Members Present: Sam Basu, Dana Edwards, Kris Erway, Karina Garbesi, Saeid Motavalli, Nancy Mangold, Sue Opp, James Petrillo

Members Absent: Bonnie Ho, Armando Gonzales, Jose Lopez

Guests Present: Pablo Arreola, Bob Brauer, Brian Cook, Bill Dinehart, Mary Hubins, Myoung-ja Lee Kwon, Michael Leung, Tom McCoy, Sally Murphy, Julia Norton, Sonjia Redmond, Norma Rees, Alden Reimonenq, Don Sawyer

1. Approval of Agenda M/S/A

2. Approval of Minutes from last meeting (not yet available)

3. Report of the President – within #5

4. Report of the Chair – within #5

5. Ongoing work AY 06/07 Budget Adjustment

Provost Kelly and Brian Cook reported budget information for the Division of Continuing and International Education (DCIE), a unit of Academic Affairs. Kelly reported that Continuing Education must pay for all expenses it incurs, and money is paid back to Colleges based on number of open university students per college usually in January of the following year. In addition, DCIE has taken on a 3 year lease contract of the former Carlos Bee Hall (now International House) to keep it from being shut down. In short, DCIE does not have extra funds to offset any budget shortfall of the University next year. But, DCIE does help offset University costs in other ways, for example with open enrollment. Provost Kelly committed to providing open enrollment funds from 04-05 to the Colleges.

Garbesi asked that we examine raising caps on classes and/or raising minimums for classes, and asked about the relative effects on GE vs. non-GE courses. GE Director Murphy provided enrollment data for classes from CLASS for Fall 2005 that indicated which were GE, code requirements, freshmen cluster courses, etc. She also provided data on enrollment in Freshman Clusters in Fall 2005. Developmental courses are funded by the state and supposed to have a cap of 15, although Math has raised the cap for many of their courses. Opp pointed out that the only courses that appeared to be below our LD SFR were in developmental English in Fall. Discussion ensued about the value of raising caps where additional demand does not exist vs. generally finding more efficient ways of offering classes so that enrollment is optimized. It was noted that it probably will be necessary to look at consolidating sections as well as raising caps.
Assigned time data were examined. It was pointed out that Department Chairs should no longer be reported as assigned time, rather as administrative time, but this change has not been fully implemented yet. Chairs clearly need time for the complex duties they perform. Garbesi reported that the Provost indicated he was not considering cuts in Chairs’ administrative time as part of potential cuts in assigned time.

Provost Kelly provided data and analysis of the budget for AA units from 2001-2006. In general, cuts have occurred in all units, except for those which have had major reorganizations, such as Academic Programs. Through restructuring, multiple units have been moved under Academic Programs, so the apparent increase in this budget area is misleading.

Garbesi asked what big ticket budget items have changed at the University. Erway indicated these were mostly risk management/insurance and utilities/energy. Kwon also indicated that inflation in library materials costs is high every year.

Garbesi pointed out that COBRA is supposed to report to the Senate, so the report and recommendations formulated by COBRA will go electronically to EXCOM before going to the Academic Senate and then to Rees.

More discussion of how to optimize class offerings and enrollments ensued. It was agreed that the Senate had placed enrollment caps on UDGE and Freshman developmental courses because of writing requirements, so an increase in these enrollment caps of over 20% should go to the Senate for approval. Rees pointed out that all recommendations should be in the context of one-time changes and all should be revisited after this year.

It was agreed that the Deans should be allowed to examine the budget situations within their own Colleges for opportunities for savings, and that we should not try to prescribe what areas the Deans should cut. For example, not all Colleges offer XQP, but some programs require XQP for accreditation. Sawyer indicated we should rely on Deans to be in the best positions, working closely with Chairs, to make budget decisions within their own Colleges. Garbesi said it was also important to note that COBRA has carefully examined all the available data, to make our own recommendations. Rees indicated it was sensible to depend on the Deans to manage funding while minimizing the effects on FTES, so that we are not just cutting course sections.

It was agree that Garbesi would draft COBRA recommendations to be sent to the Senate.

6. **Next meeting:** Friday, February 17, 2006. 9:00-11:00am, PCR.

Respectfully submitted by S. Opp, Secretary