1. Approval of the agenda
   a. MS: White, Soules. The agenda was approved.

2. Approval of minutes
   a. MS: Soules, Jan. Meeting minutes from 10/23/13 were approved.

3. Report of the Chair
   a. Mangold stated that in the meeting today we will again be discussing what form of reporting is most appropriate to disseminate information to the faculty.

4. Report of the Presidential Appointee
   a. Katzman provided information about CERF funds distributed by DCIE to the Division of Academic Affairs and Colleges, which was just over 10 million from 2011 through 2013. The report, prepared by DCIE, will be emailed to Branstad and posted online for committee members to view. Use of CERF funds is restricted due to the nature of the fund itself. Distribution of the funds is based on student enrollment in DCIE. Effective use of available CERF funds is up to each area – we are stewards of these funds from student revenue. The Provost received about 4 million in funding according to the report and is expanding PEIL Grants available to faculty. Science received about 3.2 million, CBE 1.6 million, CLASS 1 million, and CEAS 800,000 according to Katzman.

5. Report of the Subcommittees
   a. Soules emailed her report on the IT Ad Hoc Committee prior to the meeting to save time.
      i. The system outage on November 4 was due to a problem with the firewall (provided by Juniper). IT staff members were still seeking the root cause at the time of the IT meeting on November 8.
      ii. The Blackboard outcomes module for assessment went into production on Monday, November 4 and is available for faculty in pilot projects. On
November 18, Donna Wiley will come to ITAC to answer questions and also speak to use about the class evaluations online (a separate module).

iii. ITAC has now been made an Ad Hoc Committee of ExCom, making it more "official."

iv. The 2012-2013 FLC on Teaching with Technology submitted a report with a number of recommendations for improvements. IT would like faculty to prioritize them, but it was decided that faculty needed context for these recommendations from IT. ITAC members need to know how easy or hard is it to implement the suggestions, available resources, tasks involved, and policies which are affected or need to be created.

v. The data integrity policy outlining institutional, faculty, and student responsibilities when data is lost or services are interrupted was passed by ITAC and will be forwarded to ExCom and then to the Senate for consideration. It may also be given to the Fairness Committee and to FAC for review.

vi. An evaluation committee for learning management systems is being formed. Members are still being identified. This process resulted from our four-year renewal of Blackboard a year and a half ago. ITAC approved that renewal with the caveat that we should look at other systems before the next Blackboard contract was signed.

vii. Cloud computing was discussed. Some faculty members teach in labs with insufficient computers for their students. Complex software is available on these lab computers (in areas like VBT) through VDI (virtual desktop initiative). Jiming Wu (CBE) recommended that we should go with VCL (the pilot virtual computing lab) instead. Due to licensing, the same software is not always available on both VDI and VCL. There was extensive discussion of this and Wu may pilot some solution through VCL in a future quarter.

6. Old Business
   a. MS: Soules, Brooks. 13-14 COBRA 1: Report on Provost Houpis’ question and answer session with COBRA regarding budget-related issues will be forwarded to ExCom with documentation within the memo that it is being submitted on behalf of last year’s COBRA members. This report was completed at the end of the last academic year, after the last COBRA meeting of the academic year. Branstad will verify that speakers have approved the content of the memo prior to sending it forward.
   b. An extensive discussion took place related to the form of reports provided to COBRA by Brad Wells, VP and CFO, Administration and Finance. The
objective of the reports is to share information about budget and resource allocation with ExCom, the Academic Senate and the campus community.

i. Mangold finds the report too complex and would like to see it simplified, with use of layman’s terms for major funds. She would also like to see a focus on critical issues of interest to faculty, inclusion of future projections, and a focus on challenges in the upcoming year.

ii. Soules suggested keeping the entire report as is for faculty seeking more detail, and use of similar description and terms in both the simplified and complete report.

iii. Arriaza stated that the bottom line is reporting what faculty members need to know in an accessible way. He pointed out the lack of warnings prior to 2008 regarding the dire condition of the budget.

iv. White suggested that an executive summary in layman’s terms be written by Wells to accompany his revenue and expense reports. The summary could address the points that Mangold wants highlighted. She also suggested that Wells add a written description of future projections in the text following his revenue and expense report.

v. Watnik has asked both COBRA and CAPR to revise the charge of the committees to address redundancies between the two groups. In clarifying his referral to COBRA regarding resource allocation, Watnik suggested that COBRA write a set of procedures for faculty consultation with administration. Common sense guidelines, faculty expectations, procedures and suggestions for resource allocation would be helpful.

vi. Katzman suggested that the reporting process from Wells remain the same and that Mangold writes an executive summary in layman’s terms to send with the report to ExCom.

vii. Members discussed having both Mangold and Ching-Lih Jan write the executive summary to accompany a twice-yearly financial report from Wells (fiscal year end and mid-year). Members agreed that two financial reports and summaries per year are sufficient, January (mid-year) and September (annual). Wells will also be asked to provide a legend on the revenue and expense report explaining the meaning of numbers within and outside parentheses.

viii. It was agreed that Mangold and Jan will write an executive summary based on the financial statement provided two times per academic year by Wells. Wells will be asked to include future projections to the written description following the revenue and expense report. The executive summary will be short (no more than 1-2 pages). It will focus on the financial health of the organization, critical issues of importance to faculty, future projections and challenges in the upcoming year.

7. New Business

Deferred to the next meeting

7. Adjournment

a. The meeting was adjourned at approximately 4:00 p.m.