EXECUTIVE COMMITTEE MEETING
Minutes

Tuesday, February 13, 2024, 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, P. Soni, S. Collins, A. Russo, S. Apel, J. Klaus, J. Cormack, K. Scissum Gunn, A. Kinsey

Additional Guests: D. Hamm, S. Ahmed, M. Yao, K. Valenzuela, S. Miller
Absent: S. Kasem

1. Call to Order – 2:00pm

2. Approval of Agenda – Moved by N. Schurer, seconded and approved.

3. Approval of Minutes: Meetings of February 06, 2024 – Moved by R. Fischer, seconded and, approved as amended.

4. Special Orders
    4.1. Report: Provost Karyn Scissum Gunn
    - KSG reports on award season, 16 colleagues were recipient of the awards. Save the date for Awards ceremony on April 24th.
    - President's extended cabinet this Thursday in the CPaCE conference room.
    - KSG responds to question raised previously – President's award for outstanding faculty achievement deadline was extended due to first week of semester activities. Re: eligibility requirements – prior year winners are not eligible.
    - DFW Report – Pres. Conoley has approved the release of the report. Dashboard may be viewed with campus credentials. These grades are not disaggregated.
    - Re: AVP for integrative student success search – KSG understands there is some faculty dissatisfaction and lack of support. KSG reminds EC that there were two AVP positions earlier this year, and they decided to stagger them, and move forward with the one for student success.
    - QUESTIONS: PFH mentions that not all faculty are following BMAC contracts, guidelines or a memo may be forthcoming regarding this. Members suggest emphasizing "a small number of faculty," "campus specific language," and "recommendations vs. 'requirements'" in the communication.

- NH asks about the AI guidelines for AI, Microsoft CoPilot and their usage. He asks if the student guidelines have gone out and if there is a clarification on usage. Discussion ensues.

4.2. Report: AVP, Student Affairs Jeff Klaus
- JK provides EC with a report ([attached](#)).

4.3. Report: VP Administration and Finance Scott Apel
- SA says the campus is working on remediation after the last storm, but there is another one on the way.
- NS asks about any potential for another cancellation next Monday. SA says 'no,' unless there is a last minute change from the Provost's office.

5. New Business
5.1. Debriefing Academic Senate meeting, February 08, 2024 and setting the agenda for the Academic Senate meeting, February 22, 2024
- PFH presents draft agenda. Last AS meeting, the Certificate policy was postponed following a motion by Dean Bennett. NS suggests putting more pressing policies ahead of the revision of ACSEM and the ACSEM resolution. Suggestions include Master's Degree policy and Internship policy. A presentation from the Dean's has been requested, but no answer thus far. Agenda finalized by EC, will be sent out Thursday. On March 7th, Senate will revisit the certificate policy with no presentation.

5.2. [Time Certain 3:00 pm] CSULB Guidelines on Using AI Technologies and Guidelines for Faculty in Detecting Unauthorized Use of AI
Guests: Shariq Ahmed, AVP Academic Technology Services; and Min Yao, Vice President for Information Technology
- SA, MY, and K. Valenzuela present on AI.
- JC introduces the reasons for inviting guests – the difficulty the AIC has faced handling AI cases when we don't have a clear policy or guidelines. Also notes that historical versions of AI were easier to detect and identify inappropriate use. However, the new technology is making AI detection much harder. JC is hoping there will be some faculty guidelines created.
- KV states they have already received about 30 AI cases. Discussion ensues about effectiveness (or lack thereof) with using TurnItIn, advancement in AI tools being used by students, importance of faculty clarification in syllabi, and students turning to outside resources when they feel that they're not learning the material in the classroom.
- MY says most universities are creating guidelines instead of official policy. They are leaning toward "leave it to the faculty to establish the level of AI use allowed or not allowed."
- SA has looked at UCs and CSUs for policies, and most of them are putting the responsibility on the faculty to make determinations. The numbers are provided by TurnItIn, but a key thing is that the software doesn't provide a source (as opposed to how the plagiarism detection works).

- NS notes the difficulty in addressing AI issues across different disciplines that are more/less conducive to AI abuse. Also asks about "best practices" and the construction of assignments that preclude the ability to use AI. JC says there are resources available to faculty on campus to help them with this. In response to the discipline issue, JC suggests the possibility of having discipline specific experts review.
- PFH asks what EC should do. The response is 'guidelines.'

5.3. [Time Certain 3:30 pm] Proposed Campus Climate Committee charge and LGBTQIA+ Anti-Discrimination Resolution
Guest: Shae Miller, Co-Chair of Campus Climate Committee and Chair of LGBTQIA+ Campus Climate Committee
- PFH congratulates Shae for the award the recently received.
- SM presents the proposed revision of the CCC charge and a resolution.
- Proposed new name of the committee: Committee on Diversity, Equity, and Campus Climate (CDECC).
- SM provides the rationale for the change. As a sub-committee of the AS, many do not know what the committee does. The aim is to revisit the purpose of the committee and provide a clear guide for committee members and others to understand the role of the committee and its orientation within the larger campus structure.
- The proposed charge is presented to EC for discussion. Discussion ensues about name of committee, relationship/connection of committee to other campus bodies, and importance of fruitful outcomes from the committee's work.
- Due to time limitations, S. Miller will return to EC to discuss the proposed resolution.

5.4. Nomination of Representatives for the 75th Anniversary Committee
- Faculty member needed for this committee from AS. Tentative meeting schedule is once a month. Neil Hultgren is selected; and EC will provide the name of the alternate once they are selected.

6. Old Business
   6.1. Calendar Committee Memo for AY 2026-27
   - Questions have been answered by Calendar Committee and CPaCE. EC will proceed with their memo.
   6.2. 2023 Academic Senate Retreat Draft Report

7. Announcements and Information
   7.1. None

8. Reminders
   8.1. Academic Senate Meeting: 2/22/2024, 2-4 pm

9.   Adjournment – 4:01pm