Amended Minutes

Date: 5/14/14

Members Present: David Bowen (Science), Lonny J. Aui Brooks (CLASS), Dennis Chester (CLASS), Monique Cornelius (Budget, Presidential Appointee), Ching-Lih Jan (CBE), Audrey Katzman (Academic Affairs, Presidential Appointee), Nancy Mangold (CBE, COBRA Chair), Aline Soules (Library), Nancy White (CEAS)

Members Absent: Ardella Dailey (CEAS), Paulina Van (Science),

Guests: Endre Branstad (Academic Senate), Darryl Hayden (Financial Services), Amy Hule (Financial Aid), Michael Leung (COS), Sophie Rollins (Academic Senate), Jim Zavagno (Facilities)

1. Approval of the Agenda
   a. MS: White, Soules.

2. Approval of Minutes
   a. MS: Bowen, Katzman. Meeting minutes from 4/23/14 were approved.

3. Report of the Chair – Mangold thanked everyone for their work this academic year. This is the last working meeting of COBRA this academic year. The meeting on May 28 will be used to organize for next year. At last week’s meeting, the Academic Senate accepted COBRA’s Executive Summary of the Mid-Year University Revenues and Expenses report as of December 31, 2013 and agreed that special recognition should be given to Brad Wells and his unit for transparency in providing reports and information about the budget. The first reading of COBRA 4, 5 and 6 passed although conflicting concerns were raised about COBRA 4. One concern was that COBRA is already charged with consultation about building development and use, making COBRA 4 unnecessary. An opposing viewpoint was that ExCom is charged with looking at new buildings and consulting, with no involvement needed by COBRA unless requested by ExCom. The COBRA charge includes faculty consultation on building development and use, COBRA 4 reinforces the need for faculty consultation that begins early in the planning process. Academic Senate discussion about COBRA 5 included thanking Bridget Ford for bringing up the issue about large classrooms to COBRA. COBRA 6 was welcomed by the Academic Senate as being timely given that many classes this summer will be offered through self-support. Mangold will attend the meeting next week for the second reading and will email COBRA members about the final Academic Senate decisions.

4. Report of the Presidential Appointee – Cornelius reported that both the older version of Data Warehouse and the upgrade will be available through most of June. Beginning June 30, only the new version will be offered. Staff members are moving forward with work on the new budget.

5. Report of the Subcommittees – Soules emailed the following reports from the Instructional Technology Advisory Committee:
   May 5, 2014 ITAC Meeting
   a. Borre reminded everyone to change their passwords in order to sidestep the recent viruses. He also suggested that we change our passwords on all our accounts—not just the university one.
   b. In order to address the issue of XP computer support, IT is preparing a combination of upgrades, refreshes, and retirement for XP computers. An article will also appear in the Pioneer shortly because Borre was interviewed about this issue.
   c. There has been an extensive set of meetings by a committee drafting a policy for room scheduling. The committee has included John Wenzler. The goal is to include 100% of spaces that can be scheduled—rooms, outdoor spaces, the lot. As part of that policy, there will
be rules about who can see certain rooms for booking and who can reserve them. There was particular discussion about the library spaces because the library will be much affected. The particularly library discussion at ITAC centered around group study rooms, which Borre wishes to be included along with our classrooms, meeting rooms, etc. Borre did say that exceptions can be made; however, he is not in favor of them. Nothing was said about whether a draft will be shared for feedback.

d. Someone asked about Google HangOut because of a recent pronouncement by Google saying they would not trawl student emails, but Borre said nothing has actually changed with their policy and our contract with them, so no adoption of Google HangOut is currently planned.

e. ITAC Policies and Procedures were the main part of the agenda today. The committee reviewed a proposed document to make ITAC a subcommittee of the Senate. The document was passed and will be forwarded to ExCom.

f. At the last ITAC meeting, Student Affairs personnel and Bookstore personnel agreed to work together on updating and improving the S.A. website that lists software for students. Mitch, as ITAC chair, will check with S.A. on progress.

g. IT will shortly send out an announcement about BlackBoard's mobile app. A training is being planned for Back to the Bay on mobile apps in general. This would be just one of the apps covered in that training.

h. A campus contract with VoiceThread is being explored. Ideally, it would be settled before the end of this fiscal year, but that may not happen. There is still work to be done on the accessibility clause, for one thing, and also the question of whether we can acquire a sole service provider or must go to bid. Affordability is another issue. We did raise the issue of requiring a clause to enable content to be transferred if individuals and departments want to stop funding their own subscriptions and move to the campus-wide contract if/when it comes.

i. There was discussion of the various C.O. grants in play at the moment. At the next meeting, we will have a broader discussion about how the university can leverage these grants more effectively rather than faculty all working in their own independent ways or groups on these various grants, particularly as these initiatives relate to technologies.

May 19, 2014 ITAC Meeting:

a. There was discussion of the LMS Committee and what might be achieved by this group in light of our continued and expanding embedding in BlackBoard. It was suggested that continued evaluation of LMS products is key both to selecting the right product and to ensuring a competitive price.

b. There was discussion about various ITAC recommendations that have been put forward to ExCom/the Senate. Part of the problem is the question of whether ITAC will continue, although the group has recommended continuation. ExCom/Senate may need to resolve this before it is willing to accept recommendations for action by the group.

c. Borre discussed the plan over the next 6-9 months to replace/upgrade computers that use XP.

d. There was extensive discussion about the request to create an online community for faculty and staff. Corey Gin of LEEP came and discussed possible suggestions. The discussion tentatively led to the idea of using Google Groups, but since the meeting, there has been further online discussion, so the resolution is still unclear.

e. Tom Bickley and Luther Strayer visited to discuss the technology implications of the revisions being made to the student evaluation form. There is currently a 30-question evaluation survey. The IT questions revolve around students taking the survey and naming the wrong faculty member and students being offered the survey after they have withdrawn from the course. Matt Collins is investigating whether the survey can be embedded in Bb courses, which would address the issue of students taking the wrong survey. The students would then
take the survey from within the applicable course. Further, PeopleSoft was discussed because if the PeopleSoft roster is used, then the only withdraw students who might have access to the survey would be those who withdraw after the drop deadline. As it now stands, the current survey has been re-timed to be finalized after the drop deadline, which should address some of the withdrawn problems.

f. Linda Dobb visited to discuss the many and varied initiatives being offered by the Chancellor's Office. Deadlines are confusing because there are so many of them. Bridget Ford, now an ITAC member, suggested that the push to address bottleneck courses is being driven by the fear that the Trustees may be forced to sell off large courses with poor pass rates to places like the U. of Phoenix. It's not clear if this is a rumor or a possibility, but it was an interesting comment. There is a push to get more courses into these C.O. programs, especially large classes, e.g., Comm Studies required GE course, the LIBY 1210/1551 course, and others.

g. We didn't have time to address all the items on the ITAC agenda today, namely a "check in" on the Student Affairs webpage that describes software titles available to students and a "check in" on how IT is progressing with a campus-wide contract for VoiceThread.

h. Aline Soules now serves as the COBRA representative to ITAC, her term is ending this year. A new COBRA representative to the IT Advisory Committee will need to be selected for the coming year.

7. New Business

a. Darrell Hayden, AVP of Financial Services discussed University budgets, forecasts and major financial issues being faced by the University in the next year ([13-14 COBRA 9 with attached presentation from Mr. Haydon]). He started with a description of the budget process, which begins in October-November when the Board of Trustees requests funds. In January the Governor publishes his proposed budget (ebudget.ca.gov/2014-15 Higher Education). The revised budget estimates were released yesterday. There is no change for the CSU between the proposed and revised budgets. Additional funding of 1.8 million may available for campus initiatives (one-time or permanent), projects will be summarized and prioritized by division with decisions to be made by the cabinet. Final legislative approval of the budget is expected in mid-June.

The 14-15 base budget that has been proposed includes:
   - A 5% increase in overall funding
   - Additional general fund support for 325 FTEs, about 1.5 million
   - Compensation funding increases of 1.4 million
   - Student success initiatives 0.7 million
   - Changes in benefits and retirement 0.5 million
   - State University grant funding

Key 14-15 budget issues:
   - Consequences of a permanent shift to self-support for the summer for most programs
   - Need for additional funding for facility repair (classrooms and lab renovation)
   - Additional funding of 1.8 may be available for campus

Once the budget is confirmed, a budget call letter will be sent to solicit proposals for one-time and/or base budget adjustments. The CSU budget will be finalized after the Governor and Legislature complete their process. The goal is to formalize the 14-15 allocations prior to mid-July.

b. The Association Director of Financial Aid, Amy Huie provided information about the types of financial aid available to CSUEB students. Financial aid that requires matching funds from the institution include the Supplemental Educational Opportunity Grant (SEOG), Federal
Work Study and Perkins Loans. Other financial aid such as the Pell Grant, TEACH Grant, Middle Class Scholarship, and more are provided through federal, state and institutional aid programs. The Free Application for Federal Student Aid (FAFSA) is available January 1 at www.fafsa.ed.gov. No financial aid can be distributed until the Institutional Student Information Record (ISIR) is complete.

This academic year 10,417 students (undergraduate and graduate) received financial aid, grants and scholarships totaling $128,363,674. The Pell Grant was awarded to 6,389 students (61.33% of the students who received financial aid). Scholarships in 13-14 were distributed as follows: Athletic $876,751, Institutional $509,398 and Outside $726,394.

An integrated scholarship management software solution, Academic Works, is expected to roll-out in November 2014 to manage scholarships. It will provide for a central repository of scholarship opportunities available for our students and link many of the processes associated with scholarships. The Scholarship Management Solution will also include data feeds from People Soft so GPA, classes taken and other information can be verified.

c. Jim Zavagno and Michael Leung presented information about the proposed Center for Interdisciplinary Research and Collaborative Learning (CIRCLe) building. The idea started with a STEM Education Building (70 million dollar project) and evolved into a revised idea for a 17.5 million dollar building (20,837 square feet). The building design features modular research labs, collaborative learning spaces (partitionable), centralized core support facilities and instrumentation rooms. The building will connect to the Science Building with two breezeways. 15 million dollars in donor funds are being solicited for the project, 2.5 million in university self-support funds would be used to purchase equipment.

Mangold will share details about the CIRCLe Building with ExCom as an informational item.

2. Adjournment
   a. The meeting was adjourned at approximately 4:05 p.m.