CALIFORNIA STATE UNIVERSITY, EAST BAY COMMITTEE ON BUDGET AND RESOURCE ALLOCATION
AMENDED Minutes of the Meeting of 2016 Jan 13

Members Present: Nancy Mangold (CBE, COBRA Chair), Tom Bickley (Library), Lonny Brooks (Communication), Paul Carpenter (Kinesiology), Julie Glass (CSCI), Audrey Katzman (Academic Affairs, Presidential Appointee), Glen Taylor (CBE), Claudia Uhde-Stone (Biological Sciences)

Members Absent: Monique Cornelius (Budget, Presidential Appointee), Jiansheng Guo (CLASS)

Guests: Lindsay McCrea, Mark Robinson, Sophie Rollins, Jim Zavagno (Facilities)

1. Approval of the agenda
MSP Tom Bickley, Julie Glass

2. Approval of 2015Oct28 minutes
MSP Julie Glass, Paul Carpenter

3. Report of Semester Conversion (Lindsay McCrea)
   • Budget for Semester Conversion is still not public, but will soon become public; once approval is completed
   • Curriculog is now online and available to us. All program proposals will be entered electronically. Different departments will handle this differently. College offices have hired staff to support semester conversion. Training is available for Curriculog.
   • Grad programs deadline is approaching, due by Feb 12
   • Degree audit will be implemented for advising; we all need to get trained.

4. Business Items

The following 4 classrooms have been selected for classroom upgrade during Summer 2016:
   • Art & Education 247 (23 stations)
   • Meiklejohn Hall 3060 (42 stations)
   • Music 2091 (29 stations)
   • Science N220 (49 stations)

Schedule:
   • Jan-March: Prepare construction document
   • April: Bid
   • May: Notice to Proceed
   • June-August: Construction
- Sep: Install furniture

Next steps: meet with COBRA subcommittee to
  - Review design
  - Furniture selection (good place for subcommittee to give input. Not a huge involvement, perhaps 1 hour per week).
    - Note: Meiklejohn is more problematic to furnish, because of odd-shaped rooms
    - Katzman: one consideration is to choose furniture that keeps rooms as generic as possible, to accommodate many different purposes and teaching styles.
    - Glass: also consider electronics, cables, screens etc.

Zavagno: already some guidelines in place that determine numbers of screens etc.
Zavagno: 80 more classrooms that need equal attention. We’ll need to look at this list and prioritize. However, if room is heavily occupied, it may be difficult to take them off-line for renovation.
Glass: any plan on combining rooms?
Zavagno: not at this point. Taking out walls can bring with it a number of complications.
Question: Is there a plan for special scheduling of rooms as they get back in use?
Katzman: faculty will be asked for feedback when they use the updated class rooms.
Taylor: We (in CBE) are mostly interested in larger classrooms, about 60 seats; why are none of those included?
Zavagno: easier to take smaller room off-line; less impact. Good to get some practice before we tackle larger rooms.
Katzman: what about VBT 216; that’s middle-sized?
Zavagno: VBT is still fairly new. For now, we will focus on older classrooms, but we can re-visit this when we prioritize the next 80 classrooms. If most demand is in middle-sized, we will include these.
Carpenter: any idea what rooms/buildings take precedence?
Zavagno: by definition the older buildings

Mangold: who else will be on the subcommittee?
Several volunteers:
Asha Rao, John Tan, Ken Chung, Robert Loveland, Vish Hegde (CBE faculty)
Eric Engdahl (CEAS faculty)
Missy Wright, Ardella Dailey (CEAS faculty)
Farid Younos (CLASS faculty)
N/A
Caron Inouye, Julie Glass (CSCI faculty)
Tom Bickley (Library faculty)
Glen Taylor (COBRA, CBE faculty)
Jiansheng Guo (COBRA, CLASS faculty)
Mangold: we originally said 2 representatives from each college; this composition was approved by Excom.
Katzman: interprets this as “at least” 2 representative from each college; more volunteers should not be a problem.
Zavagno clarifies: this subcommittee is not a voting committee, but is asked for input and feedback.

15-16 COBRA01: Year End Report on the Progress of the “Classroom Planning Study and Classroom Design Standards; California State University East Bay: 21st Century Classroom Plan” project.

Taylor reports, summarizes process that resulted in 60 page document “21st CENTURY CLASSROOM PLAN”.
In the process of developing this document, the subcommittee focused on the question “what helps instruction”, worked with consultants. They categorized classes in small, medium, large, and super-large. While flexibility can be advantageous, more flexibility may reduce the numbers of seats that can fit.
Subcommittee also focused on classroom technology, some of which can be expensive and quickly outdated, such as big LED screens (energy-consuming; expensive, and may soon be outdated). A questionnaire showed that many faculty like writable walls, which are simple but can be effective; also quite common in business settings.
Carpenter: the focus is often on the purchasing cost, but in the long-term, the maintenance costs may be higher; this needs to be taken into consideration.
Katzman, others: Flexibility has advantages AND disadvantages; may need time to set-up at beginning of class. It is important for us to NOT loose any seats!

Katzman: concern about only 4 days University review and comment; very short time for feedback.
Carpenter: faculty may already be involved/updated during the 21 days design phase.

Mangold: If anybody has additional comments on final report from subcommittee, send these comments to Mangold by this Friday, 2016Jan15.

b. 14-15 COBRA 4: Restoration of Faculty Lounge/Club Facility on Hayward Hills Campus
Question: document was presented to ExCom; what are the next steps?
No place has been specified yet; next step should be to recommend a space.
Mangold: What happened to the spaces that became free when offices where moved to the SF building?
Katzman: Domino effect, people from containers may move into those open office spaces.
Glass: a good place for a faculty lounge would be a place faculty actually goes to, e.g. a place close to Academic Senate, Faculty Development (alternatively: a place close to food).

5. Adjournment
MSP Glass, Carpenter

Respectfully submitted,
Claudia Uhde-Stone