

EXECUTIVE COMMITTEE MINUTES – Approved 9/18/08
June 19, 2008 (Special Meeting)
University Hall, Room 211

Members Present: Alfano, Bendavid, Chong, Lien, Matos (Chair), Phillips, Spector, Stepanek, Swerkes, Wolfbauer (Recording Secretary), Zvi

Members Absent: Hellenbrand

Guests: P. Jennings, B. Miller, B. Osorno, C. Rawitch, P. Schantz, M. Williams

President Matos called the meeting to order at 2:05 p.m.

1. **Executive Session for PP&R: Associate Dean of the College of Engineering and Computer Science (E&CS) Search Approval**

Bruno Osorno, Chair of the E&CS Search Committee, met with the Executive Committee to present the final report and to describe the process followed in searching for the Associate Dean of the College of Engineering and Computer Science.

After Osorno described the search process, the Executive Committee requested that department chairs, faculty and staff in the College be given an opportunity to meet the candidate and to provide feedback to the Search Committee. The Search Committee will then need to meet again to vote, sign-off on the process, and bring back the report to the Executive Committee for final approval.

2. **Executive Session for PP&R: Associate Dean of the College of Business and Economics (B&E) Search Approval**

Melanie Williams, Chair of the B&E Search Committee, met with the Executive Committee to present the final report and to describe the process followed in searching for the Associate Dean of the College of Business and Economics.

MSP to approve the search process.

After the Executive Session, the Executive Committee made a motion to have the Personnel Planning and Review Committee reexamine and strengthen the search process for Associate Deans to broaden the applicant pool and to ensure that all faculty are made aware of position openings. **MSP** to unanimously approve the motion.

3. **2008-09 Academic Year Calendar of Personnel Procedures**

Penelope Jennings, Associate Vice President for Faculty Affairs

Link to personnel calendar: [http://www.csun.edu/senate/SEC/AY Personnel Calendar 08-09.doc](http://www.csun.edu/senate/SEC/AY%20Personnel%20Calendar%2008-09.doc)

Jennings presented the proposed 2008-09 Academic Year Calendar of Personnel Procedures and mentioned that it had not changed significantly from last year's calendar.

MSP to approve the calendar as presented.

4. **Spring 2009 Election Calendar**

Link to election calendar: [http://www.csun.edu/senate/SEC/2009 Election Calendar.doc](http://www.csun.edu/senate/SEC/2009%20Election%20Calendar.doc)

Wolfbauer mentioned that the 2009 election calendar is similar to the 2008 election calendar. It was suggested that the day of the week be inserted next to each of the dates.

MSP to approve the Spring 2009 election calendar.

5. **Committee and Board Appointments**

The Committee discussed potential appointments to the following Committees and Boards. The Senate Office will contact the recommended faculty to ascertain their interest.

University Planning and Budget Group (3 appointees)

Intercollegiate Athletics Advisory Committee (1 appointee)

Advisory Committee on Academic Technology (1 appointee)

Technology Infrastructure and Services Committee (Stepanek agreed to continue.)

6. **Online Faculty Elections**

Paul Schantz, Director of Web and Technology Services for Student Affairs

Schantz shared his experiences with the creation of the Associated Students on-line election system. The on-line ballot can be accessed via the internet by using the CSUN user ID and password. This authentication process will determine eligibility for a specific ballot. Schantz walked the Committee through the voting process and explained its capabilities such as random-order listing of candidates, one or multiple selections, ballot previewing, etc. Data is kept in a CSUN data warehouse; there is a way to obscure ID's (after log-in) so that a voted ballot is not tied to a specific user ID.

Schantz explained some of the difficulties encountered in the recent student elections, but assured the Executive Committee that, after much more testing and proper coding, they have worked out the problematic issues.

It was suggested that Schantz make a similar presentation to the Senators and that he provide an opportunity at a meeting to do a mock election using their laptops.

Meeting adjourned at 4:15 p.m.

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