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

**Minutes**

February 29, 2024

10:00-11:30 @ WLS Dezember Room

[https://csub.zoom.us/j/87986149475?pwd=NEV1ZW1nQUsyRVlrcDU2WXdCRDBFQT09](https://csub.zoom.us/j/87986149475?pwd=NEV1ZW1nQUsyRVlrcDU2WXdCRDBFQT09 )

Meeting ID: **879 8614 9475** Passcode: **451113**

**Members Attending:**

Dr. Elaine Correa (Chair), Dr. Melanie Taylor (Vice-Chair),

Dr. Alicia Rodriquez/ Dr. Monica Ayuso (A&H), Dr. Antje Lauer/Dr. Carl Kloock (NSME),

Dr. Atieh Poushneh (BPA), Prof. Eric Lord, LCSW/Counselor (At-Large),

Prof. Matt McCoy (Librarian), Janine Cornelison (Student Services Professional),

James Tompkins (ASI Exec-VP), Luis Hernandez (Staff), Mike Kwon (Executive Director of ASI), Sandra Bozarth (*ex-officio*, Dean of Libraries), Dr. Denver Fowler (*ex-officio*, AD Undergrad. & Graduate Studies), Dr. Jennifer McCune (*ex-officio*, AVP Enrollment Management Designee), and Dr. Markel Quarles (*ex-officio*, VP Student Affairs Designee)

**Absent:**

I **Call to Order**

* **(10:00 AM)**

II **Approval of Minutes**

* **Motion to approve: M Ayuso Second: C. Kloock**

III **Approval of Agenda**

* **Motion to approve: E. Correa, Second: M. Ayuso**

V **Old Business**

* + **Discussed with new business.**

VI **New Business**

* **(**Referral #31 Need for Academic Testing Center)
	+ **Overview of faculty survey**
		- **Updated with input from Carl, Melanie, and Sandra.**
		- Standardized definition of testing center?
		- Using examples of other testing center services?
	+ Links for other testing centers linked on CSULB site. A number of the testing centers are closed, other sites are offline.
	+ Examination of other testing centers can be addressed if survey shows need.
	+ The use of the term ‘mandatory testing’ may be misleading. Specificity needed.
	+ Discussion of the need for comprehensive collection of CSU testing centers.
	+ Targeting high enrollment classes/frequency of testing center use.
	+ Faculty testing center survey to be distributed before student survey.
	+ Qualtrics to be used for survey creation and distribution.
	+ Survey to be distributed to executive committee once completed.
* (Referral #30 Academic Integrity Policies)
	+ Discussion of addition of language re: artificial intelligence
	+ Policy re: use of AI varies by discipline. Establishment of a campus-wide policy may be difficult.
	+ Discussion of language in document
		- C. Kloock moves to add language from ‘using artificial intelligence’ statement to undergraduate handbook.
			* M. Ayuso seconds the motion.
			* Motion passes unanimously.
	+ Committee discussion
		- Are faculty members required to report violations?
		- Language found in document.
		- Add reference to grievance process?
		- Plan- discuss issue with Emily Callahan. One email or larger conversation.
	+ M. Ayuso moves to change the graduate academic integrity policy to add a reference to the grievance process in the document, adding a reference to the grievance process in the proposed syllabus language, and to change the language from ‘discovers’ to ‘imposes a penalty for violation’.
		- C. Kloock seconds the motion.
		- Motion passes unanimously.
* VII Open Forum
	+ N/A
* VIII Adjourn
	+ 11:25