Academic Support and Student Services Committee (AS&SS)
10/30/25
10:00 – 11:30am- BPA 134 Conference Room
Meeting ID: 867 8320 2616
https://csub.zoom.us/j/86783202616

Meeting Minutes

Committee Members: Leslie Kirstein (Chair, NSME), ~~Kristine Holloway (Librarian)~~, Carol Dell' Amico (A&H), Jing Wang (BPA), Yvette Morones (Staff Representative), Janine Cornelison (Student Services Professional), Kristi Chavez (Dean of Library Designee), Ruth Miles (At-Large), ~~Jennifer Mabry (AVP for Enrollment Management)~~, Emelia Reed (ASI Executive VP), Mike Kwon (Executive Director of ASI), Craig Harnetiaux (SS&E), Alberto C Cruz (At-Large), ~~Markel Quarles (VP for Student Affairs Designee)~~ Lou Montano (Director of the Testing Center).

I.   **Call to Order (10:04)**

II. **Approval of Agenda (10:06)**

III. **Approval of Minutes (differed)**

IV. **Old Business**

    a. Referral for RES242518 still with AAC (joint referral)

    b. Referral #20 Disqualification and Readmission Policies

        i. The committee continued discussion regarding disqualification and readmission practices, with attention to clarity, consistency, and alignment across divisions. Review of comparative CSU practices is ongoing. Leslie did not reach out to Enrollment Management at this time and will follow up as time permits, will draft a resolution for the committee to review at 11/13/2025 meeting.

    c. Referral #21 Policy on Use of Informational Banner Space in Canvas

        i. The committee affirmed interest in developing policy guidance to ensure that the Canvas banner space is used to support instructional communication and does not contribute to message fatigue for students. Leslie will draft a resolution for the committee to review at 11/13/2025 meeting.

V.   **New Business**

    a. Referral #23 Post Enrollment Requirements Checking (PERC) Timing

      i. The committee discussed timing of the PERC report and the impact on departments, advisors, and student enrollment stability. Members noted that running PERC immediately before the start of the term creates workload compression and last-minute schedule changes. Leslie will draft a resolution for the committee to review at 11/13/2025 meeting.

    b. Referral #26 Inventory of Automated Decision-Making Software

      i. The committee discussed the need to identify automated systems used in instructional and academic decision-making contexts, including grading and proctoring tools, to determine whether they fall under CA AB 302 reporting requirements. Relevant campus stakeholders to be contacted include ITS, the Academic Integrity Committee, and the Instructional Materials/ATI group.

VI. Discussion Items (Non-Action)

    a. Challenges in prerequisite verification workflows and override processes were noted, including timing relative to grade posting and advising workload.

    b. The committee discussed alignment of advising processes, documentation of exceptions, and training support for department chairs and ASC personnel.

    c. Ethical considerations related to the use of automated decision-making software in academic contexts were raised, including implications for student privacy and evaluation practices.

VII. Open Forum

    a. No additional items were introduced.

VIII. Adjournment (11:28)