**Academic Support and Student Services Committee (AS&SS)**

**Minutes**

10/19/2023

10:00-11:30

**Members Attending:**

Dr. Elaine Correa (Chair), Dr. Melanie Taylor (Vice-Chair), Prof. Mary Slaughter she/her (A&H designee for Dr. Alicia Rodriquez), Dr. Antje Lauer (NSME), Dr. Atieh Poushneh (BPA), Mr. Eric Lord, LCSW/Counselor (At-Large), Janine Cornelison (Student Services Professional), Luis Hernandez (Staff), and Sandra Bozarth (*ex-officio*, Dean of Libraries), Ignasio Castillo (ASI Exec-VP), Dr. Markel Quarles (*ex-officio*, VP Student Affairs Designee), Dr. Denver Fowler (*ex-officio*, AD Undergrad. & Graduate Studies), Mike Kwon (Executive Director ASI), Matt McCoy (Librarian), Dr. Jennifer McCune (*ex-officio*, AVP Enrollment Management Designee)

**Members absent and excused:** None

Guest present: Ilaria Pesco (Asst. VP for Student Affairs and Student Success)

* Introduction of Mr. Mike Kwon, incoming Executive Director for Assoc. Students Inc.

I  **Call to Order:** 10:00 a.m., by Chair Dr. Elaine Correa

II **Approval of Minutes -** October 5, 2023

* Motion to approve Ignasio Castillo, Second by Janine Cornelison

III  **Approval of Agenda**

* Motion to approve Luis Hernandez, Second by Antje Lauer

IV **Old Business**

* Referral #16 – Open Educational Resources (OER)
  + Explained reduced costs by 2025, making a difference for students
  + Vote:
    - Majority Approved – Unanimous
    - No dissenting votes
    - No abstaining votes
* Referral #19 – ATI Appendix Changes – Lead: Dr. Taylor
  + Dr. Elaine Correa discussed reasons for use of Learning Management System (LMS) and timely adoption of materials
  + Dr. Markel Quarles discussed Goal 5.0 – ITS - security needs to be approved before moving forward
  + Sandra Bozarth discussed flags relative to accessibility in LMS
  + Dr. Melanie Taylor stated that Dr. Melissa Danforth and Alex Slabey have reviewed with feedback
  + Vote:
    - Motion to Approve – Antje Lauer, Second by Ignacio Castillo
* Referral #15 – Academic Integrity Pledge
  + Dr. Melanie Taylor discussed research on pledges
    - At the beginning of the semester, students are found to be more inclined to cheat, end of the semester less inclined to cheat
    - Dr. Taylor provided examples of pledges from other universities
      * Written for students to sign
      * Students to restate aloud
      * University wide pledge
      * Instructor level pledge
      * Moral obligation of the pledge
    - Eric Lord discussed possibility of introducing this in CSUB 1029 FYE classes
    - Dr. Antje Lauer discussed seriousness of the pledge
    - Ignasio Castillo discussed having the pledge as part of CSU Learn and attached to registration with hold on registration until signed
    - Dr. Jennifer McCune informed that a hold could be done but that she suspects opposition by faculty due to more barriers to students’ registering
    - Dr. Elaine Correa discussed how the pledge impacts all at CSUB, not only students
    - Luis Hernandez stated placing a hold until signed, gives importance to the pledge
    - Dr. Mary Slaughter, Janine Cornelison, and Dr. Melanie Taylor stated they feel it is pointless to have a pledge and all that will be required to implement and monitor
    - Mike Kwon discussed possibility of signing the pledge during the registration process and inquired about the students’ perspective
    - Dr. Elaine Correa discussed the possibility of students reading the pledge and if a module they must complete would work better
    - Dr. Atieh Poushneh discussed the need to educate students about the seriousness of plagiarism and cheating
    - Dr. Antje Lauer stated that this should not be an argument, just expected and for the students to understand the consequences
    - Ignacio Castillo stated the university could call it the ‘Runner Pledge
    - Sandra Bozarth suggested to make the pledge short, possibly one sentence
    - Eric Lord discussed the importance of involving ASI on this decision as the students’ representatives. Eric also discussed concerns about the potential cost of staff and IT to implement and maintain a required pledge
    - Committee returned to the intent of the referral
      * AI Pledge in module
      * Campus-wide (as proposed)
      * Vote:
        + In favor of moving forward with the AI Pledge – 6
        + Opposed – 3
* Referral #35 – Skipping Course Waitlist
  + Dr. Jennifer McCune stated that the waitlist is working as designed
  + Dr. Melanie Taylor inquired if system is able to warn students if they are enrolled in another class at the same time and that, because of this enrollment, they will be skipped on the waitlist
  + Jennifer’s answer – Not as the system has been designed
  + Luis Hernandez – Business and Public Administration stopped using the waitlist feature a few years ago due to this problem
  + Jennifer stated that departments have been handling this internally as BPA has done. Stated that ASC can reach out to students as well to catch students who may be skipped (i.e. can hold classes for seniors to enroll in so they will not be skipped). Jennifer stated she will continue to research this for a solution and suggested that departments continue to reach out to the registrar’s office as needed.
* Referral #28 – Testing Center – Lead Matt McCoy
  + Matt explained that the testing center is self-funded and that only one person is proctoring. Matt stated that only two are on the committee and that they need more involvement.
  + Dr. Elaine Correa inquired about the testing center’s cost of operation and need by the university and community
  + Ignacio Castillo, Luis Hernandez, and Atieh Poushneh volunteered to join the committee

VII **Open Forum**

* + Announcements
    - None

VIII **Adjourn**

Chair thanked everyone for their participation, before adjourning at 11:30 a.m.