

## AGENDA

1. Call to Order
2. Approval of [SEC Minutes for September 7, 2017](#)
3. Announcements
4. **Policy Item** – Educational Policies Committee  
Christina Mayberry, Chair of EPC

**Action Item** – [Withdrawal Unauthorized](#)

5. [EO 1100](#) (revised) and [EO 1110](#) Discussion
6. Provost's Report – Provost Yi Li
7. Review of Standing Committee Minutes (see table for dates)
8. Set Agenda for October 26, 2017 Senate Meeting
9. Other Business

### Written reports distributed by email:

1. Faculty President's Report – Adam Swenson

FS Standing Committees	SEC Reviewers/ Liaisons	Dates to Review
ATC	Jon Stahl	5/5
EEC	Sandra Chong	5/8
ELC	Kim Henige	
EPC	Michael Neubauer	5/3
ERC	Cheryl Spector	5/9
GSC	Judy Schmidt-Levy	5/9
LIB	Terri Lisagor	
PP&R	Julia Heinen	5/10, 9/6
R&G	Adam Swenson	

**SENATE EXECUTIVE COMMITTEE MINUTES** – Approved 10/5/17  
**September 7, 2017**  
**University Hall, Room 277**

**Members Present:** Chong, Heinen, Henige, Li, Lisagor, Neubauer, Schmidt-Levy, Spector, Stahl, Swenson, Wolfbauer (Recording Secretary)

**Members Absent:** None

**Guests:** T. Abourezk, E. Adams, C. Mayberry, S. Nguyen, A. Weiss

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

**1. Approval of SEC Minutes**

**MSP** to approve the SEC minutes for [April 27, 2017](#), [May 25, 2017](#) (as corrected), [June 26, 2017](#), [July 13, 2017](#), and [July 24, 2017](#).

**2. Announcements**

- a. Swenson requested permission to change the order of items on the agenda. The Canvas Update was cancelled; Deone Zell will be invited to give this presentation at the September 28<sup>th</sup> Senate meeting.
- b. Lisagor announced that a film called *She Started It* will be screened on Wednesday, October 4<sup>th</sup> from 5 p.m. – 8 p.m. in the Ferman Presentation Room. It's about five young women who will stop at nothing to pursue their startup dreams. A panel discussion will follow.
- c. Spector announced that the Freshman Convocation speaker, Bree Newsome, will do a short presentation called *Tearing Hatred from the Sky* on September 14<sup>th</sup> from 3 p.m. – 4 p.m. in the Plaza Del Sol Performance Hall. The Freshman Convocation will take place that evening.

**3. Approval of the Spring 2018 Election Calendar**

Wolfbauer said that the proposed calendar is similar to prior year calendars. A slight revision was made to read: Tuesday, March 27, 2018: College elections begin ~~distribute ballots~~ for Senate and Standing Committees.

**MSP** to approve the Senate calendar with the one revision mentioned above.

- 4. Policy Item** – Educational Policies Committee  
Christina Mayberry, Chair of EPC and Elizabeth Adams, Undergraduate Studies

**First Reading** – [Withdrawal Unauthorized](#)

Adams said that there is confusion about when to assign a “WU” or “F” grading symbol in courses. Both symbols count the same in the GPA. EPC attempted to come up with better language so there is less confusion. Mayberry mentioned that there is language prescribed in EO 1037 that provides guidance on the language. Adams gave advice on how to determine the student’s last known date of attendance. SEC members suggested the following revisions:

. . . It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to ~~make normal~~ enable evaluation of academic performance ~~possible~~. For purposes of grade point average and progress point computation this symbol is equivalent to an “F.” The instructor must report the last known date of attendance by the student. The symbol “WU” will be identified as a failing grade in the transcript legend and will be counted as units attempted but not passed in computing the grade point average. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the symbol “WU” is inappropriate and “NC” ~~shall~~ will be used instead.

SEC moved this policy revision forward to the Senate for a first reading.

##### 5. **Forming a Task Force to Implement [EO 1110](#) and [EO 1100](#)**

Adams explained that [Executive Order \(EO\) 1110](#) was issued last August 2017 and it involves several pieces. It establishes CSU policy regarding first-year enrollment in CSU-required written communication and mathematics/quantitative reasoning courses and college-level skills assessment to information placement in appropriate courses. In fall 2018, we are expected to offer new baccalaureate credit-bearing courses that strengthen skills development. The deadline for changes to the Early Start Program is summer 2019; we are expected to offer primarily GE credit courses (written communication and mathematics/quantitate reasoning) in sufficient numbers. It eliminates the ELM and EPT and suggests using multiples measures to evaluate students. Adams added that a few campuses who have used these strategies have had good results. The Chancellor’s Office will provide funding for those tasked with developing courses.

Issued in August 23, 2017, EO 1100 (revised) establishes a common understanding of the minimum requirements for CSU GE Breadth. It does the following (1) clarifies requirements, (2) ensures equitable opportunity for student success, and (3) streamlines graduation requirements. Additionally, the revised executive order includes a revised definition for mathematics/quantitative reasoning (CSU GE Breadth Subarea B4), in response to recommendations from a variety of sources. After a rather lengthy and thoughtful discussion about the specifics of both EOs, the consequences of not complying with them, and what will best serve our students, SEC acted on the following motion,

**MSF** that the Faculty Senate of CSUN and its Standing Committees not participate in implementing EO 1100 and EO 1110.

Mayberry gave an update on EPC’s plan for forming a task force to implement both EOs. She said that EPC’s goal is to have broad representation from across the campus and by the affected colleges and departments. Further discussion on these EOs will take place at the next Senate meeting.

## 6. **Canvas Update**

Deone Zell, Faculty Technology Center

This item was cancelled due to the lengthy agenda. Deone Zell will be invited to give a Canvas Update at the next Senate meeting.

## 7. **ScholarWorks Overview/Demonstration**

Andrew Weiss, Digital Services Librarian

Stephanie Nguyen, Web Project Coordinator

Weiss and Nguyen were invited to give an overview on ScholarWorks. Web One agendas and minutes for Faculty Senate and the Senate standing committees will be moved to Scholar Works for business continuity, file structure, and consistency. They will soon offer training on how to upload and download files. Weiss displayed the interface and pointed out some of the committees and departments that are currently using ScholarWorks.

## 8. **Vacant Positions:**

- a. **MSP:** SEC declared that the Senator-at-Large position (term ending spring 2018) formerly occupied by Sheila Grant is now vacant. SEC nominated six faculty members. Additional nominations will be taken by email from Senators and an election will be held at the next Senate meeting to fill this vacancy.
- b. **MSP:** SEC declared that one SEC position (one-year term) formerly occupied by Sheila Grant is now vacant. At the next Senate meeting, nominations will be taken and an election will be held to fill this vacancy.

## 9. **Senate Executive Committee Minimal Expectations**

Swenson has asked the Senate standing committees to pass a resolution listing the minimal expectations of its members to help faculty understand their responsibilities of service. Consequently, Swenson drafted a resolution outlining the minimal expectations for SEC members. After discussion, a change to the title was suggested: Senate Executive Committee Membership Responsibilities. Also, the first line was revised to read: These are the responsibilities of all members of the Senate Executive Committee.

**MSP** to approve the resolution as revised and listed below.

### **Senate Executive Committee Membership Responsibilities**

These are the responsibilities of all members of the Senate Executive Committee:

- (1) Attend the entirety of every meeting.
- (2) Thoroughly and thoughtfully read all distributed materials prior to the meeting.
- (3) Volunteer for subcommittees or other tasks to help spread the workload fairly amongst members of the committee.
- (4) Ensure that the climate of the committee is conducive to all viewpoints receiving a full and fair hearing.

## 10. Senate Executive Committee Subcommittees

Swenson explained his rationale for delegating a number of tasks to SEC members and asked if they are amenable to working on subcommittees to: 1) Develop procedures for reviewing the standing committee minutes and to define the relationship between SEC and the Senate standing committees; Spector and Neubauer volunteered to work on this task, and 2) Oversee the transition from Moodle to another election platform, standardize election practices across the university, and to develop guidelines for an election process; Henige, Heinen, and Stahl volunteered for this assignment.

## 11. Appoint Standing Committee Liaisons/Reviewers from SEC

SEC members were assigned as liaisons/reviewers to the Senate standing committees (see table below). Liaisons were asked to attend at least one regular meeting to briefly read the committee's charge and to provide some general information about service and expectations. A list of "talking points" were provided to reference when attending the meetings.

<b>Faculty Senate Standing Committee</b>	<b>SEC Reviewers/Liaisons</b>
Academic Technology	Jon Stahl
Educational Equity	Sandra Chong
Extended Learning	Kim Henige
Educational Policies	Michael Neubauer
Educational Resources	Cheryl Spector
Graduate Studies	Judy Schmidt-Levy
Library	Terri Lisagor
Personnel Planning & Review	Julia Heinen
Research & Grants	Adam Swenson

## 12. Provost's Report – Provost Yi Li

Provost Li reported on the following:

- Executive Orders (EO 1110 and EO 1100) are an opportunity for CSUN to be a leader. The Provost shared his ideas for moving our GE program into compliance with EO 1100.
- We will hire about 45-50 new faculty next year. For GI 2025, CSUN will receive \$5.9 million. This will result in 37 new positions.
- Due to fall 2016 impaction, our enrollments went down by 1,246 FTES last year. Housing and meal plans took a big impact. The projection for this fall is 33,043 FTES which is an increase of 787 FTES. Since fall 2015, international students have dropped by more than 600 students which amounts to a \$6 million loss.
- We are working to increase our first-year retention rate. About 81.1% of last year's students will return this year which is about a 4% increase.
- We have been successful with the cluster hires. Ten graduation and retention specialists have been hired and they are working on our summer completion programs. Summer revenue from the Tseng College will be used to support our students in reaching our targets.
- Provost Li said Matador Momentum (Re-imagining the First Year of College) is working with University Advancement to promote the *We Can Do This* campaign encouraging students to take 15 units per semester or 30 units per year.

- g. We are piloting the Registration Planner software to help students when registering for courses. Eventually all students/advisors will be required to use the software.
- h. Provost Li's goal is for all large departments to have a designated academic advisor which will lessen the workload for the department chairs. A list of a high impact, high DFU courses, provided by the Chancellor's Office, was sent to the deans and associate deans. In 2 years, we will assess to see if we have achieved our goals to improve student success in these courses. This year, the colleges will begin work on the 100 level courses.
- i. There are four dean searches currently underway in the Colleges of Business, Education, Social and Behavioral Sciences, and Engineering.

### **13. Set Agenda for September 28, 2017 Senate Meeting**

- Introduction of Standing Committee Chairs
- Withdrawal Unauthorized Policy (EPC)
- Elect One Senator at Large
- Elect One SEC member
- Canvas Update
- EO 1100 and EO 1110 Discussion
- Senate Reports

Meeting adjourned at 4:16 p.m.

Submitted by: Kim Henige, Secretary of the Faculty and Heidi Wolfbauer, Recording Secretary

**COMMITTEE REPORT OF ADOPTION OF POLICY RECOMMENDATION**

**DATE:** May 4, 2017  
**TO:** Adam Swenson, Faculty President  
**FROM:** Educational Policies Committee  
**BY:** Elizabeth T. Adams

**Name of proposed policy:**

At its meeting on May 3, 2017, the Committee adopted a policy recommendation by passing the following motion:

**MSP: To update the catalog language that defines the grading symbol Withdrawal Unauthorized (WU).**

**Current policy or catalog copy:**

Withdrawal Unauthorized (WU)

For purposes of GPA computation, the “WU” grade is equivalent to an “F.” The symbol “WU” indicates that an enrolled student did not officially withdraw from the course and failed to complete course requirements. If a student has stopped attending class without formally withdrawing, an “F” or “WU” should be given. For a Credit/No Credit class, the appropriate grade is NC.

**Proposed policy or catalog copy:** *(use strikethrough and underlining as described below)*

Withdrawal Unauthorized (WU)

~~For purposes of GPA computation, the “WU” grade is equivalent to an “F.” The symbol “WU” indicates that an enrolled student did not officially withdraw from the course and~~ also ~~failed to complete course requirements. If a student has stopped attending class without formally withdrawing, an “F” or “WU” should be given.~~ It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to enable evaluation of academic performance. For purposes of grade point average and progress point computation this symbol is equivalent to an “F.”

The instructor must report the last known date of attendance by the student. The symbol “WU” will be identified as a failing grade in the transcript legend and will be counted as units attempted but not passed in computing the grade point average. For a Credit/No Credit class or in cases where the student has elected Credit/No Credit evaluation, use of the symbol “WU” is the inappropriate grade and “NC” will be used instead.

**Clean version of proposed policy:****WU (Withdrawal Unauthorized)**

The symbol “WU” indicates that an enrolled student did not officially withdraw from the course and also failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to enable evaluation of academic performance. For purposes of grade point average and progress point computation this symbol is equivalent to an “F.”

The instructor must report the last known date of attendance by the student. The symbol “WU” will be identified as a failing grade in the transcript legend and will be counted as units attempted but not passed in computing the grade point average. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the symbol “WU” is inappropriate and “NC” will be used instead.

**Procedures (if applicable):****Summary of Supporting Reasons:**

The committee recommends revising the current catalog language that defines the grading symbol Withdrawal Unauthorized (WU). The current catalog copy does not match the language prescribed in EO 1037. Additionally, there is confusion about when to assign the “WU” grade. The proposed catalog copy includes the language required by EO 1037 and also incorporates guidance on assigning the “WU” grade.