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

**Minutes**

03/14/2024

10:00-11:30

Virtual Modality

**Members Attending:**

Dr. Elaine Correa (Chair), Dr. Melanie Taylor (Vice-Chair), Dr. Monica Ayuso (A&H)

Dr. Carl Kloock (NSME), Dr. Atieh Poushneh (BPA), Prof. Eric Lord, LCSW/Counselor (At-Large), Prof. Matt McCoy (Librarian), Janine Cornelison (Student Services Professional),

Luis Hernandez (Staff), Mike Kwon (Executive Director of ASI), Dr. Denver Fowler (*ex-officio*, AD Undergrad. & Graduate Studies)

**Absent:** James Tompkins (ASI Exec-VP), Dr. Markel Quarles (*ex-officio*, VP Student Affairs Designee)

**Excused:** Sandra Bozarth (*ex-officio*, Dean of Libraries), Dr. Jennifer McCune (*ex-officio*, AVP Enrollment Management Designee)

I **Call to Order**

* **10:00am**

II **Approval of Minutes for Meeting 02/29/2024**

* Move to approve: Dr. Kloock Second: Dr. Ayuso

III **Approval of Agenda**

* Move to approve: Dr. Kloock, Second: Dr. Ayuso

V **Old Business**

* Referral # 01 Academic Testing Center

Final review of Survey and Vote

* + Dr. Poushneh inquired if Testing Center survey needs IRB approval.
	+ Dr. Correa recommends getting this answer in writing.
	+ Dr. Fowler used an advising survey as an example that did not need to go through IRB but states Testing Center survey may want to because faculty and administration may be critical if it does not go through IRB.
	+ Matt McCoy raised Mike Kwon’s question regarding the volume of tests would go through the testing center.
	+ Dr. Taylor asked about the number of exams expected to be proctored each semester and frequency of use.
	+ Matt McCoy began adding revisions during the meeting. He also reached out to a colleague regarding the need for IRB approval. Answer was no IRB approval is needed because the survey will not be published, it will only be used for internal purposes of determining the need for a testing center at CSUB.
	+ Dr. Correa requested to get this answer of no IRB approval needed in writing. Dr. Correa then referred back to Melanie’s question and how to ask this in the survey.
	+ Dr. Kloock recommended stating the question – How many times per semester will you be using the testing center?
	+ Mike Kwon asked about the frequency of proctoring and adding this question below question two of the survey:
		- Will you need proctoring for your exams?
			* All faculty member to proctor exams
			* Some faculty, some staff (both)
			* All staff proctoring exams
	+ Dr. Correa asked for any other edits. Reads survey through. Recommended the need to add in the introduction that all answers will remain anonymous. Also add where the survey is coming from.
	+ Dr. Taylor recommends the survey stating it is coming from the Academic Senate.
	+ Dr. Fowler agreed with this.
	+ Dr. Kloock recommended in question one adding and answer of “Maybe” or “I don’t know.”
	+ Matt McCoy added “I don’t know” to the possible answers. Also suggested question three to align with question two.
	+ Dr. Taylor recommended question three to be a sub-question to question two.
	+ Janine Cornelison recommended adding “I don’t know” as a possible answer to question three.
	+ Dr. Poushneh asked how the survey will be analyzed. Likert scale? Recommended a more quantitative question. Question four – largest class size.
	+ Matt McCoy suggests multiple choice answers with ranges to this question.
	+ Luis Hernandez suggests class sizes ranges of 0-10, 11-20, 21-30, 31-40, 40+
	+ Matt McCoy read question six.
	+ Luis Hernandez recommended the question stating “How many times per semester do you expect to use the testing center? Multiple choice with ranges: 1-3, 4-6, 7-10, 11-14, 15+
	+ Dr. Taylor recommended adding the word “student” to the class size question in the survey. Also suggested adding “In all courses you teach, how many times will you use the Testing Center?”
	+ Dr. Kloock recommended adding to question seven – “How many students per semester do you expect to use the Testing Center?
	+ Matt McCoy suggests using the same range of multiple choice answers as in question four.
	+ Dr. Correa recommended to simplify and revise question eight as a sub-question to question two if they answer “Yes” with answers:
		- Faculty will proctor
		- I will proctor some of my exams
		- Testing Center staff will proctor all of my exams
	+ Dr. Correa stated that revisions of the survey to be sent to committee members for last revisions prior to moving forward.
* Referral #30 Academic Integrity Policy

Artificial Intelligence passage inclusion

* + Committee have discussed revisions to be made in previous committee meeting (See meeting minutes from 02/29/2024)
	+ Dr. Correa to send revisions to Academic Senate
	+ Dr. Fowler to provide resources from Sacramento State University. Resources to include policy and wording for faculty to put in syllabi.
		- Links to Resources:
			* [National Institute on Artificial Intelligence in Society | Sacramento State (csus.edu)](https://www.csus.edu/center/ai-in-society/)
			* [Resources | Sacramento State (csus.edu)](https://www.csus.edu/center/ai-in-society/resources.html)

VI **New Business**

* No New Referrals

VII **Open Forum**

* + No Announcements

VIII **Adjourn**

* + Motion to adjourn: Luis Hernandez, Second: Dr. Kloock
	+ 11:30am