

## A2E2 Advisory Committee

February 27, 2013 11:00 am to 12:00 pm SA 4600A

### Minutes

**Members present:** Jeffra Bussmann, Tamra Donnelly (non-voting), Denise Fleming, Eric Fricke, Chris Moreman, Susan Opp (non-voting), Monse Rueda-Hernandez, Mitch Watnik

**Guests:** Jerry Chang, Adiel Dimarucut, Stephanie Flowers, Laurel O'Brien, Seetha Ream-Rao

#### Meeting called to order at 11:04

Moreman announced that Griffin resigned her position on the committee. Introductions were made.

1. **Approval of the agenda** – M/S/P (Watnik/Bussmann)
2. **Approval of the minutes of 2/13/13** – M/S/P (Fricke/Watnik) (2 abstentions);  
**Approval of the minutes of 2/18/13** – M/S/P (Rueda-Hernandez/Watnik) (1 abstention)
3. **Student involvement on committee**

Opp reviewed the history of student participation this academic year. There were nine students proposed by ASI, five were appointed by the Provost. After taking into account student and faculty schedules a meeting time was selected. The attendance of some students has been very sporadic, and as of this date three appointed students have resigned.

The committee policies and procedures are being formulated and the committee is concerned that without regular student attendance the suggested quorum would not be attained, so the committee would not be able to conduct any business. ASI President Chang mentioned that ASI plans to seat committees in spring quarter, which should help. There was discussion about alternates and proxy voting and Chang mentioned that proxy voting is not legal for non-profits in California.

There appear to be a number of eligible students interested in serving on the committee for the remainder of the academic year. Some are ASI board members, so they are already confirmed as eligible. Others will be vetted and are expected to be approved. If and when these students have been approved and appointed by the Provost they will become members.

4. **Policies and Procedures, parts 1, 2 and 3** – M/S (Watnik/Fleming) to approve the suggested policies and procedures

**1.0 Preamble:** After some discussion of Executive Order 1066 and who has final authority, 1.0 was passed as amended:

On October 17, 2011 the California State University, Office of the Chancellor, issued Executive Order 1066, authorizing California State University, East Bay to establish the Academic Access, Enhancement and Excellence (A2E2) Fee. These bylaws establish and define the membership and duties of an advisory board to advise the Provost and President regarding the allocation of A2E2 fee revenues as outlined in that executive order. According to EO 1066 Specifically, "The fee has

been approved to facilitate student retention, success, and workforce development through improved use of technology, enhanced classroom resources, innovative use of high impact programs focused on approaches to increase retention and success of underrepresented students, enhanced teaching, learning and support systems, and required student access to electronic platform-based educational learning materials.” As noted in EO 1066, the A2E2 fee is meant to replace all existing Category III miscellaneous course fees \$50 and less, and to replace the IRA fee, except the portion of the IRA fee dedicated to Division II athletics as of spring quarter 2011. Specifically, “Revenue from this fee will be used for the core purposes of continuing existing miscellaneous course requirements and instructionally-related programs and activities, expanding academic support programs, and funding a required, uniform student learning device. Revenue cannot be used for salaries, benefits, travel, hardware or software for faculty or administrators, or for capital improvement projects.” The A2E2 advisory board is intended to subsume those advisory duties previously under the purview of the Instructionally Related Activities Advisory Board.

**2.0 NAME AND DUTIES:** In light of changes made to the Preamble, suggestions were made for updates to 2.0, which passed as amended.

## **2.0 NAME AND DUTIES**

2.1 The advisory board shall be known as the Academic Access, Enhancement and Excellence (A2E2) Advisory Board.

2.2 The duties of the Advisory Board shall be:

- a. To serve as the “A2E2 Fee Advisory Committee”, pursuant to Executive Orders 1066.
  - b. To make recommendations to the Provost regarding proportional allocation of A2E2 funds;
  - ~~a. To recommend to the Provost which programs specifically under the Enhanced Instructionally Related Activities (EIRA) should receive monies from these fees;~~
  - c. To serve as the “A2E2 Fee Advisory Committee”, pursuant to Executive Orders 1066 and 1054.
  - d. To devise the criteria by which EIRA funding distribution will be recommended
  - e. To distribute a call for EIRA proposals annually;
  - f. To recommend to the Provost which programs specifically under the Enhanced Instructionally Related Activities (EIRA) should receive funding;
  - ~~b.g. To request and review reports from funded A2E2 programs as necessary to inform the committee’s recommendations.~~
- 2.3 The Advisory Board shall make recommendations to the Provost regarding the amount of the A2E2 Fee for the upcoming academic year:
- ~~a. To the Provost programs to receive A2E2 monies;~~
  - ~~b. To the President and the CFO regarding fee amounts (see EO 1054, Article IV, A, 4).~~

Meeting adjourned at 12:02 pm.

Respectfully submitted,

Tamra Donnelly, Secretary