



## NOTICE OF MEETING OF ASI STUDENT GOVERNMENT OF CSU CHANNEL ISLANDS, INC.

NOTICE IS HEREBY GIVEN to the general public and to all members of the CSU Channel Islands Student Government that:

A regular meeting of the ASI Student Government Senate will be held on Wednesday, April 10<sup>th</sup>, 2024, at 9:00 a.m. in the Student Union Building, Coville Conference Room to consider and act upon the following matters:

- 1) Call to Order: 9:02 AM
- 2) Roll Call:
  - a. Executive Branch: Daisy Navarrete, Jazmin Guajardo, Andrew Fox, Emily Conde, Edith Hernandez
  - b. Senators: Cassandra Gil, Diane Rodriguez, Lisa Marie Ruiz, Lisa Marcolino,
  - c. Advisors: Annie Block Weiss
  - d. Members of the Public: Karly Ibrahim, Martha Henriksen, Pearce Harris
- 3) Approval of Agenda:
  - a. Discussion:
    - I. M/S/P (C. Gil/D. Rodriguez)
    - II. C. Gil: I move to approve the agenda
    - III. D. Rodriguez: I second
    - IV. D. Rodriguez: I motion to make an amendment to include Discussion Item B titled "Student Feedback on Department of Homeland Security Career Fair Attendance"
    - V. C. Gil: I second
    - VI. 4-0-0 Motion Passed
    - VII. 4-0-0 Main Motion Passed
- 4) Approval of Minutes:
  - a. ACTION ITEM: Approval of minutes from April 3<sup>rd</sup>, 2024
    - VIII. M/S/P (C. Gil/D. Rodriguez)
  - b. Discussion:
    - IX. C. Gil: I move to approve the minutes
    - X. D. Rodriguez: I second
    - XI. 4-0-0 Motion Passed
- 5) Public Forum:

- a. Karly Ibrahim on behalf of Transportation and Parking:
  - i. If you know any students who are graduating and did not attend Grad Fest, they can stop by Transportation and Parking services Mon-Fri from 8am-5pm to pick up their parking permits. Students must bring their ID.
- b. Lisa Marie Ruiz:
  - i. Movimiento Estudiantil Chicano de Aztlán (MEChA) is hosting Raza College Day on Friday April 12<sup>th</sup> and is still looking for volunteers. There will be 6 workshops and 2 tours. Food will be provided for volunteers.
  - ii. Also mentioned student concerns regarding the presence of Homeland Security at the upcoming Career Fair.

## 6) Reports:

- a. Legislative Reports:
  - i. C. Gil – Senator of Student Engagement
    - 1. Has 2 meetings with campus partners this week, including an introduction meeting with Peer Education & Equity Programs (PEEPS), and a meeting with New Student Orientation.
    - 2. The second annual Día del Niño Event will be hosted by the Early Childhood Studies Program on Saturday April 20<sup>th</sup> from 9am-12 pm.
    - 3. First Generation Professionals will be hosting a Mentorship Event on Tuesday April 30<sup>th</sup> in Grand Salon.
  - ii. M. Iglesias – Senator of Graduate, Credential, and Alumni
    - 1. Not present
  - iii. L. Marcolino – Senator of Housing & Residential Education
    - 1. Worked on resolution with Director Fox that is tentatively titled The Associated Student Support for Higher Education Bill.
  - iv. D. Rodriguez – Senator of Wellness and Recreation
    - 1. Met with the Director of the Counseling and Psychological Services (CAPS) Christian Gabriel yesterday.
      - a. Shared that it is sexual assault awareness month and there are various workshops happening on campus.
    - 2. CAPS is hosting Denim Day events in Central Mall throughout April.
    - 3. There is a Health Science Career Panel event today in Bell Tower from 12-3pm hosting current students and past Alumni.
  - v. L. M. Ruiz- Senator of Veterans and Non-Traditional Students
    - 1. The Writing and Multiliteracy Center is hosting mobile tutoring at the Veterans Center on Tuesdays from 12:30-2:30pm.

2. Fireside chats are hosted every Friday at the CI Boating center from 5-7pm.
- b. Executive Reports:
- i. President Report (*D. Navarrete*)
    1. Not present
  - ii. Vice President Report (*J. Guajardo*)
    1. Attended Preparedness Working meeting on April 3<sup>rd</sup> where the group discussed the Department of Homeland Security's presence at the Career Fair on April 17<sup>th</sup>. Will discuss more during the Discussion Item.
    2. Attended Academic Senate Exec Committee meeting
      - a. Is working with SAPP to get them to present their upcoming 3 policies at a Student Government Senate Meeting.
    3. Attended virtual Dining Experiences Feedback Session
    4. Attending CSU Systemwide "Student Health Services Advisory" Committee on Friday April 12<sup>th</sup> that will be going over the following topics
      - a. Campus Report of Medical Abortion Updates
      - b. SB24 Implementation at the Campus Level and Updates
      - c. CA Legislation and its impacts on the CSU Student Health Programs and Services
      - d. Review of Executive Order 943
      - e. EO 803 – Immunization Requirements, Updates to the Policy, and PERB progress report
  - iii. Chief of Staff Report (*E. Conde*)
    1. Working on Intern spotlight post for Instagram.
    2. Worked on Senate in a minute with Director Hernandez.
    3. Attended Admitted Dolphin Day on Saturday.
    4. Attended a Coffee and Chat on Monday with Chief of Staff Kaia Tollefson.
    5. Student Government will be participating in the Channel your Vote events next week.
  - iv. Director of Operations Report (*E. Hernandez*)
    1. Attended Academic Senate Exec with VP Guajardo yesterday.
    2. Worked with Chief of Staff Conde to create and upload Senate in a Minute.
    3. Followed up with giveaway winners and working on allocating the prizes for the ASI Hiring and ASI Elections Instagram posts.
    4. Reminded Senate to sign up for Channel Your Vote tabling.
  - v. Director of External Affairs Report (*A. Fox*)

1. Collaborated with Senator Marcolino and Intern Henricksen to draft resolution supporting CSSA Bills.
2. Appointed to Search Committee for Associate Vice President for Faculty Affairs, Success, and Equity (AVP FASE).

c. Judicial Reports:

- i. None

d. Advisor Reports:

i. Advisor Block-Weiss

1. Highlighted Channel Your Vote events next week on April 16<sup>th</sup> and 17<sup>th</sup> from 11:30am-1:30pm and encouraged Student Government volunteers to wear Student Government Polos
2. Next Week on Wednesday, April 17<sup>th</sup> will be a very event filled day on campus:
  - a. Dolphins Farmers Market in Central Mall from 1-3pm
  - b. Donuts with the Dean in Central Mall from 11am-1pm
  - c. Spring into Registration- Meetings with Academic Advisors in Central Mall from 10-4pm
  - d. Career and Internship Fair in front of the Broome Library from 10am-2pm
3. Emphasized that it is this body's job is to get students to vote and asked Student Government to encourage the student body to vote. Provided examples of resharing ASI and SG Instagram posts.
  - a. Voting is encouraged as candidates who are unopposed still need 10% of voting participants to be officially elected.
4. There will be giveaways twice a day during Channel Your Vote for resharing "I voted" on Instagram and tagging ASI
5. Students can only vote once and are free to vote outside of the event through MyCI, but can still participate in the Channel Your Vote event. Questions on CI Sync Ballot are not required because if a student does not want to vote for a candidate(s) then they do not have to vote for the candidate(s).
6. ASI concluded group interviews last week and individual interviews will commence next week and conclude May 3<sup>rd</sup>.

ii. Advisor Alatorre

1. Not Present

7) Outstanding Business:

- a. None.

8) New Business:

- a. INFORMATION ITEM: Academic Senate Revised "Policy on Faculty Office Hours" (*S. Clark*)  
[TIME CERTAIN: 9:05am]
- i. Presentation and Draft Policy will be included in Senate Packet and on Student Government Website. Representative from the Faculty Affairs Committee (FAC) - Stephen Clark, Chair of Global Languages and Cultures committee, presented on Faculty Office Hours Policy.
  - ii. Background
    - 1. CSUCI is an outlier in the CSU system in that we do not provide faculty with guidelines for structuring their office hours, which may leave room for ambiguity.
    - 2. Three office hours per week is the most common guideline across other CSU campuses.
    - 3. It's common for required office hours to be prorated to the number of units one is teaching.
    - 4. Policy would leave modality for Office hours to be up to the instructor.
  - iii. Changes since the first reading included
    - 1. Policy Title "Faculty Office Hours"
    - 2. Would to all types of classes
    - 3. Finals exam week – office hours optional and can be by appointment only
    - 4. Maximum of three per week: colleges/departments can't require more
    - 5. Organized into two sections
      - a. A: Scheduling and number of office hours
      - b. B: Modality and notification
    - 6. Faculty would also be asked to notify department to finalize their office hours by the end of the first week of the semester.
  - iv. Senate asked for clarification on what WTU is, presenter defined as Weighted Teaching Unit, which are also referred to as Credit Units.
  - v. Senate provided student feedback received during their outreach that expressed
    - 1. Agreeing with minimum guidelines
    - 2. A suggestion for a campus wide survey for the student body to engage directly with the policy
    - 3. Reluctancy for having a maximum in the policy if this is brought up to Academic Senate
    - 4. In general, students shared that most faculty are accommodating and make themselves available for students

- vi. Senate also shared that some professors incentivize office hour attendance by providing extra credit to students who attend
- vii. Senate provided student feedback they received during their outreach regarding obstacles to meeting with Faculty which were expressed as
  - 1. Issues regarding office hour cancellations without being notified via email, Canvas, or posting a note on their office door
  - 2. Meeting with professors may be intimidating to some students. Senate also shared experience of office hours feeling like transactional meetings, or students may feel like a burden if the faculty member is visibly working on another task during attendance
    - a. Senate shared experience with Asynchronous course in which the professor held office hours from 9-10pm. When asking the professor to read an essay before submitting, the professor stated their time is very valuable and did not read the student's essay. The Department Chair was mentioned a resource for students to reach out if they encounter any issues regarding their professors and office hours.
    - b. Presenter encouraged students to not be afraid to contact the department chair
  - 3. Senate mentioned how scheduling an appointment through email may prolong the conversation and set back proficiency due to the difficulties of finding an optional appointment time for both faculty and students. Senate mentioned that some professors provide a link to calendar booking pages which allows students to select potential meeting times at mutually available times.
- viii. Senate inquired about how students should proceed if they are unable to attend a professor's scheduled office hours
  - 1. Presenter mentioned professors will be expected to accommodate to a reasonable extent.
- ix. Senate shared that students voiced concerns over a maximum being imposed on office hours
  - 1. Presenter clarified that some faculty will be available for a minimum of three hours. In terms of the maximum, the policy is intended to say that all departments cannot require a minimum of anything above 3 hours, faculty can always hold more office hours if they desire.
- x. Yield of Time to Director Fox from Senator Ruiz: mentioned feedback that most students are happy with faculty office hours as most professors are accommodating. Personally agreed with scheduling through email prolongs the meeting process. Further expressing that "expected" is not a strong piece of language and encourages the change to "required."
  - 1. Presenter clarified that the minimum would be 3 hours and further requiring faculty to accommodate to a reasonable extent if students can't attend the scheduled hours.

- xi. V.P. Guajardo agreed regarding the language for “required” rather than “expected.” Shared Academic Senate Executive Committee feedback which mentioned the possibility of including the Department Chair Contact information in course syllabi. At this meeting, faculty also shared that many students can only attend by appointment only. Request from students is to provide clarification regarding A. #7 that it pertains specifically to department requirements.
    - 1. Presenter shared that FAC is also working on a syllabus policy, and will share the suggestion of including contact information from the respective department chairs and request for clarification regarding A. #7 feedback with FAC.
  - xii. Yield of time to Director Fox from Senator Gil: Agreed that including Department Chair contact in syllabi would be helpful.
  - xiii. Senate also encouraged faculty to have their door open or a sign that says they are in their office and provided examples of staff on campus who have a sign reading “in a meeting, out of office, or in office/available.”
  - xiv. VP Guajardo emphasized that if Academic Senate is brought to vote on a maximum for office hours, students have deeply expressed their concerns regarding a maximum for office hours. Additionally, suggested to recommend platforms such as Calendly and Microsoft Bookings to be used as booking platforms, to be included in the policy only as recommendations.
  - xv. Senate also discussed concerns related to faculty being compensated for the time for their office hours.
    - 1. Presenter expressed that the Collective Bargaining Agreements states office hours are required as part of their job description as Faculty, and therefore compensated for their office hours.
  - xvi. Yield of time to Director Fox from Senator Gil: If faculty office hours are required, then this should be reflected in the policy. Professors are not expected to teach their class, they are required to teach their class.
  - xvii. Discussion concluded, and the presenter was thanked for their time.
- b. **DISCUSSION ITEM: Student Feedback on Department of Homeland Security Career Fair**  
*Attendance (D. Rodriguez)*
- i. Many students expressed concern and were discouraged that they had to find out about the presence of Department of Homeland Security at the Career Fair on April 17<sup>th</sup> via Instagram. It was also expressed that this is especially concerning as CSUCI is a Hispanic Serving Institution with undocumented student populations.
  - ii. Senate shared hearing concerns about the Department of Homeland Security’s presence. The factor of intimidation is still there despite Homeland Security being dressed in business attire and interacting with students regarding job opportunities. Students also shared personal experience being questioned about citizenship outside of campus.

- iii. Senate also mentioned that the Career Fair originally suggested having an email sent to only undocumented students. The campus does not have access to this information and can be interpreted as targeting a particular group of students.
  - iv. A campus wide announcement is expected to be made today.
    - 1. Senate expressed concerns regarding the late notice of this email.
  - v. Inclusive Student Services (ISS) made an Instagram post regarding this topic on Monday. Senate mentioned students may feel deterred from attending the Career Fair due to concerns of asking Employers if they can sponsor their visas, and fear of being overheard by Homeland Security.
  - vi. The outlet of communication was further discussed. Many students don't have Instagram or don't follow CI departments, this is very paralyzing to students if being notified upon arrival to this event.
  - vii. Senate further clarified that they have heard these concerns from both undergraduate and graduate students.
  - viii. VP Guajardo provided feedback at the Preparedness Working Group (PWG) on April 3<sup>rd</sup>
    - 1. Shared that PWG had a draft email statement since March 15<sup>th</sup>, VP Guajardo asked why the statement was just now being shared on April 3<sup>rd</sup> with PWG.
    - 2. VP Guajardo asked the authors of the draft statement, if they had consulted with Undocumented Students prior to the PWG meeting. The response was no.
    - 3. PWG also expressed since CSUCI is federally funded the campus is unable to decline participation from the Department of Homeland Security at the Career Fair.
    - 4. VP Guajardo also provided PWG with Student Government's recommendation to consult with Undocumented Students and the Undocumented Students Committee, taking place on Monday April 8<sup>th</sup>.
    - 5. Questions can be forwarded to the Dean of Students.
- c. INFORMATION ITEM: CSSA April Plenary Summary (*A. Fox*)
- i. The CSSA April Plenary was held over Zoom.
  - ii. The Internal Affairs committee discussed the CSSA Personnel Policy and if they should dissolve the policy due to redundancy.
  - iii. The Legislative Affairs committee discussed various Assembly Bills
    - 1. AB 2057- Associate Degree for Transfer.
      - a. Eleven people voted for, four people abstained, and the committee ended up recommending to co-sponsor.
      - b. CSUCI abstained.
    - 2. AB 2152- Graduation Requirements: Service Learning Pilot Program: This Bill is in favor of allowing students to do service learning but not requiring it.



- a. Opposed unless recommended to remove the mandate.
  - 3. AB 1905- Public Postsecondary Education: Employment: Settlements, informal resolutions, and retreat rights.
    - a. Assembly Bill was unanimously approved.
  - 4. AB 2047 and AB 2048- Public Postsecondary Education: Discrimination Prevention: Systemwide Offices of Civil Rights: Detailed comprehensive civil rights non-discrimination policy and mandates regarding Title IX officers for CSU campuses and requiring each office to have a comprehensive nondiscrimination policy.
    - a. Assembly Bill 2047 and 2048 unanimously approved.
  - 5. AB 2326- Equity in Higher Education Act: Discrimination: Compliance, regulations, and reports: Discussion about transferring primary responsibility of Title IX relates issues to each president, chancellor, or leader of the institution.
    - a. Assembly Bill was unanimously approved.
  - 6. AB 1166- Public Postsecondary Education: Annual Report: Sex Discrimination: annual Title IX reports.
    - a. Assembly Bill was unanimously approved.
- iv. Systemwide Affairs Committee discussed Campus Mind being adopted by CSU campuses. Committee also discussed Second Start Academic Renewal which would allow non-traditional students reentering into college to have academic renewal for previous grades.
- v. Finance committee budget was discussed, no issues were reported.
- vi. Student Trustees committee discussed recommended policy changes to the application and interview process. Discussion included ensuring confidentiality also occurred.
- vii. The Board of Directors
  - 1. Approved the consent agenda, including the CSSA Resolution #2024-01: Calling of Ceasefire in the Gaza Strip, Condemning Human Rights Violations, War Crimes, and Reaffirming Students' Freedom of Speech and Expression. This resolution had previously been taken out of the consent agenda due to formatting issues.
  - 2. CSSA Officer Election Process was discussed. More information can be found on CSSA's website.
- d. ACTION ITEM: Draft Resolution in Support of Responsible AI Use & Campuswide AI Usage Guidelines for Course Related Work (*D. Rodriguez, C. Gil, J. Guajardo, D. Navarrete*)
  - i. Resolution will be included in the Senate Packet and uploaded

**XII. M/S/P (L.M. Ruiz/C. Gil)**

e. Discussion:

- i. Senate asked for clarification on the use of the word “hallucinations” in the resolution, to which it was clarified as something presented as false information presented as a fact. Resolution calls for campuswide guidelines to include such information.
  - ii. Yield of Time from Senator Gil to Advisor Block-Weiss: Provided the example of AI generated photos, which can produce discrepancies in pictures. Such as differences in headshots or AI generated photos of people in which there may be extra fingers or missing earlobes. It is not uncommon to find AI generated photos on social media.
- f. Vote on Approval of Resolution in Support of Responsible AI Use & Campuswide AI Usage Guidelines for Course Related Work

**XIII. L.M. Ruiz: I move to approve the resolution**

**XIV. C. Gil: I second**

**XV. 4-0-0 Motion Passed**

9) Closing Comments:

- a. Senator Marcolino: The CI Team for Model of United Nations received a recognition at the National Model United Nations Conference in New York.
- b. VP Guajardo: Channel Your Vote events are happening next week and encourages Senators to participate in Senate in a Minute
- c. Senator Ruiz: Encouraged ASI and Student Government to attend Raza College Day.

10) Adjournment: 10:23 AM

Next ASI Student Government Senate meeting is scheduled for Wednesday, April 17<sup>th</sup> 2024, at 9:00 a.m. in the Coville Conference Room.

Minutes respectfully submitted by Edith Hernandez, ASI Student Government Director of Operations