

Faculty Senate Standing Committee on Extended Learning

February 21, 2024, 3:15 pm – 5:00 pm via Zoom

Minutes

Present: *Elizabeth Blakey, Mads Andersen, Farshad Ghodoosi, Jongeun “JK” Kim, Coleen Martin, Vidya K. Nandikolla, Tim Watson, Debi Prasad Choudhary, Susanna Eng-Ziskin, Anastasiia Timmer*

Absent: *Gary Katz*

Guests: *David Leung, Joyce Feucht-Haviar, Nicole Keilman*

Call to Order

Elizabeth Blakey, Chair, called the meeting to order at 3:15 pm. The meeting took place via Zoom.

Welcome and Introduction

Elizabeth Blakey, *committee chair*

- I. The Chair gave a brief welcome and discussed the agenda for the meeting.

Review and Approval of November 2023 Minutes

Elizabeth Blakey, *committee chair*

The Chair suggested two grammatical corrections discussed ahead of meeting time. Chair Blakey made a motion to approve. Tim Watson moved to approve. Coleen Martin, second. All in favor. November 2023 Minutes have been approved pending two minor corrections.

Chair Blakey gave a brief overview of the Meeting Agenda, followed by an introduction of the first topic.

Policy Update/Review

Joyce Feucht-Haviar, dean

Elizabeth Blakey, committee chair

- I. Chair Blakey gave a brief overview the current CSU Chancellor's Office Executive Order 805 (Enrollment of Non-Matriculated Students in CSU State-Supported Courses and Self-Support Special Session Courses), the current CSUN Faculty Senate Policies currently in place (#92-1 (dated 05/18/92 – Senate), #78-2 (dated 11/16/78 – ECL), and #75-1 (dated 02/06/75 – EPC)), and the proposed draft of the CSUN Faculty Senate Policy on Non-Matriculated Student Enrollment under review in today’s meeting.

- II. Chair Blakey confirmed the that proposed draft of the CSUN Faculty Senate Policy on Non-Matriculated Student Enrollment does not conflict with the current CSU Chancellor's Office Executive Order 805.
- III. Chair Blakey read aloud the proposed draft of the CSUN Faculty Senate Policy on Non-Matriculated Student Enrollment.
 - a. Chair Blakey suggested the following changes to the document:
 - i. to move bullet points under a title.
 - ii. to convert the bullets to a preamble.
 - iii. to update the policies referenced in bullet number three to reverse chronological order (92, 78, and 75).
 - iv. to remove the wording "Note:" from before the first paragraph and convert it to a fifth bullet point.
 - v. change the wording "and are now" to "and now are" in policy item number nine

Questions and Feedback:

Chair Blakey asked if bullet point number four needed to be included in the policy draft or if it would be best to keep it as an internal notation. Feucht-Haviar responded that having the policy review data embedded within the policy will ensure the information doesn't get lost in translation given the short terms with the committee members serve and will ensure reviews and/or questions can be addressed properly.

Chair Blakey asked what the college designates as "restricted" in reference to policy item number five. Feucht-Haviar responded that the university and colleges do designate courses as "Restricted", most of which are in the College of Education, though individual colleges can allow for registration via permission numbers.

Chair Blakey asked if it was possible to extend the time for the decision to grant permission numbers past the end of the second week of class in reference to policy item number six. Feucht-Haviar responded that yes, the end of the second week of class is the latest. Ideally, students should enroll as soon as possible. Blakey states that she's had students add her course well into the fourth week of the class.

Chair Blakey reflected that policy item number seven clearly states the need and importance of a student having access to the course. Emphasizing that a professor has the ability to add potential students into Canvas as an "Observer".

Chair Blakey asked how would deans/associate deans know when to review what approaches have been taken by the department, in reference to policy item number eight. Feucht-Haviar responded that if this policy was approved, she would send it to the deans and associate deans and emphasize that a review should be a part of their regular follow-ups.

Watson asked if there was a similar policy dealing with matriculated students, and does it align with this policy. Feucht-Haviar responded with there are several different periods of registration for matriculated students. There are special circumstances where enrollment after two weeks can

and does happen. The University itself has CSU Apply which opens for all students at the same time and is universal across the CSU but doesn't impact the ability to add or drop classes within CSUN.

Then the chair introduced Dean Feucht-Haviar and the next topic.

University Access (Open University) and Advancing Student Achievement Program (ASAP) Updates

Joyce Feucht-Haviar, dean

- I. Joyce Feucht-Haviar gave a brief overview of the two updates to be made to the CSUN University Catalog, the addition of the Advancing Student Achievement Program (ASAP) policy and the revision of the existing Open University policy.
 - a. Feucht-Haviar stated that the revision of the existing Open University policy is already out of date in regard to current practice and the proposed changes would just reflect processes already in place. The Advancing Student Achievement Program (ASAP) is new and therefore was not previously included in the CSUN University Catalog.
- II. Feucht-Haviar gave an overview of the response received by Dan Weingarten in response to the proposed catalog updates.
 - a. Noting that a committee review of the proposed updates could provide a benefit.
- III. The follow was turned over to Chair Blakey.
- IV. Chair Blakey read aloud the Advancing Student Achievement Program (ASAP) policy for the CSUN University Catalog.
- V. Chair Blakey suggested the following changes to the document:
 - a. add "second baccalaureate degree" to the maximum of 9 credit units taken in policy item number ten

Questions and Feedback:

Chair Blakey suggested a change to the wording for policy item number two, bullet point number two from "are seeking" to "were seeking". Feucht-Haviar reiterated that CSUN-disqualified students in the Advancing Student Achievement Program (ASAP) are seeking a degree.

Farshad Ghodoosi left the meeting at 4:10 pm.

Chair Blakey asked if the registration system would block a student from registering for a course that they were not qualified to register for, in regard to policy item number six. Feucht-Haviar responded with, the system does flag some students such as those that haven't met prerequisites at CSUN, but ideally the professor would take into account the student's history when coming to a decision.

Motion:

Chair Blakey made a motion to approve the changes to the draft of CSUN Faculty Senate Policy on Non-Matriculated Student Enrollment under review in today's meeting listed in section

(III)(a) above, to approve the changes to the Advancing Student Achievement Program (ASAP) policy for the CSUN University Catalog, listed in section (V)(a) above, and to postpone the topic of the Open University policy revisions for the CSUN University Catalog until the next meeting on March 13, 2024. Tim Watson moved to approve. Anastasiia Timmer second. All in favor. CSUN Faculty Senate Policy on Non-Matriculated Student Enrollment, the Advancing Student Achievement Program (ASAP) policy for the CSUN University Catalog, and the motion to postpone the topic of the Open University policy revisions for the CSUN University Catalog have been approved.

Then the chair introduced David Leung and the next topic.

Overview of the Tseng College End of Year Graphic Financial Report for 2022/2023

Joyce Feucht-Haviar, dean

David Leung, executive director of business operations and finance

- I. David Leung thanked the committee for having him.
- II. Leung gave a brief overview of the Tseng College End of Year Graphic Financial Report for 2022/2023.
- III. Leung shared his screen, starting with page three of the report and an explanation of self-support within CSUN and the offering of programs currently in high demand.
 - a. Tseng College does not get state funding and some of the revenues that we receive are distributed to other CSUN academic colleges.
- IV. Leung went over revenues from 2022-2023 on pages four, five, and six of the report
 - a. Highlighting summer revenues and making the distinction that the summer session is no longer managed by Tseng College and therefore is listed partially for 2022-2023 and not for 2023-2024, 2024-2025, 2025-2026, or 2026-2027.
 - b. Leung continued by stating that revenues are anticipated to increase based on the number of programs in the development process (currently seven).
 - c. Leung gave a brief overview of Operating Fund Balance/Reserves.
 - i. Once the College is in a deficit, we will need to use reserves to keep with the standard of our support in programs.
 - d. Tuition will increase by 1.5% in 2024 and will need to most likely continue to increase over time.
- V. Leung reviewed the Overall Financial Return to CSU/CSUN on pages six and seven.
 - a. Partner Colleges - 18.8%
 - b. Instructional Salaries & Benefits - 30.4%
 - c. Tseng College Staff Salaries & Benefits - 19.6%
 - d. General Operating Expenses - 14.1%
 - e. Direct Marketing (non-people costs) - 4.5%
 - f. CSU Chancellor's Office - 2.7%
 - g. among others
- VI. Leung reviewed the Funding to University Functions on page eight.
 - a. Chancellor's Office - \$871,437
 - b. Academic Affairs \$853,331

- c. UNIV BUDGET (Summer) \$484,942
 - d. Housing \$471,839
 - e. Financial Services \$271,125
 - f. HR \$245,017
 - g. Library \$77,113
 - h. Grad Studies \$150,180
 - i. among others
- VII. Leung asked if the Committee had questions.

Questions and Feedback: None from the committee.

Current Processes

Joyce Feucht-Haviar, dean

- I. Joyce Feucht-Haviar shared that the College is unique in its forward approach to finances.
 - a. The CSU encourages sharing surplus but doesn't require it. Currently, the college gives \$12,000 per cohort per term to partner colleges and they are general funds.
- II. Tseng College pays the top of the scale for its instructors.
 - a. Though, it might not be suitable for the future, given hard times.
 - b. The College is also unique in that we've put everything on PeopleSoft Financials to create transparency and allow for broad access.
- III. The College is also unique in that it is able to put non-credit courses on the CSUN Official Transcript.

Questions and Feedback:

Chair Blakey commented that it is great that the College pays the faculty at the highest pay rate because that means you expect they're doing their highest level of work.

Chair Blakey reminded the Committee that there will be an in-person meeting in April with a meal option.

Adjournment:

Having no other topics to discuss, the meeting was adjourned at 4:50 pm.

Prepared by Nicole Keilman