Members Present:  E. Brizendine (Executive Director), R. Phelps (Chair), C. Fong, E. Woodard, J. Tontz, D. Wiley
Members Absent:  S. Green, S. Philibosian, A. Halverson
Guests:  Dean Dierdre Badejo

1. Approval of Agenda:  The Director’s Report was moved to after the discussion with Dean Badejo.  The agenda was approved as amended.

2. Approval of Minutes:  The minutes of December 1, 2008 were approved.  Any minor typographical corrections should be given to Steve Philibosian.

3. Discussion with Diedre Badejo, Dean of the College of Letters, Arts, and Social Sciences.  Dean Badejo spoke at length about the role of CLASS at Concord and the challenges it faces due to the current budget situation.  While enrollment is increasing on the one hand, the State budget crisis is presenting the University with serious financial challenges.  Enrollment growth is not being funded as a consequence.  The Dean emphasized that the college must meet enrollment targets, but not exceed them, and resource constraints will impact the ability of CLASS to offer courses at both campuses.  Students at the Concord campus will be most affected by cuts in the number and variety of sections, as the campus traditionally has fewer course options than the Hayward campus, even in the best of times.

Dean Badejo recommended a number of strategies to deal with the crisis, such as an analysis of Concord’s current program offerings.  Such an analysis must include a strategic vision that deals with the viability of specific programs.  Programs that show little or no growth potential might face the difficult choice of temporary suspension or elimination.  The campus administration, with the committee’s support, might also rethink scheduling and class rotations, increasing class minimums, supplementing on-ground offerings with hybrid and online courses, and fully utilizing faculty and physical plant resources.  The Dean also recommended seeking external funding opportunities, a joint responsibility of the Concord Campus and individual departments and faculty.  She emphasized the importance of an established cycle of course offerings that would allow students to finish their degrees in a reasonable period of time.  Finally, the Dean recommended that the campus host an event to welcome new faculty and introduce them to the advantages of teaching at the Concord Campus.  Such an event would help establish a new culture that views teaching at the Concord campus as the responsibility of every member of the CSUEB faculty.

Dean Badejo then responded to committee members’ questions.
4. **Report of Emily Brizendine, Presidential Appointee.** Dr. Brizendine gave an additional overview of the university budget situation and current strategies for dealing with the state budget cuts and structural deficit. She informed the committee that the Concord Campus currently faces a 19% cut in the 2009-2010 budget.

Dr. Brizendine also reported on the status of the Concord Naval Weapons Station initiative. The Concord City Council voted to approve one of the proposed development plans, which includes a 150 acre site for a new Cal State East Bay campus. The acreage is in close proximity to BART, as well as proposed athletic fields. The idea of a joint city/university library is still under consideration, and representatives from the city and the university visited the San Jose State Library, which is operated as a joint venture with the City of San Jose.

Dr. Brizendine informed the committee of plans to hold a reception for Concord Campus scholarship recipients and various partners of the Campus, such as John Muir Hospital and First Five. She will let the committee know when plans are finalized.

5. **Report of Robert Phelps, CCAC Chair.** As the meeting with Dean Badejo took a considerable amount of time, Chair Phelps abbreviated his January report. He would like the committee to continue to discuss ways to enhance the reporting role embodied within the CCAC’s charter from the Academic Senate. Such ideas include quarterly appearances by CCAC representatives to the Council of Chairs, or the equivalents, of their respective colleges. An annual report to the full Academic Senate would also be helpful. Such a report might be delivered during the fall quarter, to inform the Senate of important campus issues at the beginning of the academic year. The committee might also play a role in increasing the campus’ visibility in such university publications as the View or Pioneer. The Chair also discussed the importance of developing a web-based communications system for the CCAC student representative which would allow enhanced student participation in committee work. Such initiatives will be further discussed in subsequent meetings.

6. **Old Business:** There was none.

7. **New Business:** The committee decided to move up the start time of its next meeting, scheduled for Wednesday, February 11, to 4pm.

8. **Adjournment:** 6:40 PM

   Respectfully submitted,

   Donna Wiley, Associate Director
   Robert Phelps, Chair of the CCAC