**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