Approved Minutes

Date 4-22-15

Members Present: Mary Fortune (CEAS), Monique Cornelius (Budget, Presidential Appointee), Nancy Mangold (CBE, COBRA Chair), Julie Glass (CSCI), Jiansheng Guo (CLASS), Audrey Katzman (Academic Affairs, Presidential Appointee), Nancy White (CEAS), Glen Taylor (CBE), Lonny Brooks (CLASS)

Members Absent: Tom Bickley (Library), Saeid Motavalli (CSCI)

Guests: Mark Robinson (Academic Senate), Jason Singley

1. Approval of the without changes.
   a. M/S: Guo/Fortune

2. Approval of 3-11-15 Minutes without changes.
   a. M/S: Fortune/Guo

3. Reports
   a. Report of the Chair
      Mangold informed COBRA that she presented the 2014-15 Cobra 1 (2013-14 Financial Report) with the detailed notes and spreadsheets provided by Brad Wells and Darrell Haydon. It was passed by the Academic Senate.
   b. Report of Presidential Appointees
      Cornelius informed COBRA that University is currently working on the 2015-16 budget plan and is in anticipation of the budget memo from the Chancellor’s Office. Brad Wells will be leaving CSUEB and has accepted a position at the Chancellor’s Office. The Interim VP for Administration and Finance will be Debbie Chaw. Debbie Chaw and Darrell Haydon assure that COBRA will received continued support from Administration and Finance.

      Katzman reported Academic Affairs is working on all Chancellors Office initiatives and funding allocations. Working on a process for how funding comes in and how to administer the funding.
   c. Report of the Semester Conversion 15:24
      i. Jason Singley informed COBRA that he has worked very close with Brad Wells regarding the conversion budget. He also had the opportunity to meet with Debbie Chaw and the Provost. Jason will request that they share the budget with COBRA and the Academic Senate. They are requesting to have budgets from the departments by May 15th and have a response to the departments by June 1st. The goal is for the departments to have funds to use before summer quarter. There is a funding formula and the chairs have template that they should complete for the implementation plan. Chairs were assigned to meet with their faculty and develop their budget, and assign the various work assignments. Singley would be happy to meet with the Department and review their information before they submit. COBRA members expressed their concern for flexibility at the Department level and how they might accomplish getting more flexibility at the department level.
   d. Report of Classroom Upgrade Master Plan
      Guo agreed to provide a written report to COBRA on the Classroom Upgrade Master Plan at the next meeting.

4. Business
   i. Nancy explained the information in the report came directly from the budget document provided by Brian Cook. There were a few suggested word changes for the COBRA 3 document. Katzman agreed to review the document and send to Mangold. Mangold agreed to forward it to ExCom when complete.

b. Draft 14-15 COBRA 4: Restoration of Faculty Lounge/Club Facility on Hayward Hills Campus.
   i. Mangold agreed (due to time) to move this item to the next meeting.

c. Faculty workload for Q2S – Dr. Amy Liu, WASC Accreditation Team and Sociology Professor at Sacramento State University.
   i. Amy Liu joined COBRA via conference call.
      Mangold expressed the Committee’s concern with faculty workload and asked Amy to share the flexibility with faculty workload at her university. Liu expressed that Sacramento State is officially 4/4 and they are funded by fte. Each college is given an fte target. They have experimented with 3/3. When using 3/3 the department increases the class size or when teaching 80-100 students in one class, they count that size level as 2 classes. Amy emphasized the importance of having your college dean on board. She suggests getting the faculty to discuss, then speaking with the Dean and Provost.
   ii. COBRA asked if they expressed any issues with union in relation to the teaching load. Amy expressed the need and involvement of the union if this is implemented throughout the entire campus. She suggests if the department works as a team and the whole department agrees there would be fewer issues. If this does not happen it will not work and we have to remember that student success is the priority.
   iii. COBRA asked why some faculty would want to stay 4/4. Liu explained that some faculty are resistant to change and then some faculty believe the increased class sizes will affect the students and their experience.
   iv. COBRA discussed the Faculty workload document drafted by Julie Glass and the continued concern regarding flexibility for faculty at the department level. Nancy shared CBE experience with 3/3 and why it was unsuccessful due to enrollment levels.
   v. Glass agreed to circulate the document of questions for the Provost a second time and send the final to Mangold. Mangold will forward questions to the Provost and invite the Provost and the Dean of the College of Business to the next meeting to address the questions.

5. Adjournment: 4:03 p.m. M/S: Katzman/Cornelius