**APPROVED**
CALIFORNIA STATE UNIVERSITY, EAST BAY COMMITTEE ON BUDGET AND RESOURCE ALLOCATION
Minutes of the Meeting of 2016 Nov 9

Members Present: Nancy Mangold (CBE, COBRA Chair), Paul Carpenter (Kinesiology), Monique Cornelius (Budget, Presidential Appointee), Dana Edwards (University Libraries), Jiansheng Guo (CLASS), Kim Shima (Accounting & Finance), Claudia Uhde-Stone (Biological Sciences)

Members Absent: Will Johnson (Sociology & SS)

Guests: Lindsay McCrea (Associate Director of Semester Conversion), Anne Leung (University Planner), Mark Robinson (Assistant to the Academic Senate Coordinator), Sophie Rollins (Academic Senate Coordinator)

1. Approval of the agenda
MSP Guo, Edwards

2. Approval of 10/26/16 minutes
MSP Edwards, Guo

3. Reports
   a. Report of the Chair
      Reminder that this is the last COBRA meeting in Fall quarter. Will send brief report on the budget and collects comments via e-mail.

   b. Report of the Presidential appointee
      Cornelius: Started process of pulling numbers for comparison of administrative versus teaching staff, to see how the ratio may have changed over time.
      Mangold: some administrative positions support teaching; tricky to divide these rubrics.

   c. Report of the Semester Conversion (Lindsay McCrea)
      During recent steering committee meeting, a number of standing committees reported. Time-module discussion continued. Concerns were expressed regarding number of open rooms when blending 3 and 4 unit courses. McCrea encourages people to come to the Senate meeting to get involved in this discussion.

      Guo: would like to know the concrete consequences of each time module, and decide based on these outcomes.
      McCrea: Models were run in simulations, but results are subject to interpretation. For example, the classroom conflicts arise during “prime-time” hours, but there is not a clear definition of “prime-time”.
      Carpenter: Concerns about lab space, because labs will become longer.
      McCrea: Lab space is already limited. Labs will likely be exempt from the University hour.

      Workload committee will meet, and guests are encouraged to participate.
4. Business Items:
   a. Classroom upgrade project discussion

   **Survey questions**
   Guo reports, explains the questions on the survey he prepared. Same questions for everybody, but some categories can be skipped if not applicable.

   Mangold: survey is long; may discourage people from responding. Suggests to simplify
   Carpenter: suggests to contact people who have taught in the upgraded rooms before and after the upgrade. Ask what has improved, what didn’t, what got worse.
   Mangold: is it appropriate to include a question regarding the costs?
   Shima: if only faculty is included who taught in these classrooms, others may feel left out.
   Leung: reminds us that there was an earlier survey sent out to everyone. This second survey is to learn if the upgrade indeed improved the classroom experience.
   Mangold: will send the results from first survey to all COBRA members.
   Carpenter: another survey could be sent out, asking which classrooms should be upgraded next, and why.
   Mangold: What will the survey be used for?
   Leung: To guide future classroom improvements. “What worked, what didn’t work”.
   Carpenter: Alternative, use focus groups, visit the classrooms.
   Leung: we could combine list of design standards and open-ended question

   **Consensus**
   Use the list of design standards from previous survey question 1 with simple rubric (Significantly improved, improved, neutral, somewhat worse, much worse).
   For any item marked as “not improved”, a line for comments could pop up. Could use a different rubric for people who have not used that room before.
   Edwards: Is there an option to indicate “I don’t care”
   Guo: We could include a “not applicable” option.
   Leung: hopes to send the survey out in Fall and Winter

5. Adjournment
MSP Carpenter, Uhde-Stone

Respectfully submitted,
Claudia Uhde-Stone
2016, Nov 9