Date: 10/5/12

Members Present:
Patricia Jennings, Ching-Lin Jan, Aline Soules, Meiling Wu, Helen Zong

Guest(s):
Sophie Rollins, Mitch Watnik

1. Introductions

2. Approval of the agenda: Passed

3. Report of the Chair, Meiling Wu
   - Requested that new and old members review COBRA policy and procedures and review our end-of-year report (on SharePoint).
   - Discussed/clarified the committee classification of A2E2 & ITAC. Meiling suggested that COBRA have a representative on both committees since each are related to the budget. Alien is currently on ITAC, but this may change. Meiling suggested that in the absence of a COBRA volunteer for A2E2, COBRA members rotate attendance at A2E2 meetings.
   - Meiling indicated that she plans to invite Provost Houpis to our 10/19 meeting. Aline suggested that we wait until after the November election on Prop 30. (See further discussion below).

   None. Appointees did not receive formal appointment letter from the President Office.

5. Old Business:
   a.) Budget contingencies hinge on outcome of tax imitative (Communiqué 9/21)
   b.) A2E2—will continue to monitor A2E2 committee decisions/recommendations.
   c.) ITAC—Aline is on this committee at the present time (see above).
   d.) UCL—We will check with Jim Mitchell to see if he is still on this committee. If he has stepped down Pat Jennings volunteered to take over as the COBRA representative if no one else steps up.

6. New Business:
   a. Change COBRA 13-15 meeting time
      Will discuss at next meeting. Meiling will encourage members to attend the meeting. The committee discussed low attendance at COBRA meetings. We discussed two potential factors that may explain low attendance: 1. Meeting on Friday’s at 9 a.m.
may inhibit attendance, especially for those who would not ordinarily come to campus on Friday. 2. Having more clearly defined charges (see subcommittees below) and duties may encourage greater attendance.

b. Referral from Chair Watnik regarding semester change & flow of Extended Education funds.

Mitch Watnik requested that COBRA form two subcommittees charged with examining the cost (faculty release time, etc.) of the quarter-to-semester conversion. The subcommittee will be charged with gathering information for CSUs campuses that have recently transitioned from quarter to semester. The committee will explore policy and processes and workload and cost.

Mitch suggested a second subcommittee charged with exploring and clarifying policy that governs the flow of funds from Extended Education to stateside.

c. Invitation Schedule:

i. James Houpis, Provost & VP, Academic Affairs

Meiling requested that the committee invite Provost Houpis to the 10/19 COBRA meeting (see above). Alien suggested we postpone until after the November election so that the Provost will have more information. We did not have a quorum, so we will postpone the vote until our next meeting. However, committee members present on 10/5 tended to agree that it is best to wait until after the vote on Proposition 30.

ii. Brad Wells, CFO & VP, Administration & Finance

As with the Provost, we will vote on the date at our next meeting.

iii. Sean Williams, Director, ORSP

Meiling suggested that Sean Williams be invited to COBRA and asked to clarify ORSP policy. A discussion of problems with the existing policy ensued. Brad Wells was identified as the person who is currently running Foundation. Mitch indicated that we may be replicating the role of the Committee on Research. He suggested that we interface with the Committee on Research before inviting Sean Williams to ensure that we are not duplicating efforts or overstepping COBRA’s boundaries. The committee agreed to communicate with CR.

d. FAC Policies & Procedures

e. Subcommittee membership

COBRA members who were present at the meeting agreed with Mitch’s suggestion regarding the formation of two subcommittees (see above). We discussed the importance of putting out a request to CIC and FAC members to join the subcommittee
on conversion to the semester system. We will vote on the formation of the subcommittees and, if passed, we will formalize the make-up and duties of each committee at our next meeting.

f. Preparing/viewing FAC work in light of Semesters
   F is related to e. We will form a subcommittee to look at how the conversion to semesters may impact faculty workload.

7. Other Business:
   None

8. From the floor:
   None

9. Adjournment
   10:50

cc: Academic Senators
    Administrative Officers
    College Deans
    Department Chairs