Members Present: E. Brizendine (Executive Director), C. Coulman, C. Fong, S. Green, N. Howard (Chair), S. Philibosian, R. Vrmeer, D. Wiley, E. Woodard, M. Zaeem

Members Absent: K. Reed

Guests: M. Qayoumi, D. Sawyer

1. Approval of Agenda: The agenda was approved as submitted. (Fong/Wiley)

2. Approval of the Minutes of October 10, 2007 and November 14, 2007: The minutes were approved, (Green/Wiley).

3. Reports: The Executive Director Emily Brizendine welcomed the Committee to the second half of the Academic year and expressed her appreciation for Committee members who took the effort to attend the meeting at this busy time of the quarter. She was impressed by the extent to which the staff and faculty at the Concord Campus worked to serve the students attending the campus. She looked forward to continuing initiatives already in process at the campus, such as the establishment of a resident faculty and the expansion of course offerings, etc. She informed the Committee that the President would be joining the meeting at 5:30 PM.

   a. Report of the Chair: There was no report

   b. Report of the Associate Director Donna Wiley

      Campus Update: Wiley distributed three documents for Committee members to examine as she presented her report: 1) an excerpt from the CSUEB Draft Academic Plan that deals with the Concord Campus 2) an EXCOMM memorandum dated April 9, 1996 that recommended the CCAC be made a permanent Senate Committee “along the lines and at the same level”, as other similar, permanent advisory committees, and which outlined the charge and voting membership of the committee, and 3) her own memorandum to Exec. Dir. Brizendine summarizing ongoing scheduling issues at the Concord Campus. We will need to change the current paradigm in the relationship of the Hayward Campus to the Concord Campus, since the President sees the Concord Campus as key to the development of CSUEB in Contra Costa County. The goal will be one university with multiple sites. The President has asked all offices and departments to take the Concord Campus in consideration as they do their planning. All programs will need to provide FTE targets for the Concord Campus. We will need to discuss the role of the CCAC in the furtherance of these goals.
3. i. Concord Campus Update, contd.

**Scheduling issues:** The challenges facing course scheduling at Concord have been discussed at the Provost level. At issue is the difficulty students face in completing programs offered at Concord. It has been difficult to get departments to commit to setting up viable two year schedules for their courses. It would assist us in planning if the Colleges posted their schedules online; however only the College of Science has an annual schedule website and, even so, it is only by quarter and not by day and time. CEAS and CBE have inactive or out of date scheduling links and CLASS lacks an annual schedule website altogether. It would be most helpful if we could see proposed course schedules before courses are already staffed and entered into peoplesoft and thus difficult to modify. We also need to know which courses are offered which meet GE requirements. These latter courses have been difficult to make available to Concord students. We also need to know which classes are offered by department on days/nights across the week so that a reliable pattern of course offerings can be provided students.

**Common Concord Scheduling Problems**

1. Rapid decline of day program: In the case of CBE, the removal of day courses not only affects business major courses but also enrollment by business majors in GE classes outside their major, which has effectively ended the day program; the Nursing program excepted.

2. Reduced offerings in evening sections and overall offerings in key majors: CBE has reduced its evenings as well. Human Development and Recreation have moved much of their course offerings online.

3. Major courses have been offered on the same night and time slot

4. Since courses are not distributed evenly across nights, students are not able to complete their majors and/or take the GE course and electives outside their majors. Room (and lab) assignments become difficult when too many courses are offered on the same night.

5. The declining number of upper division GE classes offered at Concord

Hopefully, the development of “roadmaps” for majors will alleviate some of the problems above. As in the case with Liberal Studies, significant changes in the major mean that multiple catalog versions are attending at the same time, as well as the LS Fast Track and PACE programs. Roadmaps for Psychology, Sociology and History are nearing completion. Switching from the BS to the BA in Psychology has meant fewer courses to schedule at Concord. The A.E.D Wiley urges all CCAC members to look at their departments with “dual lenses, “ taking
3b.i . Concord Campus Update, contd.

into consideration both Hayward and Concord curricula. More interdepartmental communication might help arrange more complementary scheduling. Perhaps also we could have faculty scheduled out at Concord for an entire quarter. It was suggested that we invite the Deans of each College to meet with us so as to understand the challenges of implementing curricula at Concord.

Advising Issues: The lack of a regular faculty at Concord has meant that students rarely receive advising from their major faculty. The Concord advising staff has had to fill the gap. A concern has been that students assume they have completed coursework for their major and find to their dismay that there are additional courses remaining, often just before the student is scheduled to graduate. Now, thankfully, Business, History, Psychology, Human Development, and Nursing currently provide faculty advising at Concord. Our advising staff will not be providing major advising as of Spring. Departmental faculty will be asked to advise students.

II Academic Planning Task Force findings: Deferred to our next meeting.

3 c: Report of the Executive Director: There was no report (save for the welcome address noted above

4. Discussion on committee meeting schedule in Spring, 2008: The following meeting schedule was decided upon:

The meeting time will be 4:00 pm to 6:00 pm on the following dates:

1. April 7, 2008
3. June 2\textsuperscript{nd} 2008

5. Discussion of CCAC role in faculty governance: Deferred to our next meeting.

6. Discussion of faculty experience at Concord: Deferred to our next meeting

7. Guest address by President Mo Qayoumi: President Mo was pleased that the Academic Plan “came together” smoothly and was unanimously accepted by the Senate. We now see ourselves as one university with multiple locations. We want to make sure that we have uniform procedures, processes and expectations at each location. Departments need to be “debalkanized.” In examining operations at Concord, we need to have all campus departmental operations replicated at Concord, insofar as it is possible. We need to combine services where possible; for example, we now have one controller for the whole campus, thus effecting a savings of scale. Hopefully we can get all CSU Trustees to visit the Concord Campus; the CSU needs to carefully consider the needs of the Contra Costa region. Other points made by President Mo include:
• All colleges will need to establish enrollment targets one each for 1. Hayward 2. Concord 3.) online. The President is confident that an expansion of online course offerings at the university will help students. Gaps in the scheduling at Concord can be filled with online course sections.
• The ACSB has given CBE a 6th year to fulfill the requirements for accreditation.
• Colleges will get targeted funding, even if their enrollments go up.
• The Governor’s Executive order mandating a hiring freeze does not apply to the CSU. We only ask that Deans and Vice Presidents be judicious in hiring.
• Barring any worsening of the State budget situation CSUEB should be ok.
• CSUEB has saved money by consolidating servers on campus (approximately $100,000)
• We need to step up our efforts in marketing. We are grossly under marketed
• We will be moving into the service areas of other universities. For example, we will soon be offering courses at Mission College in Santa Clara.

After President Mo’s presentation it was announced that Michael Leung will be a guest at our next meeting.

8. Adjournment: 6:30 pm

Respectfully submitted

Steve Philibosian, Secretary