EXECUTIVE COMMITTEE MEETING MINUTES
Tuesday, September 10, 2024, 2:00 – 4:00 pm
Academic Senate Conference Room (AS 125)

N. Hultgren, R. Fischer, M. Dyo, N. Meyer-Adams, C. Miles, A. Moore, C. Warren, S. Kasem, N. Schürer, E. Klink, M. Aliasgari, S. Collins, C. Ryan, S. Apel, D. Green, P. Hung, K. Scissum Gunn, A. Kinsey

1.   Call to Order
AM move to approve, RF second
2.   Approval of Agenda
        AM move to approve, RF second

3.   Approval of Minutes: Meeting of September 10, 2024
        RF move to approve, AM second
4.   Introductions
        None
5.   Special Orders
        5.1.   Report: Provost Karyn Scissum Gunn
            1) Report from Advising Communications Update (Spring 2024 term); streamlining UG advising info; see doc; EAB/Beach Connect. Pulled user data (23K unique views from UG involving 141 advisors)- 73% rate in which UG students accessed advising, does not include other types of advising connections. Other info highlighted in report. Committee members: Donna Green, Meghan Griffith-Pina, Paul Henderson, Kerry Johnson, Carole Nicholson, and Kris Slowinski. NH: academic requirements report issues; students get confused; software issues. NH: is there a way to establish a baseline for what students experience in terms of communication? NS: as part of first year experience, including academic requirements report? Caution about using term "foolproof" navigation. No matter how "foolproof" we think a site is, it does not guarantee students will access. Doesn't K. Johnson have an advising task force? KSG: we want students to have a quality advising experience and communications is a part of that. In 2022, we had recs from Nakada (external group). SK: as a peer advisor, they do run into similar issues. Navigating requirement report can be difficulty for FTFY students.
            2) Faculty Affairs Communications- working on additional guidelines for customer service; how we engage so that people have the best possible experience; minimize hand-offs; routed to appropriate office, maximizing efficiency. Developing protocols in case of unforeseen scenarios or emergencies. Clarifying roles to better understand who the best contact person is for various issues. Will hire dedicated front office person to triage phone call, e-mail, visits, etc. Faculty Affairs suite has one way in and out.

Considering having a second exit installed. MA: FA turnaround time- are they tracking that data? KSG: not tracking but looking at best practices (e.g. for response time for calls, emails). NH: concern about "customer service" language; KSG: it is a way to refer to the service that we want faculty to experience; establishing best practices and standards.

5.2. Report: AVP, Enrollment Services Donna Green
Spring Applications: will open Aug. 1-31, total of 7, 119 applicants. 2% over last Spring. Last Spring, asked Fall FT freshman to apply. See report.
AM: expected acceptance rate? DG: hoping for 1500. CW: have he seen an uptick in other CSUs? DG: have asked, but info pending.

5.3. Report: VP Administration and Finance Scott Apel
Monitoring heat; notices sent to ASMs regarding fires and smoke. OSHA acceptable levels being monitored. Fine Arts (FA) building improvements- SA toured buildings during peak heat and there was some improvement. Dorms- none of the old dorms have AC. Lobbies have AC. Each room has a fan. MA: question re: budget. SA: underenrolled campus funds being shifted to larger campuses. SA will do budget presentation next week. EK: the CSU budget will be shared at statewide senate meetings. CM: agrees that FA improvements were helpful, great construction team and others. CR: whole construction team and all involved was incredibly responsive. AM: where are additional funds going? SA: to help cover raises. We will see greater impact of shortfall next year. Still 11M deficit, not as bad as other campuses.

6. New Business

6.1. Final plans for the Academic Senate Meeting of 9/12/2024
PFH: that program is 3 units short in order to move from BA to BS.; reached out to dept to make changes to MSDR and program. Dept. Chair also reached out to Chair of Math and Dean of CNSM. NH: not sure what CNSM will say about amendments to proposal. Need to consider what to do since there was a curricular change in between first and second reading. NS: procedurally OK to do this. PFH will let CEPC know. MA: was there a new course to be required? Won't this affect URC and CEPC? EK: consider cost impact. Normally would need to go back to EPPC. PFH will amend policy in the current draft. NH: if it gets voted down, it will go back down to beginning. DG: Isn't it a mistake that is causing it to be in line with Title V? PFH: Chair of Math has been contacted.

6.2. [Time Certain 2:30 pm] Expanding the Definition of Alumni (see doc)
Guest: Dan Montoya, Vice President, University Relations and Development; Noemi Guevara, Chris Reese. Looking to change Alumni designation policy, expanding definition of alumni. Other universities (e.g. SDSU, Harvard, Cornell, U. of Chicago). There are people learning at this university that are not considered alumni. This is in line with our current work in Beach 2030 and commitment to lifelong learning (e.g. with CPaCE). RF: are there going to be special designations? Or are the 3 categories for use in the database? Ans: the outward facing terminology will be "alumni", designation/categories are for

internal use. In the past, alumni paid for membership and it was more transactional. Benefits still available to alumni even though they have moved away from the "pay to play"/membership model. Can just go on website and obtain digital membership. Launching 61+ (students who earned 61+ units)-working with students to improve access to internship/mentorship and utilizing alumni. So far, good response. Alumni will be coming to workshops to work with students. Also expanding partnerships with OLLI. EK: what benefits? Ans: library access at any 23 CSUs, discounts to programs, campus wi-fi (90 days). Parking is still an issue, not a benefit. Beach Journeys: take care of you as a student, senior students transitioning into alumni phase and building programming around that. Bringing students back mid and post career, philanthropy, etc. NS: is the number of alumni still 400,000? Yes, but not contactable. Trying to increase connectivity to alumni. To what extent are other divisions of the university involved? Cost? Ans: not sure in terms of how to get the initial data; ongoing communication once connections have been established will be less. Political Science is using BeachNexus to connect with alumni. They approached them to see how they could use existing platforms to help with connecting to alumni. MA: positive regards for assistance with mentorship programs. AM: suggest URD reach out to dept chairs to encourage connection with alumni.

    6.3. Request for Faculty Volunteers for the Dream Success Center Commission
Requested that advisory board (previously formed with assistance of Nominating Committee) be changed to a "Commission"; NH advised group that most groups that are called a "Commission" are formed by the President.

    6.4. Concerns regarding the [FERPA for Faculty](#) website
Students can be sent grades via email, but individual grades, not the class roster of grades. KSG: Per Min Yao- recommend using OneDrive to send grades if needed. RF: sometimes students want to know their grades prior to final grades; PFH: would avoid giving grade info via email whenever possible.

    6.5. Annual Report from the Academic Council on International Programs (ACIP)
*skip for this mtg

7.   Old Business

    7.1. Departmentalization Policy

    7.2. [Time Certain 3:35 pm] More issues related to ACSEM Charge and Composition
NH: we do not have enough faculty serving (2 of 7 positions filled); NH convened the first ACSEM meeting last week due to the chair being unavailable. There are many openings of faculty members. There were many members that may be "ex-officio" but were not indicated on the charge. Not knowing their status led to problems with reaching quorum. PFH states that there are two enrollment committees, Enrollment Tech, and ACSEM. PFH suggest opening the charge again. NS suggests putting this committee on hiatus for one year with possible dissolution. After one year, determine is anything was lost by not having, if not, dissolve. NH will think about how to proceed.

       7.2.1   Staffing the Council: NH: we do not have enough faculty serving (2 of 7 positions filled);

       7.2.1.   "Council of Chairs"- does this even exist?

       7.2.2.   Recruiting Faculty: no one designated that there are ex-officio members on committee. Did not have a quorum.

              PFH: consider opening charge again to update membership? NS: rec. putting committee on hiatus for a year and then assess possibility of dissolving if not needed

   7.3.   [Time Certain 3:45 pm] Planning for the Fall 2024 AS Retreat

   Shared governance currently the theme; NH spoke to President to get info on what plans are for Beach Convening so as not to overlap/replicate. SC suggested titles.

8.   Announcements and Information

   8.1.   [CSULB 75th Anniversary Kickoff Concert](#)

9.   Reminders

   9.1.   Academic Senate Meeting #2, 9/12/24, 2:00 – 4:00 pm, PSY 150

10.   Adjournment