 2014.

Quillian shared a document that provided several screen-shots of the online form. He said that three levels of approval are available for use by the department. They hope to be able to issue reimbursement within three days after submitting the travel expense claim to Accounts Payable.

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

Hellenbrand reported on the following:

- a. Hellenbrand expects the campus to be at 7% above target this year. He said that we would drive down class size to offer as many sections as necessary in Spring 2014 to maintain lecturer entitlements. This message will be communicated to Provost’s Council next

week. We should be funded at 2.5% over target, which includes a 1-2% increase over last year's target. Hellenbrand does not anticipate any budget cuts next year.

- b. There are no capital bonding funds in the near future, so the Chancellor's Office is trying to figure out ways to generate revenue.
- c. CalState Online is being reconstituted using a larger scale concurrent-enrollment-type model. Fees will go to the campus offering the course and the state-supplement will go to CalState Online.
- d. The AMC Dean and VPAC Director searches are progressing. Campus interviews will be open to the campus community.
- e. Planning has begun for next year. We are expecting 4500-5000 freshmen. We have 900 more students from the local area so we are trying to find out the reason for this big jump.
- f. Hellenbrand complimented the Higher Education Symposium planning committee for their work; he has received positive comments.
- g. The Humanities and Social Sciences have a new policy requiring faculty to receive training before teaching an on-line course. There are union issues having to do with part-timers being denied a course when they have not received proper training. Hellenbrand said that the part-timer must be offered a traditional section if denied an online course due to lack of training.
- h. Another salary increase is being discussed for the 2014-15 academic year. Hellenbrand will provide one-time dollars to help with any salary-gap issues. He will share salary-gap data in December.
- i. In response to a question, Hellenbrand said that Bettina Huber has prepared the Mandatory Early Start report and SEC members may contact her if interested in seeing it.

10. **Review of Standing Committee Minutes**

Educational Equity (9/9 – no policy)

Educational Resources (9/10 – no policy; ERC will be discussing issues having to do with the University Corporation and water bottle refilling stations.)

Library (4/24 – no policies; the draft resolution in Support of Open Access was discussed and presented to the SEC today.)

Personnel Planning and Review (3/27, 4/3, 4/24, 5/1, 5/15, 9/4, 9/18, 10/2 – no new policies)

Research and Grants (5/10 – two policies are on today's SEC agenda).

11. **Policy Item – Research and Grants Committee**

Matthew DesLauriers, Chair of R&G

Scott Perez, Director of Research and Sponsored Projects

Action Item - [Conflict of Interest Policy for Grants and Contracts](#)

There were no comments or concerns raised at the last Senate meeting or at today's SEC meeting.

MSP to send to the Senate with a do-pass recommendation.

First Reading - [Policy on Financial Conflict of Interest Pertaining to PHS-Sponsored Projects](#)

This proposed policy is specific to Public Health Service (PHS) sponsored research and must be conducted free of bias resulting from investigator financial conflicts of interest. The 1995 regulations were enhanced thus requiring a separate policy to be created specific to Public Health Service research. Perez said there is a fair amount of overlap with the other conflict of interest policy mentioned above.

MSP to forward to the Senate, with recommended editorial revisions, for a first reading.

12. **Policy Item – Academic Technology Committee**

Chris Sales, Chair of ATC

Hilary Baker, Vice President for Information Technology

First Reading – [Faculty Interaction Methods to the Catalog Syllabus Descriptions](#)

As described in the supporting reasons for this policy change, Sales explained that ATC would like to recognize the technological innovations that are being utilized by faculty in their communication with students. ATC proposes that the written syllabus include a list of technologies (e.g. email, web addresses) that a faculty member may use and may wish to include on the written course syllabus.

Stepanek shared the conversation that took place earlier in the meeting with EPC (Becker and Adams). He explained that ATC and GSC will be asked to consult and provide feedback to EPC on this policy so that a unified presentation can be taken to the Faculty Senate for consideration.

After discussion, ATC agreed to withdraw this policy as a first-reading to allow other conversations with EPC and GSC to take place.

13. **Statewide Academic Senate CSU Report – Sandra Chong**

Link to written report: <http://www.csun.edu/senate/reports/sasreport110713.pdf>

Chong distributed a draft written report. She highlighted the following items:

- There is a new CSU outstanding faculty website that can be accessed at this link: www.calstate.edu.
- The ASCSU website includes agendas, minutes, Faculty-to-Faculty newsletter, resolutions, etc.

- CFA President Lil Taiz said that pay raises will be reflected in the December 1st paycheck.
- Beverly Young made a presentation to the Board of Trustee on the new California accreditation for teacher preparation that is forthcoming. She spoke about the high cost and duplication of NCATE and CCTC accreditations at the CSU's.
- Trustee Douglas Faigin said that MOOCs may not be the answer, but may be beneficial for bottleneck courses.
- Three campuses will be reporting on Early Start. The Legislative Analyst Office will be reporting on this in January.
- Chancellor White did an excellent job in fielding questions. He said that it would be problematic if community colleges offer baccalaureate degrees. He understands that CalState Online has failed and is currently in flux. He still supports the umbrella concept, which will be kept. Chancellor White feels that ethnic studies discussions are important and he is committed to diversity.
- EAP (early assessment) is a major issue.
- There was a plea for research, scholarship, and creative activities funds to be reinstated.
- The resolutions are on the ASCSU website. Chong and Frehlich will collect any feedback.
- The ASCSU discussed offering FERP to long-term lecturers.

14. **Discuss Establishing a Faculty Advisory Committee to the VPAC**

Steven Thachuk, Director of VPAC

Maureen Rubin, Director of Community and Public Relations for VPAC

As a way of getting more representation and input from the Colleges, Thachuk said that establishing an advisory committee (Campus Connection Committee) would be an excellent way to improve communication, outreach, and involvement with the VPAC. They would like faculty, staff, alumni, and others who have an interest in the performing arts to serve on this committee. The VPAC Director will choose members from a pool of names coming forward from the Colleges.

SEC made some recommendations to the committee description and membership. Rubin will send the revised description to Stepanek so he can put it in the proper resolution format for distribution and endorsement by the Faculty Senate.

MSP to present a resolution to the Faculty Senate endorsing the idea of establishing a VPAC Campus Connection Committee.

15. **Other Business**

a. **Editorial Revisions to Section 600**

At the March 7, 2013 meeting, the Senate approved revisions to Section 632.4 of the Administrative Manual changing the language to make it clear that it is the department's responsibility to define what "a significant contribution to the field" is. There were a few references in Section 600, where the language was not updated to reflect the policy change. Grant, Chair of PP&R, was asked to provide a written document showing the

changes. After PP&R approves, SEC is willing to consider the changes by email and can then make a determination as to whether these changes may be considered as editorial.

16. Set Agenda for November 21, 2013 Senate Meeting

- Senate Election to Replace Steven Stepanek on the CSU Statewide Academic Senate
- Action Item - Second Baccalaureate Disqualification Policy (EPC)
- Senate Feedback on Written Course Syllabi Changes
- Resolution in Support of Open Access (LIB)
- Action Item - Conflict of Interest Policy for Grants and Contracts (R&G)
- First Reading - Policy on Financial Conflict of Interest Pertaining to PHS-Sponsored Projects (R&G)
- Resolution in Support of a Creating a Campus Connection Committee for VPAC
- Senate Reports

Meeting adjourned at 4:59 p.m.

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