Members Present: Gilberto Arriaza, Gary McBride, Ching-Lih Jan, James Mitchell, Helen Zong, Alien Soules, Pulina Van, Meiling Wu

Guests: Sophie Rollins, Endre Branstad, Monique Cornelius

1. Approval of the agenda: Approved

2. Approval of the minutes: Approved

3. Report of the Chair: Meiling Wu
   
   a. Meiling reported on progress of planning for distinction:
      The Instructional Task force is close to completing their definition of a program and determining the unit of analysis to be reviewed. Meiling indicated that we, as a committee, need to pay attention to the progress of the Instructional Task force since the criteria developed to assist in the reallocation of funds will impact departmental budgets.

   b. Governor’s talk: Meiling will share the link to the Governor’s talk with the committee. She noted that the talk included a discussion on the freeze on student tuition, and she noted that the Governor is pushing for more online education. Thus, COBRA will need to watch how online offerings develop.

4. Report of the Presidential Appointee: Monique Cornelius

   Monique reminded us that Kris presented a budget analysis (operating budget) at the last meeting. There is no new information in the 2013/14 budget. Monique reported that Brad Wells attended the Board of Trustees budget presentation for 2012/13 which is posted on the Web site. CSU is expecting to get back the 125 million that we lost. Ten million of the 125 million will be allocated to online. The retirement allocation will now be folded into CSU’s budget. Details on the capital outlay (distribution among the 23 CSUs) are not available yet.

5. Report of Subcommittees

Quarter to Semester Conversion Subcommittee (Q2S): Pat Jennings
Pat clarified the committee’s charge and reported on progress to date. Committee members are identifying the specific that the conversion will entail for faculty, programs/departments, the GE subcommittee, CIC and FAC. The committee is aiming to finish a first draft by 2/18/13.

Self-Support Subcommittee: Jim Mitchell

The committee is examining the flow of funds gained from self-support programs. Jim requested information on the details of cash recovery which was sent to COBRA. COBRA discussed two requests and decided to deal with the first item, which we will discuss with Brad Wells.

The Self support subcommittee requests that COBRA generates a framework for a policy in regards to the following issue: There appears to be a lack of transparency about the cost-recovery funds. These funds are generated by self-support programs through DCIE. The committee asks COBRA to: A.) request clarity from the University Administration as to the criteria and the execution of the distribution of cost recovery funds conducted by DCIE; and, B.) Once point "A" is accomplished, please elaborate on a framework for a policy regarding cost-recovery funds distribution.

IT committee Subcommittee: Aline Soules

Aline reported that an IT draft document was provided by. At this time, an IT Advisory committee is being formed by Borre Ulrichsen. Aline reported that Borre wants to form an advisory committee for students & staff. The priorities will probably be set by the Cabinet. The Cabinet decides on resolutions and tasks.

6. Old Business

a. Change in COBRA meeting time in 2013/14

Mitch made a request to change the day that COBRA meets as a way to improve attendance, but he was not at today’s meeting. COBRA discussed this in the past, and at that time our decision was to keep the Friday, 9 a.m. time slot. Aline indicated that if we are going to push this forward then we need a proposal that includes times when other committees don’t meet. Sophie indicated that if we selected a Monday time slot we could meet on the 2nd and 4th Mondays. Meiling stated that if we do select a new day/time slot then we need to make the change in 2014/15 so that new members are not negatively impacted. Jim mentioned that a change in the meeting schedule might attract more faculty to COBRA meetings. We also discussed the problem of driving to campus on Friday for a single purpose.
Motion: If the time slot is moved then the new day/time would not start until 2014/15
Moved: Pat; Second: Jim
Passed

Motion: proposed meeting time 2nd and 4th Monday at 2 p.m.
Moved by Jim; Second Pat
Passed

a. Self-support statement; development of policy
   No report

b. Invitation schedule
   i. Provost Houpis, Provost & VP of Academic Affairs
   ii. Brad Wells, CFO & VP, Administration and Finance
   iii. Brian Cook

The committee will invite Brad Wells to speak to COBRA on 3/1. The meeting on 2/15 will be devoted to generating a list of questions for Brad. COBRA will announce the meeting and solicit questions from all faculty. Gilberto suggested that the announcement be focused so that protocol for the meeting is clear. COBRA members decided that the announcement will state that the purpose of the meeting is to focus on the budget as it relates to policy.

Motion: Invite Brad Wells on 3/1
Moved: Jim; Seconded: Pat
Passed

7. New Business
   a. Information Technology Services (IT) Strategic and Operational Plan for fiscal year 2013/14.
   b. ITAC charge from 11/28/11
      The re-emerging issue is, “Should this be a Senate committee, or stay as an advisory committee to the Senate?” This question has been ongoing.
   c. ExCom charge to COBRA to develop an annual report to the Senate addressing assigned time given to each department and to what purpose.
      -Pat explained the history of this request (CAPR document at last Senate meeting on assessment and assigned time).

Meiling brought up the need to clarify Mitch’s request to COBRA to request a record of assigned time. Meiling noted that Mitch Watnik sent the following request to COBRA regarding the reporting of assigned time: “ExCom discussed the topic of "assigned time" for faculty and the "misinformation" (in the words of the Provost)
that faculty has about it. Accordingly, ExCom informally recommends that COBRA suggest an annual report to the Senate regarding how much and to what purpose assigned time was given during the year. This report could be part of COBRA's annual report or could be done separately. Since the topic that originated this line of discussion was assessment and five-year reviews, COBRA may wish to consult with CAPR, but my impression is that COBRA can develop a mechanism on its own.”

Discussion: Gary suggested that one purpose of COBRA should be to review the initial report and request additional information from the Provost if necessary. For instance, we may need to ask for the criteria that are used to allot assigned time. We decided that we would request records of assigned time and purpose, and then request additional information if needed.

Motion: Request records of assigned time and the purpose of assigned time from the Provost for annual report to the Senate.
Motion passed

Adjournment: Adjourned at 11:02