

EXECUTIVE COMMITTEE MINUTES – Approved 11/15/07
October 18, 2007
University Hall, Room 277

Members Present: Basta, Dungey, Matos (Chair), Phillips, Spector, Stepanek, Wolfbauer (Recording Secretary), Zvi

Excused: Alfano, Hellenbrand, Macune, Swerkes

Guests: Susan Curzon, Maria Elena de Bellard, Joyce Feucht-Haviar, Eric Forbes, Shane Frehlich, Randy Harris, Shannon Morgan, Cynthia Rawitch

President Matos called the meeting to order at 1:09 p.m.

1. **Approval of Minutes**

MSP to approve the minutes of September 20, 2007 as amended.

For future Senate Executive Committee minutes, it was decided not to use honorifics, e.g. “Dr.” for faculty, and to use a person’s full name the first time they are mentioned and only their last name on further reference.

2. **Announcements**

a. Registration forms for the Faculty Retreat were distributed to the members of the Executive Committee.

b. Cheryl Spector announced that the university will have a learning theme next year.

3. **Policy Item – Educational Equity Committee**

Shane Frehlich, Chair, and Maria Elena de Bellard

First Reading – Timely Adoption of Textbooks/Instructional Materials for Accessibility Policy

Frehlich explained that this policy is necessary to be in compliance with Executive Order 926, mandating that the CSU make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability. Instructional materials, to the extent possible, must be accessible to students with disabilities at the same time they are available to any other student enrolled in the program.

Campuses were asked to create a plan to support faculty and staff practices that will ensure timely access to instructional materials. Frehlich said that the proposed policy includes an established deadline for the submission of textbook orders and recommendations for implementing the process. The Executive Committee asked Frehlich to consult with the Center on Disabilities on the amount of time necessary to make materials accessible. They were also asked to consult with the Bookstore. Suggestions to improve the format of the policy statement and changes to the implementation dates were made.

MSP to send the policy to the Senate as a first reading, after the Educational Equity Committee receives consultation and makes the recommended changes.

4. **New MA Degree and Department for Library and Information Management**

Dean Susan Curzon, University Library; Dean Joyce Feucht-Haviar, College of Extended Learning

Link to Proposal: [New Department for Library and Information Management Studies](#)

Curzon announced that a new Master's degree program in Library and Information Management has been approved and will launch in Fall 2008. The new degree will enable CSUN to offer the entry degree into the profession of librarianship and other information studies. It is a collaborative project between the Oviatt Library and the Tseng College of Extended Learning.

For this program to be "an integral yet distinctive academic unit" which is mandated by the American Library Association, the Library is proposing that a new department for Library and Information Management be established. The Library is currently searching for a Department Chair. Courses will be taught by CSUN faculty and industry professionals. Faculty funding is being underwritten by the College of Extended Learning.

Curzon and Feucht-Haviar addressed questions regarding the decision to fund the program through Extended Learning. Curzon explained that stateside funding was not available but assured the Executive Committee that the academic core of this program remains with the Library. Curzon and Feucht-Haviar were invited to come to the Senate meeting to announce their new degree and department.

5. **Visit from Vice President Randy Harris, Administration and Finance Division**

The new Vice President for Administration and Finance, Randy Harris, attended the meeting to provide an update on projects that are taking place on the campus. He reported that the G3 parking structure, the faculty housing project, the Performing Arts Center, the Orange Grove and walkways renovation, and the new Science Building are in the construction pipeline. Other projects under way are a review of facility numbering and plans for an annual disaster drill in January. Harris plans to make financial statements completely open to the campus community. He invited the Executive Committee to call him if they have any questions or concerns. He will be invited to a future meeting to complete his report to the Executive Committee.

6. **Add/Drop Policy Report**

Eric Forbes, Director of Admissions and Records

The current Add/Drop Policy stated in the catalog allows two weeks to drop and three weeks to add courses. Last April, Forbes reported to the Executive Committee that SOLAR does not support two different time periods. Consequently, since Spring 2004, drops have been allowed for a three week period, thus violating the university policy. The hope was that with the SOLAR 9.0 upgrade we would be able to enforce this policy by Fall 2008. Unfortunately, the 9.0 upgrade will not happen and we'll have to wait until the 9.1 upgrade which will not occur for 18 months. Forbes requested that we continue the current practice of allowing three weeks for adding and dropping courses until the upgrade occurs.

Many alternative options were discussed to attempt compliance with the university policy but it was clear that there was only one practical choice.

MSP to continue with the current practice until SOLAR 9.1 can enforce the university policy.

7. **Statewide Senate Report** – Steven Stepanek, Statewide Senator

Steven Stepanek distributed a report that he sent to the Statewide Academic Affairs Committee which included our campus's comments regarding three important issues: textbook affordability, fees for professional graduate business programs and the drops/withdrawals/incompletes/repeats report. As a result of our campus's feedback along with other comments, two draft resolutions will be going forward from the Statewide Senate. The ASCSU does not support counting withdrawals or repeats occurring prior to transfer from community colleges. If our campus has additional feedback, please let Stepanek know by November 7 so he can present our campus's input.

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

Shannon Morgan, Chair

First Reading – 2.00 GPA Probationary Students Policy

The proposed policy requires a probationary student to earn a 2.0 GPA or higher every semester. Failure to do so will result in disqualification.

It was requested that the format of the policy statement be revised before it goes to the Senate. **MSP** to forward to the Senate, with editorial changes, for a first reading.

First Reading – Reinstatement after the Third Disqualification Policy

The proposed policy allows a student who has been disqualified three times to reapply for admission to the university after an absence of five years or more. The student would have to provide evidence that demonstrates acquired skills or achievements that would support a successful return to the University.

It was requested that the format of the policy statement be revised before it goes to the Senate. **MSP** to forward to the Senate, with editorial changes, for a first reading.

9. **Replacement on the Educational Equity Committee**

The Executive Committee appointed a faculty member to replace Stephanie Ballard on the Educational Equity Committee. The faculty member will be asked to serve.

10. **Appointment to the Academic Council on International Programs**

MSP to reappoint Professor Aki Hirota as the CSUN representative to the CSU Academic Council on International Programs for a three year term beginning July 1, 2008.

11. **Select Representative to Attend Enrollment Management Committee Meetings**

Jennifer Matos, currently a member of the Enrollment Management Committee, has a conflict with the meeting time this semester. She asked for a volunteer to replace her on the Committee for this semester only.

12. **Review of Standing Committee Minutes**

Educational Policies (5/9 – reactivation of courses not offered for 10 years; review of GE honors courses by faculty committee; Matos will look into both matters.)
Educational Resources (9/11 – No policies)
Library (9/5 – No policies)
Personnel Planning and Review (5/23, 9/5, 9/19 – No policies; The HHD Dean search committee will be set up once the management vacancy announcement is approved by PP&R.)

13. **Provost's Report**

Cynthia Rawitch, Associate Vice President for Undergraduate Studies

The reason the number of first time freshmen was so high this year (4129 registered) is because in 2006-07 we had a small freshmen class (below 3800) despite large numbers of applicants; so this year we kept applications open longer. Surprisingly we ended up with many more freshmen this year. These students were not all late applicants but most often students who were admitted on time but didn't get their paperwork submitted in a timely manner. CSU policy does not allow us to set a paperwork submission deadline; it is not always the students' fault that their paperwork is received late by the campus. Hellenbrand believes that these large numbers are an aberration and we should be back to normal freshman admission numbers next year.

We are trying to set up a system for earlier freshmen testing, earlier advisement, and better pre-scheduling of developmental courses so we can get first time freshmen into their classes earlier.

14. **Other Business**

- a. Jennifer Matos reported that the College of Arts, Media, and Communication will elect a new representative to PP&R because their current member has been unable to attend.
- b. An Executive Committee member expressed concerns regarding the film production crews on the campus.

15. **Set Agenda for Senate Meeting of October 4, 2007**

- Announcement – The new MA Degree and Department for Library and Information Management
- EEC – (first reading) Timely Adoption of Textbooks/Instructional Materials for Accessibility Policy
- EPC – (first reading) 2.0 GPA Probationary Students Policy
- EPC – (first reading) Reinstatement after the Third Disqualification Policy
- Senate Reports
- Accessible Technology Initiative Presentation (Spero Bowman)

Meeting adjourned at 4:40 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary
Cheryl Spector, Secretary of the Faculty