

**Executive Committee Minutes**

*Tuesday, September 16, 2025, 3:00 pm,  
Approved: September 23, 2025*

**Call to Order:** 3:02 pm

**Roll Call:** Mary Breunig, Mae Chaplin, Angela Clark-Oates, Sharon Furtak, Hogan Hayes (absent), Carolyn Gibbs, Sheree Meyer, Antonia Peigahi, Lina Rincon, Andrea Terry

**Open Forum**

- Elevator update: Elevator at Tahoe Hall is broken and only 1 elevator does not service the top floor. Mendocino Hall elevators are working.

**Approval of the Agenda:** The agenda was approved as published. *Carried.*

**Minutes:** September 9, 2025: The minutes were approved as published. *Carried.*

**From the Chair**

- Standing Policies Committees chairs were asked to provide an update on policies and timeline. Items brought forward for the Spring must be ready for the Chairs/Deans Policy Consultation by the beginning of February.
- Working groups from the Executive Committee Retreat: Provide timelines for the September 30th Exec meeting.

**From the Provost:**

- CSU Strategic Plan: The plan is posted on the CSU website. Members were encouraged to review plan.
- WASC Update: A timeline update was provided.
- A memo outlining the implications of federal grants and their potential effect on faculty ARTP evaluations was shared with deans and department chairs, with instructions to distribute it to assistant and associate professors. Since this information is especially relevant to faculty preparing their Working Personnel Action Files (WPAF), it was important to communicate it without delay. At present, there is no dedicated listserv for assistant and associate professors. The Provost's Office is working with IRT to develop one to ensure more direct communication moving forward.
- Met with Academic Services, the WASC AIO, and the Dean of Undergraduate and Graduate Studies to look at the backend of curriculum workflow.
- College budgets were sent to deans on September 8.

## Program Proposals

- BS in Business Administration (AI Management): The item will be placed on Consent Action on the September 18 Senate agenda. *Carried.*

## Formation of the Workgroup for Defining the Campus Faculty Legislative Liaison Position

### Main Points of the Discussion:

- It was requested: The CTL Advisory Board has completed work in this space and should be taken into consideration.
- The Chair shared ideas for options for moving forward: Workgroup, Standing Policies Committee chairs could identify items to be taken up.
- Feedback provided: Encourage workgroups to be representative across each of the colleges, including representatives from the library, counselors and coaches.
- Suggestion: Consider assigning either all or partial work to the CTL Advisory Board. The Chair shared that it would be appropriate for the CTL Advisory Board to take on some of the work.
- Suggestion: Consider assigning either all or partial work to the Academic Information Technology Committee (AITC).
- Question raised: Is the proposal of the AI policy for the whole campus or focused on policies for teaching and learning? The chair shared that the current discussion is where we might set goals.
- Feedback provided: Consider how AI is being taken up in all types of spaces on campus then tackle the issues to be taken up. Including definitions before the committees can do their work.
- Suggestion: That the President or Provost provide a draft of a university wide policy that would then come back to the Senate for consultation. The Chair shared that it would be more appropriate for the Standing Policies Committees to take on work appropriate to our policy-recommending responsibilities. The Chair shared the example of the Syllabus policy.
- Dean Coget extended his offer again to provide a list of policies in the CSU and other universities and some research and be available to assist committees doing the work.
- The Chair shared that there are a number of organizational and governance bodies including the CTL, the ASCSU (CSU Academic Senate), and other CSU's that have done extensive work in this area.
- Feedback provided: There are faculty on campus that are apprehensive of AI. Recommend the policy that comes to the Senate is faculty driven.
- Suggestion: An ad hoc working group with a charge and deadline for their work is formed that has representatives from CTL and other groups that have done some of the work. The work-group would bring its recommendations to the appropriate policy committees for their feedback.
- GSPC lens: Will there be someone from the committee representing graduate studies? GSPC has done work on this and there should be a GS rep on the Workgroup.
- Provost suggested adding to the charge AI trends in and external to Higher Education.

**Motion:** Create a working group open to the faculty at large that recommends policy and policy improvements that integrate AI into university policy.

- **Membership:** One representative from each of the colleges, the library, coaches, a counselor, a Provost Designee, a representative from the CTL Advisory Board, a representative from AITC, and a graduate program coordinator. The Senate Chair will facilitate the workgroup. No more than 15 members. *Carried.*

- **Charge:** Recommend common definitions around AI. Review existing university policies. Review policies and guidelines from other universities and related higher education organizations. Provide periodic updates to the Executive Committee, AITC, and the CTL Advisory Board.
  - Use the following categories as a starting point: Pedagogical related policies, AI and equity and access, AI and academic integrity, AI and ethics and regulations, AI and data privacy and security, AI and intellectual property, AI trends internal and external to higher education, and the monitoring of all AI policy and AI changes.
  - Provide policy and guideline recommendations to the Executive Committee as they are developed.
- **Timeline:** First presentation in early February with periodic updates thereafter. Work through the end of the 25/26 AY.  
*Carried.*

### **Formation of the Workgroup for Defining the Campus Faculty Legislative Liaison Position**

- Motion: Membership – the three At-large representatives to the Exec committee and one of the Academic Senators. *Carried.*

#### **Clarifying Questions:**

- Would this position be in addition to the person who currently works in this space? The person would replace what is already happening now and work with external relations and part of the responsibilities as connected to the Faculty Senate and the ASCSU in terms of the org chart.

### **Discussion: Faculty Senate Constitution change to Senate Representation Rules**

#### **Main Points of the Discussion:**

- Intention to amend the current language so that every department has a senator and alternate.
- The Senate's 6-year rule should be reviewed to accommodate departments with low number of faculty to support all departments having representation.

The Chair will draft language for consideration at the next meeting.

### **Proposed Criteria, Learning Outcomes, and Process for Pilot 2<sup>nd</sup> Semester College Composition/Lower Division WI**

The Chair reminded the Executive Committee that they acted on behalf of the Faculty Senate to move forward a pilot program around the 2<sup>nd</sup> semester requirement. The Senate approved the Executive Committee's actions. This item is brought to you to look at a part of the pilot proposal before it continues to move into effect.

The GE/GRPC committee has reviewed and approved it for moving forward. The Writing and Reading Subcommittee is currently reviewing it. A motion was made to support this effort. *Carried.*

**Adjourned:** 4:47 pm