

EXECUTIVE COMMITTEE MINUTES – Approved 1/27/11
November 18, 2010
University Hall, Room 277

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

Members Absent: Chong, Spector

Guests: M. Koshnood (Associated Students), S. Powell (Associated Students), H. Hertzog, A. Skylar

President Stepanek called the meeting to order at 1:05 p.m.

1. **Approval of Minutes**

MSP to approve the [Minutes of October 7, 2010](#) as amended.

2. **Announcements**

- a. SEC members were reminded to register for the 2011 Faculty Retreat.
- b. Trustee Henry Mendoza will visit the campus on Monday, December 6. SEC members will meet with him from 2:00 – 3:00 p.m. in UN 211.
- c. The Athletics Department donated basketball tickets to give out as door prizes at the Faculty Retreat. Tickets for those games occurring before the Faculty Retreat were offered to the SEC members.

3. **Request from AS Academic Affairs Committee**

Mellad Koshnood, Chair of AS Academic Affairs Committee and AS Senator
Sydni Powell, AS Senator

Koshnood and Powell asked to meet with SEC so they can work together with the Faculty Senate to be sure that AS is not duplicating efforts that are already being addressed by the Faculty Senate. They requested to work together on projects together to provide a student perspective when considering policy changes. Koshnood mentioned that he is interested in making a change to the Plus-Minus Grading Policy; SEC advised him to send his request to Stepanek or to the Chair of EPC.

The students were informed that most Standing Committees have spots for student representatives but openings are not always filled. It was suggested that Khoshnood check with AS President Conor Lansdale to find out who the student representatives are and to assist in filling any vacancies. Stepanek said it would be helpful to see the mission statement for the AS committees so that he can possibly suggest ways that the student and faculty committees may work together.

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

Ashley Skylar, Chair of ATC

Action Item – [Online and Hybrid Courses Policy](#)

Skylar reported that she met with the Advisory Committee on Academic Technology (ACAT) and they suggested a few changes to the policy with regard to room scheduling and course evaluations (3rd and 4th bullets under procedures). SEC, however, was concerned about the course evaluation statement and suggested that Skylar address this with PP&R before the policy goes to Senate for approval. SEC members also noted that while some of the designation code descriptions were quite lengthy, others were not quite descriptive enough.

SEC members agreed that it was important to have a uniform online and hybrid course definitions and designations to better inform students about the course format and the technology and the skills needed before the student registers; however, feasibility of this formal proposed policy was questioned. SEC also noted that the policy implementation may not be purview of Admissions and Records, and suggested proposing a resolution in support of the policy intent and then to let the implementation details be worked out afterwards.

More ideas and suggestions were discussed to help move the policy forward. In the end, it was decided that more work is still needed before the policy goes to the Senate. Skylar was requested to meet with Admissions and Records to assure that this policy is implementable and to report back to SEC in January 2011.

MSP to table this policy until additional information is gathered from Admissions and Records.

5. **Fate of Higher Education in California Discussion Update - Michael Hoggan**

Link to proposed resolution:

www.csun.edu/senate/resolutions/fateofhighered-resolution111810.pdf

Hoggan reported that the Faculty Retreat Committee agreed to hold a panel discussion on the Fate of Higher Education in California at the Faculty Retreat. Panelists will be selected from CSU, Northridge, representing administration, CFA and a faculty perspective. Second and third follow-up events in its Series will be planned in Spring 2011 to focus on state and national points of view. Hoggan distributed a proposed resolution (see link above) requesting to seek endorsement and co-sponsorship from the Senate for these events. A few revisions were made to the resolution.

MSP to support these events, and to move the resolution forward to the Senate for consideration, was unanimously passed by SEC.

6. **Resolution to Honor Dean Susan Curzon**

Stepanek said it would be very appropriate for SEC to prepare a resolution to honor Dean Susan Curzon and that it to be read at the next Senate meeting; SEC members agreed.

Stepanek said he will ask Cheryl Spector and Michael Barrett if they would be willing to draft the resolution.

7. **Faculty Trustee Position Nomination Discussion**

Stepanek said that nominations are now being accepted for a faculty Board of Trustee member. Campuses have been asked to send nominations to a Statewide Search and Screen Committee who reviews the applications to determine if applicants are qualified. Campuses are asked to forward qualified applicants to the Statewide Academic Senate for its selection of two or three names to be forwarded to the Governor for his final selection. Stepanek said he was interested in being nominated and SEC supported his nomination.

8. **Review of Standing Committee Minutes**

Educational Equity (10/11- no policies; There was some discussion on possibly changing their mission statement.)

Educational Resources (9/14 – no policies)

Extended Learning (10/20 - no policies; a policy item may be forthcoming)

Graduate Studies (9/14, 10/12 – no policies)

Library (9/1, 10/6 – no policies)

Personnel Planning and Review (9/22, 10/20 – no policies; 10/6 – PP&R will attend the January 2011 meeting to discuss whether changes to Section 612 are clarification or policy.)

Research and Grants (9/10 – no policies; a policy is forthcoming regarding internal process for proposal competition for grants with limited submissions.)

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

Provost Hellenbrand said we will be searching for 100 faculty positions this year. There are two searches underway: the Library Dean and the Director of Admission and Records.

Our 2010-2011 budget is in good shape, and we should reach our highest FTES target. We are expecting about 2 ½ percent more students next year; we will have fewer freshmen but more transfer students. No word yet on whether summer session will be on state or extension side. Provost Hellenbrand will share the budget details with the Senate in the Spring.

Frehlich thanked the Provost and President for the additional faculty positions and for the \$1.5 million for faculty development support.

10. **Statewide Academic Senate Report – Steven Stepanek**

Link to written report: <http://www.csun.edu/senate/reports/sasreport111810.pdf>

Stepanek provided a written report (see link above). In addition, he mentioned that the CSU, Long Beach President F. King Alexander presented a long series of interesting slides listing the appropriations per FTES versus the actual fees/tuition by institutions. Also presented was a table showing expenditures per FTES versus spending per degree. The table also highlighted comparisons between CSU and other peer institutions, as well as private institutions. The average cost of a CSU degree is \$48,149.

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

Hillary Hertzog, Chair of EPC

Action Item – [Upper Division Writing Proficiency Exam Requirement Policy](#)

Hertzog said that the changes recommended by the Senate have been made and that Spector’s suggested revisions will be incorporated. SEC agreed with Hertzog that items #5 and #6 be moved after item #1 since both provide a description of the UDWPE; it makes better sense that they follow the first mention of the writing requirement. Spector’s suggestion to revise #1 to read, “students shall be eligible to take the writing exam after completing 56 units. . .” was discussed and considered to be a necessary change. Item #7 was revised to read, “Administrations of the examination will be announced on CSUN’s UDWPE and Testing Center websites.” SEC also requested that the policy include a following statement: “students are required to pass the UDWPE to be eligible for graduation.”

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

12. **AASCU Red Balloon Project** – Steven Stepanek

Link to Red Balloon Project: <http://www.aascu.org/programs/redballoon/>

The Red Balloon Project is a national initiative to re-imagine and then to redesign undergraduate education for the 21st century. Stepanek said that the Statewide Academic Senate discussed this topic at length and that we have been discussing this on our campus as well. We have acknowledged that higher education needs to change; this is an opportunity to think about how that change can be accomplished. Although CSUN is listed as a partner in this project, our involvement is more of a disseminator of information. We can inform others of what we are doing and learn from others. Stepanek believes that we should continue working on projects to improve graduation and retention rate. He also noted the importance of faculty engagement in governance and the role faculty play in shaping any changes in undergraduate education for the 21st century.

13. **EO1048 Mandatory Early Start - What is the Next Step?** - Steven Stepanek

Link to resource website:

<http://www.csun.edu/afye/EO-1048-at-CSUN-Resource-Page.html>

Stepanek reminded SEC members to send any comments on our campus’ plan to Spector. The plans are due tomorrow, November 19, 2010.

Spector and the Committee’s efforts were applauded for their hard work and incredible work in getting this plan completed. Hellenbrand will draft a resolution commending their efforts to be read at the next Senate meeting.

14. **Set Agenda for December 9, 2010 Senate Meeting**

- Resolution to Honor Dean Susan Curzon
- Resolution Thanking the EO1048 Mandatory Early Start Working Group
- **Action Item** – Upper Division Writing Proficiency Exam Requirement Policy Change (EPC)

- Resolution to Co-sponsor a Series of Public Events to Focus on the Fate of Higher Education in California
- Universal Design Initiative
- Senate Reports

Meeting adjourned at 3:55 p.m.

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