

## Executive Board Meeting Minutes

August 28, 2023 12:20-1:10 pm | Conklin 105 or <https://psu.zoom.us/j/91476064525>

**Present:** Francis Achampong., Mike Doncheski, Linghao Zhong, Olivia Hammond, Nikolette Lipsey, Barrett Scroggs, Somjit Barat; **Absent:** Kendra Wolgast

### 1. Approval of last meeting minutes

- a. Minutes not yet posted by Linghao but he has seen it. Minutes approved

### 2. Update on MAFS committee charges

- a. Almost everybody got their first choice
- b. So far 39 faculty have submitted their choices.
- c. New hires need to be on a committee starting their 2<sup>nd</sup> year.
- d. Faculty who do not respond by deadline will receive reminder from Mike.

### 3. Secretary for MAFS meeting

- a. Since Somjit will be absent due to UCFS engagement, Olivia will be secretary and Nikolette will monitor chat room on 9/13 MAFS meeting

### 4. Meeting agenda for September 13<sup>th</sup> MAFS

- a. Election day and religious holiday attendance policies:
  - i. Mike will provide an update.
- b. Migration from DUO to Microsoft Authenticator:
  - i. Doug will talk about it at MAFS, but it is a required step and has to be done.
  - ii. So far, experiences seem to be good.
- c. NSW advising meeting: concern that some students were confused why they needed to attend after attending NSO.
  - i. May be change the name of NSW to 'meet and greet with advisor?'
  - ii. Marla compiled feedback from faculty advisors. Barrett has shared this with Mike who will bring it to the Advising Council before any discussion at MAFS.
- d. Pronoun usage in the classroom and on Canvas:
  - i. Will be discussed at MAFS based on positive feedback from attendees at MADE session;
  - ii. Canvas format will be displayed/discussed at MAFS

### 5. Comments and recommendations for the good of the campus

- a. Linghao will manage MAFS website henceforth; Kim will remove everybody except Kim, Barrett and Kim herself from editing rights. Minutes will be sent to Barrett for review, and Linghao will post it.

Meeting adjourned at 1pm