

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

Tuesday, May 14, 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, A. Russo, J. Klaus, J. Cormack, K. Scissum Gunn, A. Kinsey

Additional Guests: D. Hamm, L. Andersen, J. Bentley, N. Hall

Absent: S. Kasem, P. Soni, S. Collins, S. Apel

1. Call to Order – 2:02pm
2. Approval of Agenda – AN moves, seconded and approved
3. Approval of Minutes: Meetings of May 07, 2024 – NH moves, seconded and approved. BK suggests moving the information about PFH announcements to a spot away from the “Approval of the Minutes.”
4. Special Orders
  - 4.1. Report: Provost Karyn Scissum Gunn
    - KSG thanks CW for bringing up the Beach Supper Club at our last meeting. She is looking into how to bring it back in some form. D. Hamm comments about Supper Club. She hopes they will be open to everyone (lecturers, students, etc.). KSG agrees.
    - Cultural graduation ceremonies began last week, and they will continue through this week.
  - 4.2. Report: AVP, Student Affairs Jeff Klaus
    - JK notes that the AVP for Admissions search closes tomorrow. Andrew Wright’s last day is July 2<sup>nd</sup>.
    - BMAC – there are some interesting employment opportunities for deaf and hard of hearing individuals. DH asks about details of the postings/opportunities.
    - JK notes that the dip they have seen in Career Development Center job postings is normal for this time of year.
    - JK comments on outreach – They have improved the outreach numbers. A process is in place to make sure outreach efforts don’t miss schools that have 10% or more Black students. JK is working to make sure that recruitment of Black students is in fact of priority on campus. JC asks that JK share some of the data and information about how they have “closed the loop” in this outreach area.

- Tours next year will be at 10am and 2pm. Signage and visibility of the tours will be improved.
  - JK thanks EC. Next year Donna Green will attending EC meetings instead of JK.
- 4.3. Report: VP Administration and Finance Scott Apel
- SA not in attendance. No report.

## 5. New Business

- 5.1. One tenured faculty member needed for AVP Admissions and Enrollment Management Search Committee- Nomination: Dr. Nancy Hall
- PFH says that a faculty member is needed for this search committee. The recommendation is Nancy Hall. PFH says N. Hall has agreed to it. There are no objections. EC approves her nomination.
- 5.2. Draft for Creating an Exploratory FYE Summer Task Force
- EC discusses this task force. KSG feels this is a necessary task force. Stipends for this TF are from the CO First Year Experience funneled through Provost. The selection of the membership is discussed by EC. RF asks if the first step is to share with the Deans. JC says yes, this has been shared, and Deans agree. PFH asks EC for guidance in the membership process. NS asks what kind of task force is this? We need to make it clear that this is not a senate task force. NS suggests including language about time commitment and modality of meetings. NS suggests adding language for faculty members that it will be their responsibility to report back to their colleges, faculty councils, etc. Discussion about the 'exploratory' nature of this task force – This exploration is sponsored by the office of the Provost with funds from the Chancellor's Office. NS asks who is making the selection of members. JC suggests having the colleges tasked with identifying their faculty representatives. JK suggests adding AVP of Student Affairs. Selection language discussed – "selected by the Deans with the input from their faculty council, if possible." JK suggests adding a designee from Long Beach College Promise.
  - EC agrees on draft. Will be sent to the Office of the Provost.
- 5.3. New proposed Mathematics Instructional Specialist (MIS) Certificate- CEPC Voting Results: 7 in favor of approval, 10 abstentions, and 0 not in favor of approval
- 5.4. [Time Certain 2:30] FPPC Chair Report, Leslie Andersen
- LA reports on FPPC for this year. LA says FPPC focused on three main things: 1) Intellectual property (IP); 2) faculty hiring; and 3) SPOT
    - CSULB has not been in compliance with the Bayh-Dole Act of 1980. Until a new policy is approved, ORED is being asked to provide guidelines re: intellectual property, copyright, and patents.
    - DEIA guidelines for faculty hiring. Current hiring protocols come from Faculty Affairs, not FPPC. P. Perez raised the issue that there

has not been shared governance. LA looked at the variety of policies and approaches used at other CSUs. One consideration is to draft a senate approved hiring policy. A sub-committee of FPPC is working on a draft.

- SPOT evaluations. PS 17-05 provides the current guidelines and requirements to review evaluation protocol every five years. The ACE instrument from Iowa has been the question bank used to select questions in the past. But, ACE no longer exists. LA began to investigate the literature about evaluations. Our current approach at CSULB is counter to the research. We need to overhaul SPOT at CSULB. FPPC realizes this is a task too large for them, and would like to recommend a task force be created to focus on this.

Detailed SPOT memo [here](#).

- NH asks about IP. LA speaks on the IP policy and how FPPC will move forward with this. Next year's council will address this. Simon Kim mentioned that the copyright policy is separate intentionally due to federal regulations. LA feels the patent policy is similar to the IP policy. JC asks why FPPC recommends a task force. LA says other institutions have used task forces to accomplish this.
- Re: SPOT – BK comments about the IDEA form used at his former university. LA comments about problems noted in the literature, including bias, cherry picking of questions. MD asks about work being done at Fresno State and asks if there are plans for a CSU-wide approach. NS asks about the conversation with CFA about SPOTs. LA notes that one good thing about the contract with CFA is that “student evaluations have to be done,” but doesn't dictate the who, why, etc. Discussion ensues about need for doing evaluations “right,” benefitting students, providing valuable feedback for faculty, figuring out the best design and plan for lecturer faculty.

#### 5.5. [Time Certain 3:00] CEPC Chair Report, Jeff Bentley

- JB reports on CEPC tasks this year. It was a very productive year, including degree title changes, new certificates, option changes, new minors. Revision of the GVAR policy took up a lot of time for the council. There was more contention than expected. Members were concerned with the resource aspect of this policy. Final meeting did not see an approval. Early Fall should see this policy finished. GE update working with GEGC on a very quick revision, which is currently with Senate. PFH asks JB about the vote on the Math certificate: 7 'Yes;' 10 'Abstentions' (See Item 5.3 above). JB notes that some CEPC members are concerned with the lack of teaching requirement in this certificate. NS (speaking as Parliamentarian) states that the seven yes votes do constitute an approval. He states that abstentions do not officially count for anything. NS is concerned that this may not actually represent the will of the council. JB states going forward, he will make the council know that abstentions do not count for anything. NS asks

how CEPC is addressing the question of disciplinary knowledge, which ties the Math and GVAR discussion together. NS commends CEPC for getting through so much this year, in a very efficient manner. JC suggests providing a comparison of what GVAR suggested and what comes out of CEPC when presenting the policy to AS.

5.6. [Time Certain 3:30] ACSEM Chair Report, Nancy Hall

- NH reports on ACSEM work this year. Report [here](#).
- Three general recommendations to bring back to senate: 1) Carry forward with a CRM system – advantageous for students, preferred communication modalities; 2) Improving consistency across communications and web presence – different academic program websites lack a common layout. They appear to be designed separately by each program. ACSEM suggests a task force work on this; and 3) How to enhance enrollment in under enrolled programs – Notes that students seem to flock to majors they have heard of. We should work on strategies to inform students about options / programs they haven't heard of. A specific focus on undeclared students would be beneficial.
- NS supports recommendation #3, but is less supportive of #2. Asks N. Hall about their motivations for #2. She argues for bounded diversity with a common framework.

5.7. AY 2024-2025 Academic Senate Meeting Schedule

- PFH shares two proposed schedules put together by AK. Version #2 is selected by EC.

6. Old Business

6.1. Departmentalization Policy: Programs, Academic Programs, or Academic Units?

- Three options provided for the terminology within the policy: 1) Keep 'academic programs;' 2) drop 'academic;' 3) add a statement in the definitional section of the policy stating how the term 'academic program' refers to administrative units (add Section 2.2.1). EC selects option #3.

7. Announcements and Information

- Announcement from PFH re: S. Kasem. She has missed a few weeks due to MCAT preparation and finals today.
- 7.1. 2023-24 Annual Report from Academic Integrity Committee (AIC)
  - University level Cases: 12 in Fall; 1 in the Spring
- 7.2. 2023-24 Annual Report from University Grade Appeals Committee (GAC)
  - University level Cases: 1 in Fall; 1 in Spring

8. Reminders

- 8.1. None

9. Adjournment—Have a great summer! – 4:01pm