

**EXECUTIVE COMMITTEE MEETING**  
**Minutes**

Tuesday, February 27, 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, S. Kasem, N. Schürer, E. Klink, P. Soni, S. Collins, A. Russo, S. Apel, J. Klaus, J. Cormack, A. Kinsey

Absent: K. Scissum Gunn

1. Call to Order – 2:00pm
2. Approval of Agenda – Moved by AN, seconded and approved.
  - At end of meeting, PFH shares the current numbers of who responded to the Provost’s review (including students, staff, faculty, and administrators).
3. Approval of Minutes: Meeting of February 20, 2024 – Moved by BK, seconded and approved.
4. Special Orders
  - 4.1. Report: Provost Karyn Scissum Gunn
    - KSG not present. J. Cormack reports in her absence. The first “Reckoning with Relevance,” will be on April 25<sup>th</sup> in Anatol.
  - 4.2. Report: AVP, Student Affairs Jeff Klaus
    - Report available [here](#). Notes that 350 primarily African American juniors and seniors from LAUSD will be on campus March 7<sup>th</sup>, as part of a program: “Bridge Builders.” Upcoming Rally from SQE coming later this week.
  - 4.3. Report: VP Administration and Finance Scott Apel
    - SA reports on RPP which is upcoming. Budget uncertainties create problems for this. May revise will contain more up to date information. Trustee Firstenberg came to campus yesterday and met with the Executive Committee. CA State Senator, Lena Gonzalez to come to campus soon.
5. New Business
  - 5.1. Setting the agenda for the Academic Senate meeting, March 07, 2024
    - PFH presents draft agenda to EC. Regarding 7.2, faculty met with J. Cormack and said this needs to be approved soon. Two new curriculum items will have a time certain.
    - RF asks who the record keeper of digital badges will be going forward. Discussion on this topic ensues re: potential for program connected to Canvas, current amendments in Certificates Policy identifying ‘registrar’ and ‘enrollment

services,' asking Shariq for more information, and how this will be a point of discussion that needs to be addressed.

- PFH asks if 8.3 and 8.4 should have a time certain. We will wait to receive the proper documentation from these before we move forward. PFH asks for EC's permission to remove Items 8.3 and 8.4 if the proper documentation is not made available by Thursday morning. EC concurs.

#### 5.2. Draft Memo for CED Faculty Council re: Service Expectations

- PFH thanks AK for putting together a spreadsheet showing service requirements for various Colleges, along with F'23 Faculty census numbers (tenured / tt). CED has asked if lecturer faculty can serve on councils in lieu of T/TT faculty. Questions raised about "full-time lecturer" faculty and different types (e.g. 12 + 3 vs. 15 unit teaching). SC notes the absence of CAPS on the spreadsheet.
- PFH asks if EC is okay drafting a memo to allow full-time lecturers in CED to serve in place of T/TT faculty on campus councils. Discussion ensues about the memo, as well as the recipients. NH notes the concern of 'rewarding' bad behavior among T/TT faculty if memo is sent to all colleges. NH and RF note the importance of an annual reporting of lecturers who serve in place of T/TT faculty.
- EC decides to move forward with drafting a memo that: 1) Is specifically for CED; 2) Noting a one year 'piloting' of this approach; 3) CED reporting on service numbers for lecturers and T/TT faculty at one year; and 4) The only lecturers eligible to serve in place of T/TT faculty are "12 + 3" full-time lecturers.

#### 5.3. Review the Draft Policies in Queue

- PFH presents the policies ready for AS. EC discusses priority of policies to be put forward. The GE policy will be coming soon per timeline imposed by CO. Discussion ensues about ways to navigate the timeline. NH suggests moving forward with Certificate and Departmentalization, followed by GE (if timeline is still mandated). Also, discussion about other policies: e.g. Regulations for Graduate Theses and Projects, Thesis Signature Page, Master's Degree Policy.
- BK offers some suggestions to help speed up the first reading process.
- JC suggests having sub-groups work on portion of GE, if necessary.
- NH notes how this current situation provides an example of why policies move slowly through AS – The CO brings a mandate about GE in the Spring semester to campuses with a short deadline.
- NS notes that one of the things being discussed at statewide is 'non-compliance,' telling the CO 'no.'

#### 5.4. Lecturer Evaluation Guidelines

- PFH says there are currently no guidelines for lecturer faculty to prepare for their review. She will be sharing some documents with EC that may be useful.

#### 5.5. Report on Council of Campus Senate Chairs Meeting

- Two main topics discussed were GE and enrollment. Some campuses have lost up to 30% of enrollment. The possibility of merging departments and colleges

was discussed for those campuses. There was also discussion about the Tentative Agreement.

- NS asks a question of SA – There was discussion at statewide senate about enrollment, and for campuses where enrollment has gone down 10% or more will have 3% of their budgets reallocated to other campuses. Will CSULB get extra money. SA says that is true, but the original number was 5%, now 3%, but potentially will be 0%. The estimates are in our budget. There are currently four campuses (CSULB, CSUF, SDSU, CSUN) who are probably going to hit/exceed enrollment. SA says we will be fine, we are smart with our money, and we don't take anything as 'gospel.'

## 6. Old Business

### 6.1. 2023 Academic Senate Retreat Draft Report

- PFH shows draft Academic senate retreat report. NH and BK drafted the initial report, thanks to both. NH asks about the narrator of the document. "Who is speaking?" Discussion ensues. Document will be cleaned up and reviewed a second time before distribution.

### 6.2. 2024 University RTP Policy Implementation and Timelines

- Document shared with EC including revisions. EC discusses the timeline in detail. CW notes the importance of making guidelines for reviewers/evaluators. RF asks about the potential of Interfolio 'auto-populating' with correct policies for candidates and reviewers – This is probably not possible. NH will clean up this document after amendments and send forward to Deans and FA, and for responses within one week of receiving.

## 7. Announcements and Information

- ### 7.1. Relaunch [CSULB Leadership Fellows Program](#) (led by Drs. Tiffany Brown and Jonathan O'Brien)

## 8. Reminders

- ### 8.1. Academic Senate Meeting: 3/07/2024, 2-4 pm

## 9. Adjournment – 4:02pm