

EXECUTIVE COMMITTEE MEETING
Minutes

Tuesday, September 12, 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, S. Kasem, N. Schürer, E. Klink, P. Soni, S. Collins, A. Russo, J. Klaus, J. Cormack, K. Scissum Gunn, A. Kinsey

Additional Guests: M. Chang, B. Manke, J. Benitez

Absent: S. Apel

1. Call to Order – 2:00pm
2. Approval of Agenda – Moved by R. Fischer, seconded and approved as amended.
3. Approval of Minutes: Meetings of September 05, 2023 – Moved by N. Hultgren, seconded and approved as amended.
4. Special Orders
 - 4.1. Report: Provost Karyn Scissum Gunn
 - KSG reports on Asst. VP for Faculty and Inclusive Excellence. The revised PD will be coming soon. The Provost will be calling for the establishment of the search committee, as well as two faculty equity advocate reps.
 - Administrative restructuring – the President’s document was sent to PFH today. The new document provides updates about enrollment signals, strives made by our campus, and outlines the expectations of both divisions (SA & AA). The process has already begun. An ad hoc group is being proposed - The Transitional Oversight Group – which will focus on unpacking the nuances and less obvious operational functions of the reorganization. If approved, they will be providing updates throughout the process.
 - Banned Book Week Oct 1-7, 2023. The university library will be conducting an event, “Celebrate our Freedom to Read” on Oct. 2. Information will be sent out on social media to highlight this event.
 - QUESTIONS:
 - PFH asks about the ad hoc committee, and will records and registrar remain with AA? Answer, yes. Will enrollment planning remain in AA also? KSG unsure of this answer.

- NS asks if JC has been invited to come to EC. PFH says she has sent an invite, but JC is not available during EC meeting times this month.
- NS notes that the CO is planning to hire five regional managers for OCC (other Conduct of Concern) categories according to ASCSU meeting.
- NS asks about The Faculty Center PD. He would like to see all three in order to see how they align. KSG says she will have all three sent over to EC.
- PFH ask if feedback can be provided to the PD's by EC under Policy 22-13. Answer – yes.

4.2. Report: AVP, Student Affairs Jeff Klaus

- JK presents on the cultural welcomes this week.
- To answer SC's question from a couple weeks back – there have been 106 applications for the AVP position in SA.
- BMAC has purchased additional licenses for notetaking for hard of hearing students.
- Provides updated numbers of students who took the GPE – Testing office has 406 students; 1,070 students tested virtually.
- Updated COVID numbers – students 98, staff 22 reported having COVID.
- Beach Hut ribbon cutting this week on Sept. 15.
- Cultural Graduation ceremonies – considering holding events on the Friday night and Saturday of Finals week. However, there is some uncertainty, because they typically don't allow student programming events during Finals week. Wants EC's advice. NS says those who created the situation should be responsible for fixing the situation and making it amenable to students. BK says that he has heard that the Saturday is especially difficult for athletes. SC asks about why the general commencement ceremonies are taking place at Angel Stadium. JK says he can only speak to the cultural graduations, as he was not part of the group that organized the Angel stadium ceremonies. NH notes potential conflicts for any students who have exams on Saturday. EK asks if the cultural graduations will be on campus – JK says "yes." KSG reminds EC that there is not going to be a perfect outcome for this – we have worked to find a decision that provides students with a chance for their names to be read, walk across the stage, have as many family members in attendance, and have controlled security. NS responds to KSG's comment and notes his biggest issue was that there was "no robust consultation."
- There is some discussion about Smorgasport.

4.3. Report: VP Administration and Finance Scott Apel

- SA is not present. No report.

5. New Business

- 5.1. President Conoley's Comments on Enrollment Services Reorganization
 - PFH asks for comments or feedback. NH refers to some sections of the document that lack clarity (e.g. Academic Affairs section: Item #5 – "reduces anxiety..." Item #6 – "Change management will be challenging."). KSG says there will be some new reporting requirements for the campus coming from the CSU system – particularly focusing on enrollment numbers. NS there are subtly introduced groups and initiatives that are not explained, as well as some contradictions (e.g. "40+ year curriculum," "student success teams," & "DEIA governance structure"). NS says a lot of the things are really good ideas, but this document does not address the central question – "Why SA is better equipped to handle these things than Academic Affairs?" NS notes that he would prefer to ask these questions directly to JC instead of KSG. KSG sees the document as a vision, but that vision will have to be operationalized. The operationalization is something that we, as a campus, will have to work on. We may ask about the 'why,' but the 'what' is certain. We now need to focus on the 'how' in a way that benefits the students most. PS asks if this document is the final? He believes it needs some fine tuning. KSG says these are the final substantive points of her vision.
- 5.2. Feedback on Academic Senate meeting modality
 - PFH asks EC for feedback. Shall we have this modality conversation every year, or can EC make the decision going forward? Discussion ensues, and EC decides to ask yearly.
- 5.3. Recordings of Academic Senate meetings
 - PFH shares a question about whether or not the Zoom recordings should be posted on the AS website. Discussion ensues. The general consensus of EC is to provide agendas and minutes, but not to post the actual recordings. The recordings are for notetaking and confirmation of attendance only. EK suggests making a suggestion to senate attendees to provide their name and affiliation (e.g. dept., unit) on their Zoom window. Also suggests having in person people log-in to Zoom.
- 5.4. [Time Certain 3:00 pm] Internship Task Force
 - Guests: Michelle Chang, Director of the Academic Internships Office; Beth Manke, Professor of Human Development and Director, Long Beach Community Internship Program
 - M. Chang, B. Manke, and Juan Benitez present an Academic Senate Internship task force update. There is a proposed Academic Internship Policy and B. Manke presents it. A handout is shared with detailed information. This proposed policy will align with EO 1064. This will develop a campus wide definition of academic internships. Risk management and student safety are incorporated. Will differentiate between non-academic internships, service learning, and volunteer work. The development of the Academic Internships Office will help facilitate.
 - QUESTIONS:

- PFH asks if we still need the Internship Task Force after we have a policy in place? JB says this group has done what they were asked to do. Is this policy draft final? JB says they welcome some feedback prior to sending the draft to CEPC.
 - NS asks for a clarification about the “distinctions” in the Terms and Definitions section.
 - NS notes that Risk Management has become more risk adverse over the past few years. Asks to what extent this policy may create “more barriers” for students. JB says we will never be able to eliminate risk, but we can focus on mitigating risks, and says this is the opportunity for us to have that conversation and negotiations to benefit our students.
 - NS notes how prior attempts actually created more work for faculty. JC says hopefully this policy will actually help faculty.
 - Further discussion ensues about “affiliation agreements,” “site visits,” “not disenfranchising students” “workload for faculty” etc.
 - BM notes that having this policy in place and a centralized Academic Internships Office should benefit faculty, because departments & programs won’t have to operate in their own silos when trying to handle issues.
 - EK hopes they will continue with an advisory group if there will no longer be a task force, because of the risk management issues that will be inherent.
 - EC decides that the draft policy is ready to be sent to CEPC.
- 5.5. [PS 17-05 Student Evaluation of Teaching \(SPOT\) Policy](#)
- PFH says FPPC has questions about this and Item 5.6 (see below). They are conducting the five-year review of the SPOT. They are open to revising the entire policy, and they want to know EC’s thoughts. NH asks why they are asking – answer: issue with section 5.0 and the SPOT being open “during the last three (3) weeks of instruction in each semester.” JC asks if we would want to open this policy if there may be a movement away from the SPOT. NS says FPPC should focus on the SPOT review and revising the instrument for now. The consensus of EC is for FPPC to focus on the evaluation of the SPOT instrument.
- 5.6. Developing Faculty Hiring Policy
- FPPC feels that current campus policies focus primarily on DEIA when it comes to hiring, and a more global policy would be beneficial for hiring, rather than the current ‘procedures.’ NH asks why they want to do this. What is the goal? NH notes that the “120 steps” are more of a procedural issue, and the software (Page Up) determines the steps. This is not something that a policy can fix. PFH will share EC’s thoughts with FPPC.
- 5.7. Representative for [CPaCE Advisory Committee](#)
- PFH asks EC for a representative to be on the CPaCE Advisory Committee. **NH will do it for now**, until another representative is found.

- A representative for PECC is also needed. **PFH will do it for now.**

6. Old Business

- 6.1. Planning for AY 23-24 Academic Senate Retreat (October 26, 2023, 2-5 pm)
- 6.2. Interpretation of [PS 14-15 Faculty Office Hours Policy](#)

7. Announcements and Information

- 7.1. Two important elements of [CA AB 389](#): 1) The CSU would be prohibited from using tribal remains or cultural artifacts for purposes of teaching or research. 2) The CSU shall prepare an estimated budget for repatriating and submit the funding estimate to the Legislature by Jan 1, 2025. This estimate shall include available institutional resources.
 - PFH mentions the potential for transitioning the committee from a senate committee to one under the President.
- 7.2. ASCSU September 2023 Interim Chancellor's Resolutions Packet
- 7.3. Credit for Prior Learning Coordinator
 - They have only received one application so far. Looking for more applicants.

8. Reminders

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

9. Adjournment – 4:02pm