

EXECUTIVE COMMITTEE MEETING
Minutes

Tuesday, September 05, 2023, 2:00 – 4:00 pm
Academic Senate Conference Room (AS 125)

Or on Zoom: <https://csulb.zoom.us/j/8799722094> (Meeting ID: 879 9722 2094)

P. Hung, N. Hultgren, R. Fischer, A. Nayak, C. Warren, B. Katz, M. Dyo, S. Kasem, N. Schürer, E. Klink, S. Collins, A. Russo, J. Klaus, J. Cormack, K. Scissum Gunn, A. Kinsey

Additional Guests: L. Hamada, C. Fowler, K. Janousek

Absent: P. Soni, S. Apel

1. Call to Order – 2:01pm
2. Approval of Agenda – Moved by N. Hultgren, seconded and approved.
3. Approval of Minutes: Meetings of August 22 and August 29, 2023 – Moved by R. Fischer, seconded and approved as amended.
4. Special Orders
 - 4.1. Report: Provost Karyn Scissum Gunn
 - KSG provides update on search for new Dean of COB. A search firm is being selected, will be following PS 22-13. AVPFA P. Perez and KSG are planning to meet with the COB Faculty Council to discuss.
 - KSG offers kudos for COE, robotics engineering, 6th in the state of California. Strong theoretical framework, balanced offerings, practical experience, and networking among the positive comments about the program.
 - JC provides update on the new rise in COVID numbers. Message will be sent out soon emphasizing personal responsibility. Outbreaks have happened recently. Percentages are rising on campus as well as in LB. if you have been exposed, masking and testing recommended.
 - QUESTIONS:
 - NS asks about best approach for when an instructor learns that several students are sick. JC says that if students report their own illness through the proper channels on campus (Student Health Services), other students who may have come into contact with them will also be notified.
 - AN asks about the campus providing free tests. After checking, KSG notes that our campus is required to providing testing resources.
 - 4.2. Report: AVP, Student Affairs Jeff Klaus

- JK presents on Esports grand opening ribbon cutting (Sept. 22nd). Location – first floor of Student Union.
- 320 student organizations and departments participated in Week of Welcome this year, a record.

4.3. Report: VP Administration and Finance Scott Apel

- SA is not present. No report.

5. New Business

5.1. Setting the agenda for the Academic Senate meeting, September 14, 2023

- PFH shares the draft agenda.
- Discussion ensues about new business items to add. Several under consideration include: Establishment and Dissolution of Departments and Programs; Certificate Policy; Student Grievance Policy; Cheating and Plagiarism. Comments presented about potential impact of AB 928 “looming on the horizon.” KSG comments that it may be useful to share the narrative/rationale behind any policy revisions with EC and/or Senate prior to presenting it to the Senate. PFH says that during the first reading of the policy, we may be able to have the councils who worked on the policy speak about the rationale for the changes.
- After discussion, EC decides to put Certificate Policy on the current agenda (14th), and then save Certificate and Establishment & Dissolution policies for the 28th or later.

5.2. [Time Certain 3:00 pm] Campus Cozen Report and [Implementation Team](#)
 Guests: Larisa Hamada, Asst. VP Equity & Compliance; Chris Fowler, Chief of Staff; Kelly Janousek, Cozen Team faculty representation

- LH, CF and KJ present on Cozen systemwide review of 23 campuses re: Title IX & DHR (Discrimination, Harassment, & Retaliation). They discuss the general approach, including information about campus reviews, site visits, and case reviews.
- LH says CSULB did quite well relative to the other campus reports. Several positives for our campus: 1) Strong cross campus collaboration with campus partners; 2) Effective case management and case processing practices; 3) Successful student campus advisor program; 4) OEC’s in person education programs; 5) Strong institutional history (largest portfolio in the system); and 6) Effective best practices for Other Conduct of Concern (OCC).
- Negatives for the entire CSU system, including: 1) Infrastructure: budget, staffing, resources, training, consistent guidance; 2) Internal protocols; 3) Consistent data, case management; and 4) OCC.
- CSULB specific comments. Important for us: 1) Continue communication – OEC Education Campaign; 2) Employee report forward requirement; 3) Centralize and oversee prevention education

Commented [NH1]: campuses?

programs; and 4) OCC. Ours is generally strong, but this was an issue for all campuses.

- Office of Equity & Diversity change: Now – Equity & Compliance. Diversity work has been separated given the large amount of work needed in each area.
- LH comments on “Red Zone Awareness.”
- Cozen also noted the need to clarify the reporting requirements – “Any employee who knows or has reason to know of discrimination, harassment, retaliation, sexual misconduct, stalking, or dating/domestic violence must report the allegations to the Office of Equity & Compliance.” There has been some uncertainty on our campus about the requirements, steps, and services on our campus.
- LH shares some handouts with more information to assist faculty, information about Beach IX Ally, and campus confidential advocates.
- LH shows how to report, campus resources, etc.
- QUESTIONS:
 - JC asks about other conduct of concern. Is there any procedure in place? CF says the CO is still working with Cozen to write up a process to define and respond to these issues without violating the 1st Amendment rights of individuals. CF says he “eagerly awaits” what the folks at the CO will produce, but cautions that it probably will not come any time soon.
 - SC asks for more information about the Process Advisors. LH says Cozen noted our campus has some of the strongest process advisors. A process advisor assists the student (with the student’s consent) to help them navigate the process. Students are reminded that these individuals are not their attorney nor a confidential advocate.
 - NS comments about the grey – murky area of OCC. Suggests avoiding language about “discipline.” Thinks “guidance” would be a good way to phrase it.
 - JK and EK notes the importance of LH and the work she and her team have done, and thanks them.

5.3. Interpretation of [PS 14-15 Faculty Office Hours Policy](#)

- AR asks EC for clarification about the interpretation of this policy, specifically section 3.2.5. Discussion ensues about the policy, flexibility for professors, the best approaches for students, etc. SK notes that students may be more hesitant to schedule an appointment and would rather drop by, but also understands the issue faced by faculty when no students come by. NS also comments on section 2.0.
- KSG suggests the idea of an interpretative memo for this policy. Discussion ensues. PFH says we will draft something and come back to EC for more discussion.

5.4. Feedback on Academic Senate meeting modality

6. Old Business

6.1. Planning for AY 23-24 Academic Senate Retreat (October 26, 2023, 2-5 pm)

- EC discusses possible topics for retreat. RF suggests “Compassion at the Beach,” as that was a key part of convocation. Suggests a “how to” focus. CW suggests using compassion as a way to proactively prevent and handle potential OCC issues.
- NS suggests a topic that would be complimentary to last year’s topic – Invite people who graduated from CSULB 10-15 years ago and ask them, what was most valuable here at CSULB? What did they end up using? JC notes how NS’s suggestion would help assist with some WASC accreditation items related to connecting with alumni.
- AN also suggests something consistent with last year’s theme – Inviting community college instructors to discuss their students, issues faced, etc.
- BK suggests an interdisciplinary and integration across colleges, programs, and majors focus.
- EC will return to this next week to work toward finalizing a topic.

7. Announcements and Information

7.1. EconED-Virtual Events on AI

- PFH mentions that this is available to us.

7.2. President Conoley’s Comments on Enrollment Services Reorganization

- PFH shared revised document with EC on this subject. EC will discuss the document next week.

7.3. Additional Information about Equitable Textbook Access

- NS put together an annotated bibliography about digital versus actual hard copy book learning and shared it with EC.

8. Reminders

8.1. Next Academic Senate Meeting: 9/14/2023, 2-4 pm

9. Adjournment – 4:01pm