Members Present: Nancy Mangold (CBE, COBRA Chair), Paul Carpenter (Kinesiology), Monique Cornelius (Budget, Presidential Appointee), Dana Edwards (University Libraries), Jiansheng Guo (CLASS), Will Johnson (Sociology & SS), Kim Shima (Accounting & Finance), Claudia Uhde-Stone (Biological Sciences)

Guests: Mark Karplus (Chair of Academic Senate), Anne Leung (University Planner), Lindsay McCrea (Associate Director of Semester Conversion), Mark Robinson (Assistant to the Academic Senate Coordinator), Sophie Rollins (Academic Senate Coordinator), Jim Zavagno (AVP of Facilities Development and Operations)

1. Introductions
   Election of COBRA Secretary
   Fall 2016: Claudia Uhde-Stone
   Winter 2017: Monique Cornelius
   Spring 2017: Dana Edwards

2. Approval of the agenda
   MSP Edwards, Cornelius

3. Reports
   a. Report of the Chair
      Mangold explains duties of COBRA. Over the year, COBRA will look at 3 reports
      • Budget for coming year
      • Budget of quarter to semester conversion
      • Mid-year report
      Last year, COBRA started to also look at divisional budgets.

      Mangold summarizes the classroom upgrade project. $10 Mio have been allocated for a classroom renovation project. Last year, with input from COBRA and the classroom renovation sub-committee, 4 classrooms were selected for upgrade.
      Questions to discuss are:
      - how to evaluate the use of resources
      - how to prioritize future classroom upgrades

   b. Report of the Presidential appointee
      Cornelius: The 2017/18 CSU Budget was approved.
      Underfunded divisions can apply for budget co-process; Vice President Office is currently collecting these.

   c. Report of the Semester Conversion (Lindsay McCrea)
      Steering Committee met, items considered:
      Deadline for GE and overlay course proposals,
      Time modules:
      Currently the 3 time modules are being tested to see if these work in regard of both time and space allocations
Student handbook for conversion; will hopefully go live this Nov
Volunteer is needed for the “Ideas” taskforce of semester conversion.

Carpenter: any discussions on how to handle the transitional summer?
McCrea: Topic comes up, but no decision. The transitional summer will be more compact (5 weeks)

4. Business Items:
   a. SCSC COBRA member
      Carpenter elected to be COBRA representative on Conversion Steering Committee

   b. ExCom Workload Task Force COBRA member
      Mangold elected to continue on the workload taskforce

   c. COBRA Policies and Procedures; changes or additions for 16-17?
      Guo: Do we have overarching principles regarding resource allocation?
      Mangold: Not at this point, but something we could develop.

   d. Classroom Upgrade update (Anne Leung, University Planner, 2:30pm time certain)

      Leung: Classroom upgrade initiative started early last year. Worked with COBRA subcommittee to decide what features to focus on, such as furniture, lighting, power. Student survey asked “what will enhance your learning?”. 4 classrooms were upgraded: AE 247, MB 2091, MI 3060, SC N220. Response of students and faculty is positive. However, some delay in installing blinds and replacing projector. Classroom capacity was maintained. Features include movable chairs; writable paint

      Guo: can walls be removed, room size be changed?
      Zavagno: not at this point

      Plan to survey faculty and students using the upgraded rooms to find out what features are working.
      Leung hands out previous and new survey
      Mangold: what about other faculty?
      Zavagno: anybody who wants to look at the room is welcome to take the survey?
      Johnson: what about automatic roll-taking technology? Microphones?
      Zavagno: this should be possible, relatively small items
      Mangold: should we consider stretching the money to more classrooms?
      Guo: should we first spend money on basics, making sure that each classroom is functional?
      Leung hands out list with campus classrooms
      Stone: why are labs not included in the upgrade? Many do not even have projectors?
      Zavagno: It has been decided that labs are not part of this upgrade project. There is a possibility to extend the 10 Mio, this is a starting value, but renovation may continue
      Mangold: feedback on survey is needed soon; we should form a sub-committee, starting with COBRA members. Lists should also go to the Deans to see what is their priority.
      Volunteers: Guo, Johnson, Carpenter, Mangold
Johnson: if we can do survey online, he can do the data analysis
Leung: hopes to reach students who take classes in upgraded rooms via their instructors

Carpenter: what about timing?
Zavagno: timing becomes a bigger issue with large classrooms
Guo asks Leung to sort average cost by classroom size: small, medium, large, and special

6. Adjournment
MSP Johnson, Carpenter,

Respectfully submitted,
Claudia Uhde-Stone
2016, Oct 12