

EXECUTIVE COMMITTEE MEETING
Minutes

Tuesday, August 15, 2023 2:00 – 4:00 pm
Academic Senate Conference Room (AS 125)

Or on Zoom: <https://csulb.zoom.us/j/87997222094> (Meeting ID: 879 9722 2094)

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

Absent: P. Soni, A. Russo, S. Apel

1. Call to Order – 2:01pm. Meeting begins with introductions of all members.
2. Approval of Agenda – Moved by R. Fischer, seconded and approved.
3. Approval of Minutes: Meeting of May 09, 2023 – Moved by A. Nayak, seconded and approved.
4. Special Orders
 - 4.1. Report: Provost Scissum Gunn
 - KSG reports that she is glad to see us, and hopes we had a productive summer.
 - Call by FPPC for a Dean to be added – wants to know if that has been resolved. A. Kinsey has reached out to Amy Paulsen.
 - Wants to draw our attention to several reports that came out recently: 1) GI 2025 Outlook – provides information about where we're at, plans for what to achieve by 2025; 2) CSU commissioned work group on Black Excellence – 13 powerful recommendations, and there is movement and support for how campuses are addressing the recommendations; 3) Cozen O'Conner report – will discuss this more later.
 - KSG discusses the upcoming AI Implementation steering committee for our campus. KS described the various representatives and components. There will be two subcommittees: academic and business operations. Asks if the senate representative will be the chair or an elected member. PFH says that will be discussed. Draft charter from the AI group says it will provide institutional support and guidance for the campus.
 - Convocation – coming up on Friday.
 - QUESTIONS:
 - NS asks if reports mentioned are chancellor level or from our campus. KSG says 'both.' They contain CSU aggregated information, as well as campus specific information. However, the

Black Excellence report is more CSU-wide. NS says he has not seen the CSULB specific GI 2025 report. KSG says it is embedded within the larger report.

- NH asks if there is a list of the members of the AI steering group. KSG says the charge and list of potential members is being created and will be reviewed by EC.

AGENDA NOTE: Moving forward in the future, special orders will include reports from Scott Apel and Jeff Klaus.

5. New Business

5.1. [Time Certain 2:10 pm] New MPP position: Assistant Vice President, Faculty Recruitment, Retention and Support, Office of Faculty Affairs

- PFH introduces this item and mentions the questions that have been raised about this new position, the senate protocol, etc.
- KSG says this new position is designed to be positioned within a larger plan for Faculty Affairs. She apologizes for rushing it. The new AVPFA is going to have to resolve many ongoing issues as well as preparing for the upcoming AY. KSG moved forward with the new position to assist this new AVP.
- The AVPFA is currently tasked with oversight of issues related to faculty conduct, to complete the search process for faculty relations, taking a long look at faculty affairs processes, oversight for emerging initiatives, implementing a process to promote lecturer faculty to TT positions (now in a “meet and confer” process), and anticipation of the release and response to the Cozen report. These tasks were told to the finalists back in April. There was a realization that there would be the need for help in the areas of faculty development, and therefore this new position is designed to assist.
- KSG provides copies of the current Faculty Affairs organizational chart, as well as suggestions for changes. The current plans include having AVPFA (Perez), as well as Faculty Affairs Director (E. Morton), Labor & Employee Relations Director (Vacant), and Faculty Recruitment, Retention and Inclusive Excellence (Interim – M. Finney) working under Perez.
- EK asks if there is a plan for a lawyer to assist Faculty Affairs given the rising number of issues, including due process. Shawna McKeever is the house counsel for CSULB.
- NS asks about the timeline for this new position. He asks when it became clear that a new MPP position was needed for our campus. KSG says the reorganization and the need to assess the unit happened before the AVPFA was selected. KSG states that near the end of the academic year, she realized she would need help. KSG was the one to realize an Interim Asst.

VP was needed. NS asks how to prevent this from happening again. KSG says to examine the ORD chart related to the position in question.

- BK states there is a concern with the number of high-level MPP's being hired on campus. NH notes that this new position will have a "very direct impact on faculty," and that is one of the reasons this issue raised some alarms. KSG says she is attempting to staff an effective FA. NS states that he feels that the problem uncovered by Cozen O'Conner is administrators, so hiring more administrators may not be a viable answer. PFH asks why two of the three positions are "directors" and the new one is "Assistant VP." KSG says she would like to have them all be Assistant VPs, because that would help draw candidates with more expertise to fulfill the necessary duties/tasks of the job.
- Several other questions are raised and discussed re: 1) the big issues facing Faculty Affairs; 2) the need for another admin position instead of a director or staff; 3) the timing of the position description and hiring; 4) how this new position will be situated within the reorganization once the audit is done; 5) the connection this person will have with CFA.
- EC would like to see the most current version of the AVPFA position description (that was used for the hiring of Dr. Perez – after the search committee made some minor changes to what EC recommended last year).
- NS also asks for the position description of the Director of the Faculty Center. Having both descriptions would help us figure out where this new Assistant VP fits in.
- NEXT STEPS: Review the other position descriptions first to see where & how this position will fit in.
- PFH notes that Dr. Perez will visit with EC on Aug. 29th.

5.2. Optional syllabus statement for the use of artificial intelligence (AI) tools in courses

- PFH presents a draft statement to EC. The draft provides faculty with flexibility to adapt the statement for their own classes.
- BK notes the potential problem with having a document that describes the applications and restrictions of AI use in courses without also having some information about the larger problematic nature of AI use in general. BK shares an example of additional information about AI he plans to use.
- EC suggests sharing an edited version of the document with all faculty. It is also recommended that the email accompanying the document include a statement similar to BK's suggestion.

5.3. AY 22-23 Academic Senate Annual Report

- PFH shares the report from work accomplished last year. Any edits or suggestions can be sent to AK or PFH.

5.4. Review the list of policies that carried forward to the 2023-24 Academic Senate

- PFH shares the list of policies that carry forward into this new academic year.

- NS suggests EC consider trying a pilot plan for this year of not allowing any amendments to a policy after the second reading begins. JC offers a slight change – no new amendments once the section/line has been passed in the second reading. EC is in agreement with this plan. One exception – if an amendment would require changes in an earlier portion of the policy in order to ensure “consistency within the document,” that is okay.
- RTP will be on first agenda and JC suggests the Establishment and Dissolution of Dept’s and Programs, Certificate Policy be put forward.

6. Old Business

6.1. None

7. Announcements and Information

7.1. Update Academic Senate website

- PFH notes the website has been updated and it is now ADA compliant.

7.2. New campus leaders: AVPFA, UL Dean, COTA Dean

8. Reminders

8.1. Orientation for New Senator: 8/24/2023, 2-4 pm

8.2. First Academic Senate Meeting: 8/31/2023, 2-4 pm

9. Adjournment – 4:02pm