

California State University Channel Islands

President's Council Meeting Notes: Monday December 8, 2003

Present:

Paul Adalian	University Librarian
Bill Allen	Asst Director of Engineering
Leon Aragon	Student Body President CSUN@CI
Kent Baxter	Communications & Publications Specialist
Gary Berg	Director of Extended Education
Renny Christopher	Senate Chair; Professor of English
Julie Correlli	Faculty Support
Joanne Coville	VP Finance & Administration
Mary Ann Dase	Chief Information Officer
Emily Deakin	General Accounting Manager
Marty De los Cobos	Director of Community and Government Relations
George Dutra	AVP Facilities, Development, & Operations
Becca Glazier	Student Body President CSUCI
Tanya Gonzales	Director of Development
Peggy Hinz	Director of Communications and Marketing
Munawwar Khan	Associate VP of Information Technology
Lisa LaFrenz	Student Development Assistant
Ed Lebioda	Director of Budget, Operations, & Special Projects
Steve Lefevre	Dean of Faculty
Ted Lucas	Interim VP of Academic Affairs
Alana Marquez	HR Administrative Assistant
Peter Mosinskis	Coordinator of Web Services
Richard Rush	President
Greg Sawyer	VP Student Affairs
Ira Schoenwald	AVP Academic Affairs
Jeffrey Seeger	Director of Applications and Information Management
Michellyn Shonka	Administrative Support Coordinator
Jane Sweetland	Interim Special Assistant to the President
Melissa Woodling	Recruitment Counselor

Absent: Art Flores, AVP HR Programs; George Morten, Director of CHAPS; Ray Porras, Director of Transportation & Parking

1. President Rush introduced the President's Council, comprised of students, faculty and staff from all campus divisions. It is the role of President's Council members to participate in the shared governance of the University through an interactive process, by bringing issues and ideas to the group for discussion and recommendation to the president. Through this forum communication throughout campus will be facilitated; administrative policies will be developed, reviewed, disseminated, discussed and ultimately recommended to the president. The three highest priorities for this year were identified: (1) WASC (Educational Effectiveness Report due in July); Academic Master Plan (April); Enrollment Management Plan.
2. A flowchart outlining the policy process was distributed and discussed. It is the role of the PC members to discuss drafts of policies and provide feedback to the person or committee developing the policy. (See flow chart.) A second flow chart outlines the dissemination of polices throughout campus. The

Charge Back policy was sent to all PC members and will be directed through the Academic Senate review process.

3. The Enrollment Management Plan, developed by a committee that included representation from all campus areas, was presented to the group. Because the Chancellor's Office has limited enrollment, the committee sought to devise methods that would enable the campus to fairly reduce the applicant pool by requesting official transcripts. The committee's plan, which includes admitting to a "Wait List" was approved by the Chancellor's Office.
4. CSUN has limited access by CI administrators to the database of CSUN@CI students. Three primary issues were identified as problematic for students: cash & transcripts; adds/drops; access to aggregate data. President Rush was going to speak to President Koester about resolving the information issue for their students.