

## EXECUTIVE COMMITTEE MEETING Minutes

Tuesday, May 07, 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, S. Collins, A. Russo, J. Klaus, J. Cormack, K. Scissum Gunn, A. Kinsey

Additional Guests: P. Soni, A. Kahn, E. Erlyana

Absent: S. Kasem, S. Apel

1. Call to Order – 2:00pm
2. Approval of Agenda – AN moves, seconded and approved
3. Approval of Minutes: Meetings of April 30, 2024 – BK moves, seconded and approved.
  - Announcement from PFH – re: Native American committee (CNABRCP). They are working on updating their policy. They have finished updating the policy to comply with current federal and state guidelines. A key point is a new group that focuses on repatriation. We need to figure out which council to send it to. URC, FPPC, or IPAC? NS notes this is not one of our committees. Rather, it is a committee to which we make appointments. As such, it should go directly to Senate Exec, and then to Academic Senate. NS also notes that this topic (managing connection with Native American lands and tribes) may be a good opportunity to get groups talking on this campus that don't typically communicate with one another. NH makes a note to consider this.
  - PFH also raises a question about the Departmentalization Policy. Question is about use of "Academic Programs" – which is typically used to refer to degree conferring programs. For this policy, it may be more appropriate to refer to them as "administrative units."
    - NS suggests adding a definition of "Program" – the word program refers to "academic units."
    - JC suggests changing "program" to "academic units."
    - Third option – leave it as is.
    - EC decides to consider the three options above, and decide next week.
4. Special Orders
  - 4.1. Report: Provost Karyn Scissum Gunn
    - Moment of silence for Marie Kelleher (History department). She recently passed away.

- KSG shares updates about Black Student Success and shares handout with information about components and things that have taken place over the year and what is coming up, including the Black Excellence Collegium (BEC) logo, the A-G Middle School Success Project, Guided Pathways to the Beach Major, Black Beach for Life, and DEIA Excellence in the Beach Classroom
- Notes that Simon Kim's retirement is this afternoon.
- Provides some additional comments about Dr. Nicol's new book about the first female Black trustee (Claudia Hampton) – "Black Woman on Board." NS mentions potential of using this book for a faculty book club. CW mentions connecting this to the Faculty Supper Club.

#### 4.2. Report: AVP, Student Affairs Jeff Klaus

- JK provided emailed update.
- Notes there will be a scheduled walkout tomorrow (May 8<sup>th</sup>) at 2pm
- Basic Needs is putting together some snack packs for the campus. 56% of students reported food insecurity during a survey. This is an effort to make sure students have food as we head into finals.
- Career Development Center job update provided. There has been a slight drop.
- PFH asks about furniture being moved and blocking walkways during last week's rally. JK says that is being addressed to avoid future issues.
- NS reiterates the message he shared with the President last Thursday that the messaging from the campus was inappropriate and overblown. Asks if there has been any reflection about how and why information about the rally was communicated that way. Notes our campus' usual ability to deescalate these types of events and issues. Discussion ensues about where the campus communication comes from and how lessons can be learned from each event. EK shares stories of the fear faculty and students shared with her throughout the day.
- NH asks about the "petition" mentioned by President Conoley last week at Senate. SC notes that some of what Pres. Conoley stated was false. KSG asks if there has historically been an effort to promote goodwill and understand the needs of CAPS on campus. SC shares some background about the lack of a Black CAPS staff member for students to speak with and the lack of a tenured position. Also notes that the student-to-counselor ratio should be 1,500-to-1. Discussion ensues about changes, and lack thereof within CAPS. OSHA issue discussed. Further discussion about the differing approaches of calculating student-to-counselor ratio (e.g. actual enrollment numbers vs. the 10-15% 'usage' number of students). SC notes that there are ebbs and flows of student usage of CAPS. KSG asks about ways to improve the conversation and discussion.

- JK comments about the minimum 60% direct service threshold (60% of your time out of a 40-hour week should be conducted in providing direct therapy/treatment).

4.3. Report: VP Administration and Finance Scott Apel – Not in attendance. No report.

## 5. New Business

~~5.1. [Time Certain 2:30] CEPC Chair Report, Jeff Bentley~~

5.2. Debriefing 5/07 Academic Senate meeting and GE summer task force?

- PFH asks about task force. JC suggests referring to it as the 'FYE' task force (First Year Experience). JC recommends moving forward with this, and suggests we go to the Dean's first to get their support. PFH notes the aims and membership draft created by RF and shared with EC last week.
- JC offers some other thoughts about membership. Notes having the Director of Beach XP (Candice Chick) involved, as well as someone from Student Affairs.
- NS suggests adding someone with University 100 experience (e.g. Sharon Olson) and a staff representative.

5.3. [Time Certain 3:00] URC Chair Report, Praveen Soni

- PS shares a brief description of what URC does. It is a senate council, but it deals at the university level and finances at all levels. Notes two parts: 1) University - URC does not operate at the College or department level. University level programs are reviewed. Works with KSG, SA, etc.; 2) Resources – formerly it was the 'financial,' but it has been expanded to cover human resources, financial resources, capital resources, capital projects, parking, software, tenure-density, etc.
- When new programs arise (minor, majors, elevations, etc.), URC looks at the financial requirements and needs.
- Also continually receiving Budget updates from Kara Perkins.
- RF asks about 'accomplishments' and/or 'barriers.' PS notes one potential 'logjam' would be when programs/curriculum items are deemed as proceeding too slowly, but based on his previous meeting with EC, if those items are deemed 'urgent' they will be moved through quickly. Doesn't have any specific 'pat on the back accomplishments,' but they are doing their job.
- NS asks how we are doing with "transparency" between URC and all the groups they work and interact with. PS believes there is good data and information sharing. Also shares an example of transparency of when the memo came down from the CO.
- NS also asks about if there are suggestions for how finances are distributed. PS notes that URC shares information, asks questions, and makes suggestions to the Provost and Chief Financial Officer (Vice President of

Administration and Finance) but recognizes the limitations and constraints faced by the Provost.

- KSG shares some additional information about budget, RPP, general fund, and May revise.
- KSG asks about the connection between URC and the Resource Planning Process (RPP). PS says URC takes over once the RPP is done. URC receives information from RPP about necessary cuts and/or increases, and then helps determine how those will happen.
- EK notes how lucky we are to have PS heading URC. Explains the difficulty with the CSU's budget operating "six months" at a time – October & May revise.

5.4. Updates from Faculty Personnel Policies Council (FPPC) re: SPOT

5.5. [Time Certain 3:30] IPAC Co-Chairs Report, Adam Kahn and Erlyana Erlyana

- A. Kahn will discuss the "committee of the whole." Provides how IPAC grew out of PARC and the institutional assessment and program review components. A lot of the committee of the whole this year has been deciding what IPAC is, as well as focusing on MOUs, integrating their work with Canvas.
- IASC – A. Kahn talks about focus and upcoming work on institutional learning outcomes: 1) diversity – upcoming; 2) oral communication – assessment work completed, report being prepared, undergraduate & graduate findings. Now working on written communication rubric – next year focusing on upper division writing.
- EE describes the committee make up of PASC – e.g. members from each college. Summarizes several of the major activities that occur throughout the year (including training of members about assessment and tools; incorporating Canvas into assessment; dissemination of information about new structures with three colleges so far with more meetings coming up soon).
- Requests from IPAC to Senate: 1) monitor attendance and have senator chair write letters of service recognition; 2) EC encourage colleges to hold their elections prior to spring break; and 3) If EC is consulted and part of decision making about assigned time, that EC encourages assigned time for chairs, as well as stipends.
- QUESTIONS: NS asks about the added workload the assessment processes are creating for faculty across the university. Example is the large amount of work for faculty teaching comp classes in assessing written communication. A. Kahn notes this question has come up, but shares that message coming from above IPAC is that "this is part of the job for faculty." NS specifically asks about lecturers, since they don't have an RTP requirement for this work. JC describes the type of that will be required by faculty, and notes the hope is to reduce workload by having lecturers share information/data rather than actual grading for assessment purposes. Also

notes that Canvas should help once everything is installed. JC does note the difficulty for assessing written communication given the large number of lecturers who teach these courses. A. Kahn says he will do his best to pay attention to who is doing work outside of the committee, chairs, assessment coordinators, etc. when working with faculty.

- NS shares concerns about individuals using the rubrics and scoring for assessment if they don't have expertise in the subject area. JC notes the "broad" nature of assessment and the efforts to write the rubrics in a manner where they have been reviewed and approved by experts, but don't require experts to administer/use the rubrics.
- NS comments about MOUs – they list a lot of things the department is supposed to do, as well as the things the deans will provide, BUT they then say "dependent on funding." Requests having MOUs include a statement noting that when funding is not available, the work for faculty is also reduced commensurately.
- AN notes the difficulty with assessing learning outcomes for languages other than English.
- EC thanks A. Kahn and EE for their hard work.

6. Old Business

6.1. None

7. Announcements and Information

7.1. CSU General Education Policy Update Memorandum

7.2. CSU Maritime Resolution- First Year Mathematics and EO 1110 in the COVID era

8. Reminders

8.1. Last AS Executive Committee Meeting: Tuesday, May 14, 2:00-4:00 pm

8.2. AS Executive Committee End of Year Celebration: Tuesday, May 14, 4:00-5:00 pm, Anatol Center

9. Adjournment – 4:04pm