

EXECUTIVE COMMITTEE MINUTES – Approved 11/12/09

October 1, 2009
University Hall, Room 277

Members Present: Bendavid, Broussard, Chong, Dungey, Frehlich, Hellenbrand, Lien, Matos (Chair), Spector, Stepanek, Swerkes, Wolfbauer (Recording Secretary)

Members Absent: None

Guests: D. Aks, S. Bowman, M. Neubauer, C. Rawitch, B. Say, D. Stephens, W. Whiting

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

1. Approval of Minutes

MSP to approve the Minutes of September 3, 2009 with one minor correction.

2. Announcements

- a. General information on the Faculty Retreat will be sent out to all faculty on Monday, October 5. Executive Committee members were encouraged to register early as participation will be on a first-come, first-served basis this year. Proposals and registration forms are available on Senate Website.
- b. Bendavid mentioned that CFA will be host a soup and bread line this afternoon to celebrate the reduction in pay checks because of furloughs.
- c. Spector announced that tomorrow will be the last of the live performances of the Soloists in Concert series. David Aks from the Music Department will perform on cello in the Music and Media Room, Oviatt Library.

3. Review of Standing Committee Minutes

Extended Learning Committee (5/12 – no policies; TOEFL waived for successful completion of level 10 of extensive English – Chong will follow up on whether this is a policy change)

Educational Equity Committee (3/9 – no policies)

Library Committee (4/1 – no policies)

Educational Policies Committee (4/22, 5/6 – no policies; data on hybrid courses will be coming; All courses submitted for GE recertification have been approved)

Research and Grants Committee (2/13, 4/17 – no policies)

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

Hellenbrand answered questions from the Executive Committee. Hellenbrand said that he feels we will be in lay-off mode next year because that's what the numbers tell him. He indicated that substantial budget cuts will need to be made across all divisions, including the Central Offices. We are attempting to do this without eliminating academic programs. We will look specifically at FTE load, raising student faculty ratios, elective courses and bottleneck classes, and think about making major shifts in grants and contracts. He wants to protect EOP centrally and other programs that we will be forced to rely on heavily. Colleges are looking at the budget scenarios and guidelines but have been given minimal directives so as to allow much flexibility in their approaches to and decision-making around three-year substantial budget reduction planning. An Executive Committee member asked the Provost to mention to the faculty that the elimination of programs is a faculty decision and to explain this process so they fully understand this.

Spero Bowman and Diane Stephens distributed the 2009/10 Budget Reduction Planning Guidelines document. They presented an overview to frame the gravity of the budget problem and to share the guidelines for budget reduction planning. Their presentation included the assumptions, principles, priorities, and a copy of the budget template given to colleges and units to report their budget reduction plans. Bowman said that the cut to CSUN is approximately \$41 million for 2009-10. He proceeded to go into more detail on the assumed reductions in 2009-10 and 2010-11 and savings and reductions needed. It is expected that Academic Affairs will need to plan for the eventual impact of an additional \$6.2 million reduction on top of other savings already assumed. Financial goals will be met through efficiencies, revenue enhancements and student fee increases. There are still many unknowns that could affect the budget planning. Preliminary figures for College base budget reductions, a planning timeline, and budget template were included in the planning packet. **MSP** to have Bowman and Stephens present the budget planning document, with an explanation, to the Faculty Senate at the next meeting.

5. **Policy Item – Personnel Planning and Review Committee**

William Whiting, Chair of PP&R

Action Item - Statement on Professional Responsibility Policy

Whiting presented Section 604, the Statement on Professional Responsibility Policy, to the Senate Executive Committee on June 26, 2009. The primary reason for the proposed changes is to bring clarity to the statements of professional responsibility, make explicit what was implicit in the original statements, delete redundant or superfluous sections, and to add statements important to faculty in performing their professional responsibilities. A number of comments and suggestions were made at the June 26th meeting for PP&R to consider. Whiting briefly went through the policy statement and pointed out where PP&R had made changes to the previous version.

MSP to forward to the Senate, with suggested editorial changes, for a first reading.

6. **WASC Capacity and Preparatory Review Report**

Link to the working draft of the Capacity and Preparatory Review Report (9/17/09):

<http://www.csun.edu/senate/reports/draftwascreport91709.doc>

Elizabeth Say, WASC Task Force Co-chair

Michael Neubauer, WASC Task Force Co-chair

Cynthia Rawitch, WASC Task Force

Neubauer presented the official working draft of the WASC Capacity and Preparatory Review (CPR) report. It's been presented to several committees and groups on campus for suggestions and feedback.

Dean Say explained that the WASC process is in three stages—The Institutional Proposal (IP), Capacity and Preparatory Review (CPR), and Educational Effectiveness Review (EER). The Institutional Proposal (IP) was prepared two years ago. The IP report outlined the three self-study themes that we planned to investigate. Subsequently, three research teams have spent 18 months working on the CPR report. The WASC team will determine whether we have the capacity to do what we've said we would do with the three themes. The visiting review team (six members) will be here on the campus February 3 – 5, 2010. The Educational Effectiveness Review will be due on June 22, 2011.

Senate Executive Committee members were asked to review the document and to provide feedback to Neubauer and Say no later than October 15th. The CPR report is due to WASC on November 10. The latest version of the draft will be posted on the WASC website on Monday, October 5: <http://www.csun.edu/~instrsch/wasc/index.html>. The Executive Committee members decided to assign its members to look at different essay themes in order to have a more thorough review of the document. It is very important that the campus wide community knows what is going on with this process and will be able to convey that to the WASC visiting team in February.

7. **Set Agenda for October 22, 2009 Senate Meeting**

- WASC Capacity and Preparatory Review Report
- First Reading -- Statement on Professional Responsibility Policy (PP&R)
- Budget Planning Report
- Senate Reports

Meeting adjourned at 3:20 p.m.

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