

Executive Board Meeting Minutes

November 27, 2023, 12:20-1:10 pm

Conklin 105 or <https://psu.zoom.us/j/91476064525>

Secretary for today: Somjit

1. Approval of last meeting minutes
 - a. Approved
2. Meeting agenda for December 6th MAFS
 - a. Approved
3. SSC auxiliary committees
 - a. Question: Has the MADE schedule been announced? - Barrett will check with Kira to see about a session put on by the Student Success Committee
 - b. Student Success Committee finally has faculty representation.
 - c. Will be forming groups to work on the 2nd year student experience plan and 3rd and 4th - year student experience plan.
 - i. Lots of overlap but differences as well between the two cohorts. Commonalities leading to a plan?
 - ii. Hoping to bring in folks who teach upper-level courses for 3/4th year experience.
 - iii. Mike will share more details about charges and expectations.
 - iv. Question: Will there be any commitment? Timetable is Spring. How does that fit into strategic plan? Make 1st year experience positive. Also helps career services. Also dovetail into student activities e.g. when students use their ID card activities can be traced. Jay is a contact point. Bad 1st year experience may be compensated by good 2nd or 3rd year experience? May be point of discussion for MADE?
4. Planning for Spring 2024
 - a. Mike will share about office hours: making sure that changes to office hours are shared /must be posted on the door.
 - i. No more “by appointment only”
 - ii. Being more deliberate about this— not everyone posts it.
 - iii. Reminders about the importance of office hours for students to know when the faculty will be there.
 - iv. We should have one office hour per scheduled class
 - v. What is being proposed? All faculty should post something; Spreadsheet of their office hours.
 - b. Continued conversation on the importance for clarity and consistency in make-up policy. It varies from faculty to faculty. This is an individual choice—but could be interpreted as favoritism etc. Your make-up policy needs to be explicit.

- c. Nominations for 2024-2025 will roll out in early Spring. The Ombudsperson position is expiring and will need to be elected.
 - d. Reminder: Kevin Boon is the exit officer for faculty.
5. Comments and recommendations for the good of the campus