



Cabinet of Academic Senators Meeting Minutes

Wednesday September 4, 2019
 Time: 11:00 AM – 12:30 PM
 Location: U-SU Board Room #203
 Attendees: Committee Members & General Public
 Type of Meeting: General

I. Organizational Items:

- a. Call to Order
Called to order by Jacquelyn Acosta at 11:03AM
- b. Roll Call

Jacquelyn Acosta	Vice President for Academic Governance (VPAG)	Present
Marcus Rodriguez	Director of Government Affairs & Leadership Programs	Unexcused Tardy
Merridith Chou	Undergraduate Academic Senator	Present
Cristian Flores	Graduate Academic Senator	Present
Jacob Isai Amaya	Undergraduate Academic Senator	Present
Kyle Taing	Undergraduate Academic Senator	Present
Diana Chavez	Senator At Large (Undergraduate)	Present

c. Approval of Agenda (action):

Offered By:	Cristian	Seconded by:	Diana			
Motion to approve the adoption of Agenda for <u>Wednesday September 4, 2019</u>						
All in Favor	All	Opposed	0	Abstained	0	Motion: PASSED

✦ Approved

II. Public Forum/Announcement:

This time is allotted for members of the public or representatives to make announcements to the Executive Committee members.

✦ -NONE-

III. Reports

a. Vice President for Academic Governance – Jacquelyn Acosta

Jackie talked about establishing open deliberation and to begin looking for senior administration as potential panelists. Another major focus is building a support system for the transition of the Interim Executive Director to ensure the position and area is supported by other university stakeholders. Also,

Jackie is going to be working on the annual timeline process for CSU declaring impaction with the Chancellor's office.

b. Graduate Academic Senator – Cristian Flores

Cristian is focusing on ensuring student input is heard as the new College of Ethnic Studies is established, particularly with graduate students.

IV. Action Item

a. Vice Chair Election

Offered By:	Jackie	Seconded by:	Isai				
Motion to appoint Merridith as the Cabinet of Academic Senators Vice-Chair.							
All in Favor	All	Opposed	0	Abstained	0	Motion:	PASSED

V. Discussion

✚ Cabinet Focus:

Jackie: We should brainstorm the top 5 issues we would like to focus on, as a cabinet, to be most efficient and effective.

Diana: We should focus on impaction and focusing on fostering inclusivity within the student body and the community. An important point for us should be to find ways to become more transparent and find more ways than social media to communicate information.

Cristian: We should focus on the proposal for the College of Ethnic Studies, which will affect both undergraduate and graduate students, and will be passing through Academic Senate committees we sit on as ASI representatives. Some of the potential areas of importance are the budgeting and hiring for the new college and communicating with ethnic studies program chairs.

Diana: We should focus on using academic advising as a tool for the Graduation 2025 Initiative.

Isai: This was brought up in the Academic Senate Education Policy Committee, where there was some pushback due to the fact that it is a state-wide initiative.

Cristian: We should be aware of our school's demographics as a commuter school when looking at our 4-year graduation rates.

Jackie: There was a tuition increase 2 years ago to fund student success and Graduation 2025.

Diana: As I brought up in Shared Governance Council, we should also focus on the policy modification mandating that a link to an ASI webpage listing student resources be written in every class syllabus. I anticipate difficulty passing that through the Senate, so we may need to find different ways to present that idea.

Jackie: Let's focus on long-term goals such as transparency and information pathways for students. For example, we can focus on Student Advocacy events, and Cristian's Graduate Center office hours. We also need to focus on recruiting more students to ASI committees.

Diana: Regarding recruitment, we could create a series of small workshops where the ASI Senators can update students on current issues and Academic Senate news.

Merridith: Building on the point of transparency, we should also focus on getting student feedback. Would we be able to bring back the student feedback box?

Marcus: We could work on creating a digital feedback box, in addition to a physical one in the office. Another point is for us to be present on platforms such as the Book Exchange, where students are already congregating. We need to bring students from those platforms to for example, the ASI website which describes the purpose and mission of Cabinet of Academic Senators. From there, we could invite them to share feedback. We should convey this information about the CAS focus to students, and provide access to more information about each of the focus topics individually. Finally, to foster in-person communication, we could create a series of informal lunch community meetings. This would allow us to engage with a large number of students, not just about the main issues.

Merridith: I think this would be a good idea, since we could engage with students about not just their concerns, but also hear about their experiences as students on the Cal State LA campus.

Marcus: Another benefit would be for the Cabinet itself to communicate with each other in an informal space. This would allow us to engage further with students who already go to Shared Governance Council meetings.

Cristian: I am planning to have informal tabling sessions in the Graduate Resource Center every Tuesday and recruit more graduate students to external committees.

Jackie: We need to keep ourselves informed of each others' committees' work, so that we can help inform students individually. Informal spaces can allow students to be more comfortable to share their concerns.

- Strengthening Communication within the Organization and Externally:

Jackie: This has been an important issue for a while, and we need each person in ASI to have the updated, correct information. I am removing the Senate offices portion of our Code of Procedures. Instead, we should focus more on our communication with college representatives to prevent the issue of college representatives working on University-wide issues. How can we convey our information so that college representatives know what is going on within the Academic Senate? We do have Shared Governance, but it is only held once a month, and that may be too long to share information. I also serve as a liaison from CAS to BOD, but that is a limited pathway of communication.

Cristian: As a graduate Senator, it is important for us to communicate the information only we have access to, such as input from students within the Graduate Resource Center and offices. Some college-specific issues for graduate students also often affect undergraduate students of the same college.

Isai: Communication and feedback within our Cabinet can also be very helpful, such as Diana helping me with aspects of creating programming.

Jackie: How are you going to gather information about university-wide issues that the college representatives might be dealing with?

Kyle: We could present updates through emails and online forums.

Jackie: Another way to access a broader range of the representatives could be through meeting with college representatives individually or attending Cabinet of College Representatives. Another informal space is to communicate within the ASI office.

Marcus: We could add a standing agenda item for the Cabinet of College Representatives so that a member of CAS could give a Senate report. This would allow the Representatives to work with existing programs and events and work on university-wide issues at their college level.

Cristian: Regarding the proposal for the College of Ethnic Studies, the NSS Representatives need to be informed, since some of the ethnic studies majors are currently housed under NSS.

Cristian: A good way to disseminate information to the most students might be a Canvas page or course with the list of resources Diana was talking about. This would allow us to emphasize transparency since almost all students have access to Canvas.

Isai: We could post external committee minutes and reports in the ASI office. Other ways to increase engagement during tabling would be to give out food or coffee, table near the library, and have recurring small tabling events.

Jackie: We are transitioning into posting an overall committee report summary of all committees instead of multiple reports.

Diana: With the added challenge of being a commuter campus, it can be hard to reach students when tabling. We should focus on collaborating with student organizations and attending their events.

- Gathering Student Input:

Jackie: How can we gather more student input and gain more of an understanding of what students' concerns and priorities?

Kyle: We could create an online Canvas forum for students to share their feedback.

Jackie: I found that a more effective way to speak with students is to have in-person conversations. Attending student organization meetings can allow us to understand their perspectives but also educate students with our information about issues.

Isai: Collaborating with the College Representatives can give us access to perspectives within colleges. Another method is to collaborate with faculty who are encouraging their students to get involved, and do classroom presentations.

- Open Deliberation:

Jackie: Open Deliberation is a panel where students can submit questions within 5 umbrella categories to a panel of administration, and can also directly engage with administrators. This can give administrators more opportunities to engage with non-ASI students. Previously, this event was held in a format with specific tables, led by an ASI member, each of which addressed a specific topic. Joceline, the ASI VPEAA, suggested having an administrator at each table with this format.

Diana: We could hold the event as a mixer with food, to create a comfortable environment at first.

Jackie: Holding a mixer compared to a panel may not be as purposeful as a panel where students can directly get their questions answered. Also, more students can become informed with a panel format.

Cristian: We could create stations with different administrators and a moderator, with a time limit to facilitate structured conversations about different topics.

Isai: Is there a way to make Open Deliberation less of a formal environment, where students can feel more comfortable, and incorporate some of the environment of a mixer?

Jackie: Last year, Open Deliberation did incorporate a reception after the panel where students would have the opportunity to converse with administration.

Isai: Would there be a way to incorporate some of that to the beginning of Open Deliberation for a few minutes beforehand? Students could find out who has the answer to their questions.

Marcus: We could disseminate this information digitally, so students go into the event knowing who they should talk to regarding different issues. This would allow students who are unable to attend to still be informed, but also allow students who are able to attend to most meaningfully engage with administration.

I. Adjournment

Offered By:	Diana	Seconded by:	Cristian			
Motion to adjourn the meeting at 12:30PM						
All in Favor	All	Opposed	0	Abstained	0	Motion: PASSED

✦ Adjourn at 12:30 PM

Draft