EXECUTIVE COMMITTEE MINUTES – Approved 3/29/07
March 1, 2007
University Hall, Room 277

Members Present: Alfano, Lien, Macune, Matos (Chair), Schwartz, Spector, Stepanek, Swerkes, Wolfbauer (Recording Secretary), Zvi

Excused: Hellenbrand, Reagan

Guests: C. Donahue, P. Nwosu, C. Okazaki, C. Rawitch, B. Reynolds,

President Matos called the meeting to order at 1:02 p.m.

1. Approval of Minutes

MSP to approve the minutes of February 22, 2007 as amended.

2. Announcements

a. President Koester will be hosting a Faculty Governance Leadership Social and asked the Executive Committee to select from two possible dates. The Committee selected Thursday, May 24 at 3:30 p.m. as their first choice.

b. President Koester approved the three policies that were recently passed by the Senate: Endowed Chairs and Professorships Policy, Associate Dean Section 600 Searches Policy, and the Class Visit Policy.

c. Faculty and Senate election ballots will be sent out on Tuesday, March 13 and will be due on March 29 at 1:00 pm.

d. Cynthia Rawitch announced that the Chancellor’s Office recently approved the new bachelor’s degree in Central American Studies. It is a five year pilot and there will be a program review after the five year period.

3. Recruitment and Retention Report

Representatives from the Educational Equity Committee (Bronte Reynolds, Peter Nwosu and Carolyn Okazaki) attended the meeting to present their draft report on the Recruitment and Retention of Underrepresented Faculty at CSU, Northridge: 1995-2005. The Committee was charged with the following: 1) to review campus efforts on faculty recruitment and retention from 1995-2005, 2) to identify factors that may impact faculty recruitment and retention, 3) to recommend viable strategies and 4) to identify appropriate campus units that would ensure implementation of recommended strategies.
Peter Nwosu briefly summarized the methodology, data, and recommendations as written in the Report. After some discussion and questions, the Executive Committee suggested that Educational Equity Committee also work with the Personnel Planning and Review Committee and the Office of Equity and Diversity. In addition, EEC representatives will be meeting with the Provost’s Council and the Council of Chairs. EEC was asked to bring specific recommendations and feedback from all groups to the Executive Committee at the end of March.

4. **Facilities Planning Update and Discussion**  
   Colin Donahue, Director of Facilities Planning

The Senate Executive Committee had previously discussed concerns regarding the lack of faculty input into the decision making process on facilities projects. There seems to be a disconnection between faculty input and what comes out at the end of the building process. It was recommended to Colin Donahue that continuous and frequent faculty and staff participation be solicited. Matos and Donahue will discuss the composition of the Campus Environment Planning Board, ways to improve the lines of communication between faculty and facilities planning, and the possibility of having more faculty participation on building project planning.

5. **Faculty Awards Update**

Heidi Wolfbauer provided an update on the number of nominees for each award and on the establishment of the faculty award committees.

6. **Review of Standing Committee Minutes**

   Academic Technology (9/8, 10/6, 11/3, 12/1 – No policies; S. Stepanek will follow up on the Open Standards resolution.)  
   Extended Learning (5/17, 11/15 – No policies)  
   Personnel Planning and Review (12/20, 1/31 – No policies. There were proposed changes to the sabbatical leave form and editorial changes to Section 611.3.1. re: responsibilities of College Deans. B. Swerkes will follow up on these issues.)

7. **Provost’s Report**  
   Cynthia Rawitch, Associate Vice President for Undergraduate Studies

   Rawitch reported the following:

   1. Hellenbrand has approved three units of reassigned time per department per year for the assessment liaisons. The funds go to each Dean to be distributed in the most effective way in support of the College’s assessment plan.

   2. President Koester has asked Academic Affairs to develop an implementation plan for the faculty resolution on instructional course scheduling. The plan must satisfactorily address the university’s effective utilization of classroom space throughout the week. Academic Resources is currently reviewing the plan’s potential impact on classroom space. The Senate Executive Committee requested to review the final report.
3. Rawitch mentioned Provost Hellenbrand’s request for the Executive Committee to work on a resolution to set textbook order deadline dates so that instructional materials are accessible to students with disabilities at the same time they are available to other students enrolled in the course. Matos said that the Educational Equity Committee has been asked to review and revise the proposed resolution and will report back to the Executive Committee by the end of March.

8. **Set Agenda for Senate Meeting of March 15, 2007**

- WASC Update
- Degree Completion Planning Presentation (Eric Forbes)
- Freshman Common Reading Program
- General Education Recertification Update (Diane Schwartz)

9. **Other Business**

Meeting adjourned at 3:10 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary
Diane Schwartz, Secretary of the Faculty