

EXECUTIVE COMMITTEE MINUTES – Approved 1/26/2012
November 10, 2011
University Hall, Room 277

Members Present: Chong, Frehlich, Hellenbrand, Jeppson, Knotts, Michaud, Schmidt-Levy, Schwartz, Stepanek (Chair), Taylor, Wolfbauer (Recording Secretary)

Members Absent: Oh

Guests: D. Brownlee, S. Cullen, M. Hoggan, S. Klein, A. Skylar, C. Spector

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

1. **Approval of SEC Minutes**

MSP to approve the [SEC Minutes of October 13, 2011](#).

2. **Announcements**

- a. President's Koester's farewell event went very well; she was thrilled with the video that was played at the event.
- b. SEC members were reminded to register for the Faculty Retreat by December 9, 2011.
- c. Kara Hill, the architect for the Valley Performing Arts Center, will kick off the new distinguished speaker series at the Kurland Lecture Hall (VPAC) on Thursday, November 17, from 7-9 pm.

3. **Open Letter Opposing the Implementation of Mandatory Early Start Programs**

Cheryl Spector, Professor of English and Director of Academic First Year Experiences
Sharon Klein, Professor of English

Spector distributed a draft of an Open Letter from the CSU Faculty to Chancellor Reed and the CSU Board of Trustees opposing mandatory system-wide implementation of the Early Start programs and requesting a halt of the program. She said that the authors of this letter intend to distribute it widely for faculty signatures and then send it to the Chancellor and various other constituencies. Spector and Klein are here to seek support from the SEC and the Senate.

Spector said that the Academic Senate CSU, the CSU English Council and several other CSU campuses have passed resolutions and position statements raising concerns or opposing the mandatory early start program. Stepanek said that the ASCSU brought forward a

resolution raising concerns about the CSU undertaking many major curriculum-related initiatives without early faculty involvement taking place. Spector distributed a document summarizing several reasons why Mandatory Early Start is not a good idea and she explained why it would not serve our students well.

Provost Hellenbrand said that he felt that the framework of the program was weak and destined to fail. He suggested that should we go forward with an open letter or resolution, that we acknowledge the good intention of Herb Carter and the Board of Trustees and that we explain our reasons for opposing the implementation pieces of the program.

Spector said she will revise the open letter based on advice given to her by SEC. Stepanek will contact Spector to discuss the next steps.

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

Don Brownlee, Chair of EPC

First Reading – [Basic Skills Policy](#)

Brownlee said that EPC made the recommended changes so that the policy is clearer with regard to continuous enrollment beginning with developmental courses and to include the GE preface as appropriate in the policy statement. Students will be required to have mandatory advisement starting with their initial enrollment at the University and continuing each semester until completion of Basic Skills. SEC recommended a few editorial changes to Item #1 (3RD sentence) to read:

Students who must enroll in a preparatory reading and writing courses (~~113A or 114A~~) before taking a GE AREW course will take their GE AREW course the semester following the completion of their preparatory courses.

SEC suggested that examples of preparatory reading and writing courses and developmental math courses be included in the catalog copy.

MSP to forward to the Senate, as amended, as a first reading.

First Reading – [Undergraduate Academic Internship Policy](#)

Brownlee explained that the Academic Internship Policy was neither consistent with current practice nor in compliance with new risk management policies of the system. Most of the changes are to bring us in compliance with risk management policies.

Under the Credit and Grading section, SEC recommended that a change be made so that it is clear that a different basis of grading may be added for new and existing courses. SEC suggested that the section read,

III. B. ~~For new courses,~~ Upon justification by the academic department and approved by Educational Policies Committee (EPC), a different basis of grading may be added.

It was also noted that the current policy is missing Item #10; it needs to be inserted back in

before going to the Senate.

MSP to forward to the Senate, as amended, as a first reading.

5. **University President Search Committee Update**

Stepanek reported that the first batch of applications have now been made available for the presidential Advisory Committee to review. At this time, no decision has been made as to whether there will be an open visit of the final candidates. Stepanek said that appointments of interim presidents are on hold until the Board of Trustees subcommittee on compensation issues their report

SEC discussed a confidential issue in Executive Session.

6. **Spring Faculty Election – Use of Moodle to Hold Election**

SEC members were in favor of using Moodle to hold the spring elections. As our usual practice, two separate elections will be held. One election is for all full-time faculty (and part-time faculty serving on the Senate) to vote for faculty officers, Statewide academic senators and senators-at-large. The other election is for Senators to vote for “senate-elected” representatives on the Standing Committees. SEC members agreed that it was important to make a clear distinction between the two ballots when announcing both elections. The Senate will be given an opportunity to see sample ballots and to provide additional feedback at the first spring Senate meeting.

7. **Online Course Student Readiness Survey**

Ashley Skylar, Chair of Academic Technology Committee
Sue Cullen, Universal Design Center

Skylar distributed a flyer inviting SEC members to a workshop called Second Life on Tuesday, November 15, 10-11:30am in Oviatt Library, Room 18. This workshop prepares instructors on how to effectively utilize the tools of Second Life.

Skylar said she is currently working with a group to implement the Online and Hybrid course policy. She is encouraging faculty to use the new definitions in their course syllabi this Spring and to use the course notes in SOLAR to provide detail on the type of Online class. She showed a few sample course syllabi that include the online definitions.

Skylar shared a student online readiness survey available for students to self-assess their readiness to take an online class. She said that 194 students piloted the survey and she received some good feedback. A link to the survey is currently on the following websites: Moodle, Freshman Seminar, Information Technology and College of Education, Technology Resources. She will present this survey to the Senate at their next meeting.

Cullen added that the Universal Design Center is working on a template for an on-line syllabus course generator called Syllabus Generator; it will include the online and hybrid course definition options. By clicking the appropriate box, the instruction mode and definition will automatically be inserted on the syllabus.

8. **CSUN April 2-3, 2012 Higher Ed Conference Update**

Michael Hoggan, Chair of Planning Committee

Hoggan said that a third Higher Education Conference is scheduled for April 2-3, 2012 at the University Student Union. The first event was university focused and the second conference was State focused. The plan for this next event is to have a national perspective on the issue of the future of higher education. Hoggan said we want to gain some positive notoriety for CSUN. He asked for feedback on who should be invited to this next Conference; we can accommodate 150-200 people. There is a website with a transcript of past events, sound bites and data on the topic - www.csun.edu/csufuture. SEC members felt that spots should be available for CSUN and CSU people and it would be difficult to decide on which 150 national attendees to invite. Some felt national is too broad a category and that public education nationally would be difficult to target an audience of 150-200. Public education in the State of California may be an easier topic to focus on. SEC members were asked to join the planning committee or to suggest names of others who may wish to help in this endeavor.

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

Hellenbrand reported that we admitted 1000 fewer students than last year but ended up with 400 more students; this alone would have put us 2 ½ to 3 percent above target. The yield was higher than expected because of a higher applicant pool and the unit load increased thus adding even more FTES. And it seems that impaction at some campuses caused students to move to campuses that are not impacted like CSU Northridge, CSU Dominguez Hills, and CSU Los Angeles.

We are planning to decrease enrollments in the Spring so we are not penalized with a \$7.7million cut. We will have to cut back on out of region and transfer students and will have to control the unit load. Hellenbrand said he wants to avoid impacting programs. He will recommend to faculty that they not exceed the enrollment caps on courses.

He also mentioned that we are seeing some cuts in grant money, and that Vice President McCarron and Dean Theodoulou will be presenting to the campus committees on the long-range financial strategies. He said that about 30-40 new faculty are being hired for 2012-2013. And, we received a stellar WASC report and should be receiving the final report in January.

10. **Academic Senate CSU Report – Sandra Chong**

Link to written report: <http://www.csun.edu/senate/reports/sasreport111011.pdf>

Chong distributed a written report (see link above). She highlighted the following items:

- Executive Vice Chancellor Ephraim Smith reported that we are implementing Early Start and are focusing on the bottom quartile of English proficient students.
- Faculty Trustee Bernadette Cheyne reported that the BOT members were very supportive to have a faculty trustee on the Board.

- Chancellor Reed has worked hard to get Pell Grant preserved for students.
- The Commission on Teacher Credentialing is investigating an institution that granted 16 credentials while not being accredited. CSU will hold strong on not granting courtesy credentials but will offer several options to individuals coming from that institution.
- A task force is being formed to plan for an Academic Senate CSU 50th anniversary.

11. **Review of Standing Committee Minutes**

Academic Technology (5/6, 9/9 – no policies)

Extended Learning (4/13 – no policies)

Graduate Studies (9/13 – the Certificate for Advanced Professional Development is currently being reviewed)

Library (9/7, 10/12 – no policies)

Research and Grants (9/9 – no policies; the policy on large grants has been changed. Stepanek said he would get clarification.)

12. **Set Agenda for December 1, 2011 Senate Meeting**

- First Reading: Basic Skills Policy (EPC)
- First Reading: Academic Internship Policy (EPC)
- Open Letter Opposing the Implementation of Mandatory Early Start Programs
- Online and Hybrid Course Policy/Online Course Student Readiness Survey
- University President Search Update
- Senate Reports

Meeting adjourned at 5:10 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary
April Taylor, Secretary of the Faculty