Minutes of the Executive Committee Meeting, Tuesday, January 20, 2009

Members present: Jennifer Eagan, Karina Garbesi, Julie Glass, Rita Liberti, Jane Lopus, Sally Murphy, Susan Opp, Mo Qayoumi, Henry Reichman, Jeffery Seitz

Members absent: Susan Gubernat

Guests: Deidre Badejo, Carl Bellone, Chris Brown, Linda Dalton, Linda Dobb, Robert Gibson, Vicky Jensen, Mark Karplus, Mike Mahoney

1. Approval of the agenda

M/S (Murphy/Seitz) Two items were added: 7b: **08-09 COBRA 3**, and as part of 4: **08-09 CFAC 1 Revised 2**. The President will give his report when he arrives.

The motion to approve the agenda as amended, passed.

2. Approval of the minutes of the meeting on 1-6-09

M/S/P (Seitz/Garbesi) to approve the minutes.

3. Reports
   A. Report of the Chair

Your contributions to the Academic Ambassador Scholarship are appreciated. This is an award given to the member of the Homecoming Court who has the highest GPA. Please make checks out to the CSUEB Foundation with memo “Ambassador Fund.” Last year’s contributions totaled $425.

You should have received a University Communique from the President seeking Super Sunday Greeters. Sunday, 2/15, is Super Sunday, an outreach event to African American churches. This event is an opportunity to talk to parents and kids about what CSUEB has to offer.

The new Faculty webpage has gone live. Hopefully Excom members have had a chance to take a look at it. Note that the Faculty FAQs and Glossary of Terms links are not working. The Faculty Tools section has one click access to Sharepoint, MyCSUEB, PeopleSoft, Blackboard, etc. There is also a useful Important Dates area. It was noted that there isn’t one click access to the CFA Page, though links to the CBA and other collective bargaining information is two clicks in. The Faculty Spotlight section was complimented. Please send any comments and suggestions to Raechelle Clemmons and CC Sue Opp.

Enrollment figures were e-mailed on 1/13. The President will talk a more about enrollment figures in his report and there is a discussion item on the agenda with VP Dalton. Overall the numbers look good for Winter Quarter.

All should have received a budget communiqué and e-mail from Chancellor Reed on 1/9. Both had to do with the state budget crisis and the impact it will have on the CSU. There may be more on this in the President’s Report.

Happy Inauguration Day!

B. Report of the President

The President had two main items in his report. The first item was the 08-09 and 09-10 budget situation. The second is online education.

There were no surprises in the 09-10 budget. The $66 million cut the CSU saw this year will continue in 09-10. The governor has also proposed a 10% fee increase. There will be no funds
for the salary increases in the Compact or for enrollment growth. Moreover, the delay in the budget will cost the CSU. There is a high probability that some state employees will receive IOUs, but not the CSU. All state funded construction projects have been put on hold. In the case of the new student services and administration building, this will likely add to the cost by $1.5 – 2 million. It is likely that state general funds will run out of cash by some time in February. One piece of good news is that there was legislation about 3 years ago allowing the CSU to maintain student fees at the CSU rather than remitting them to the state. This has allowed the CSU to have cash when the state does not. The CSU priorities are: bridging Cal Grants until they are funded by the state, paying out for construction projects where contractors have already incurred expenses, and employee salaries through June. These funds from student fees can be used when a campus experiences a cash flow problem. The CSU will facilitate the transfer of funds between campuses when the need arises. There is a high likelihood that CSUEB will run out of cash and receive funds from another CSU to maintain solvency.

Questions from ExCom and a general discussion of budget issues ensued. The President noted that the new Health and Wellness Center is not state funded construction and it is expected that demolition of the old Student Hub will begin in February. The student services previously housed there have already moved. There is concern about other smaller state funded projects that have been shut down, such as the repair of the electrical distribution infrastructure.

When the President first arrived on campus the goal was to establish financial stability by using a combination of cost cutting and revenue increases. Some strategic cost cutting has been done. To increase revenue the plan was to increase enrollment. In the current budget situation additional funding is not available for enrollment growth. One idea is to ask the Chancellor’s Office to consider online enrollment separately from traditional enrollment, in order to establish a different funding source for online enrollment. This concept was discussed with COBRA. Currently our online enrollment is higher than the CSU average and we are the online leader in the CSU. It was noted that if in the next 5 years we are able to generate an additional funded 1000 FTE online it could bring $11 million dollars to the University. If this instruction is funded at the Tenure Track rate, funds would be available for other affected academic support services as well. Our campus is well positioned with programs/curriculum already in place. However, the President noted that if we are to move on this, faculty support of this new direction toward increased online instruction is needed. Discussion ensued regarding online instruction issues. It was felt that the strongest position will come from creating totally online programs or degree completion programs which would in turn require online upper division GE courses. We currently have 5 totally online programs and are likely to add 4 – 6 in Fall, 2009. There was some concern that online classes fill quickly, by simply pulling enrollment from our on-ground classes and concern that retention in online classes is generally lower than in on-ground classes. It was felt by some that the current budget environment makes it especially difficult to recruit current faculty to create online classes because the time cost for developing an online class is so great. It was also noted that for non-online programs the growth in the face-to-face majors is key to budget stability. Thus if a class must be cut the department will often look to online GE classes as those that impact the major the least. UDGE courses need to be increased to assist degree completion online, but this must be done with care. There was concern that the current senate policy requiring special approval for online teaching of existing classes is not being followed. It was pointed out that the Online and Hybrid Support Center has provided good support to faculty who are designing online courses.

It was noted that there are many committees on campus at this time that have referrals for review and possible revision of current policies to include online instruction issues. In particular, FAC is currently working on updating the Student Evaluation of Courses process and adoption of an evaluation form/software for online classes.

M/S/P (Garbesi/Eagan) to refer the question of resource implications (expenses and increased resources) for online classes to COBRA.

C. Report of the Statewide Academic Senators

The Academic Senate CSU meets Thursday and Friday this week. The abbreviated schedule includes a Plenary on Thursday morning with Chancellor Reed, committee meetings and another plenary on Friday. Four candidates have been put forward for faculty trustee. The candidates are, Barry Pasternak, Darlene Melichar, Hank Reichman, and Kathy Kaiser.
4. Appointments

Two representatives are need for the PACE Advisory Board, for non-represented colleges, in addition to those representing PACE programs on the Board. Joanna Lee (CBE) and Donna Wiley (Concord Campus) have been nominated.

M/S/P (Murphy/Lopus) to approve these nominations.

Prior members will be notified of the changes in membership.

08-09 CFAC 1 Revised 2 puts forward membership on a new FAC Special Subcommittee on Academic Dishonesty. It was noted that one issue to be addressed by this subcommittee is thought to be possible discrepancies between catalog descriptions of actions taken in cases of alleged academic dishonesty and current Senate approved policy and other campus practices. It was noted that this might also be an opportunity to reassess overall policy to determine if it is adequate. During Academic Integrity Week it was clear that there is a lot of concern among faculty on this issue as well as a wide array of opinions on the matter.

M/S/P (Reichman/Seitz) to approve 08-09 CFAC 1 Revised 2.

A notice has gone out to CBE regarding the need for a replacement for Frank Lowenthal on the Senate for Winter and Spring, as well as the vacant CIC and CAPR seats. There was a brief discussion regarding policy (perhaps unofficial) in CBE regarding the participation of junior faculty in university service. This is being looked into and the Dean of CBE has been alerted.

5. Approval of the Preliminary List for the Winter 09 University-wide Election

M/S (Garbesi/Seitz). Clarification was requested regarding whether PIs can serve on the Foundation Board. It was explained that one can serve as long as he/she is not an “employee” of the foundation meaning he/she cannot be receiving salary or release time through an external grant. It is believed that this requirement is a policy of the Board. It was noted that at least two faculty members who have outside grants, Dianne Woods and Sue Opp, qualify.

There is the intention to nominate Bijan Gillani as Faculty Marshal. This is in keeping with the new informal tradition of having the Outstanding Professor serve in this capacity.

It was noted that the changes to the bylaws that appeared on the Fall university wide ballot were not approved due to lack of turnout. These were changes to the term of COBRA representatives and changing the AALO to a DELO. Excom should consider putting these changes on the ballot again and then working for higher turnout. (Later, the placement of the proposed bylaws revisions onto the Winter ballot was passed by ExCom in an email vote)

The motion to approve the Preliminary List passed.

6. 08-09 CIC 18, Addendum to the CSU New Degree Request form

M/S/P (Reichman/Liberti) to place on the senate agenda.

7. 08-09 CR 2, Institutional Animal Care and Use (IACUC) Policies

M/S/P (Seitz/Garbesi) to place on the Senate agenda.

7b. 08-09 COBRA 3, Use of Electronic Resources and Communications to Reduce Costs and Streamline Communications

M/S (Garbesi/Liberti). There was support for this item in principle. It was noted, however, that these practices often result in simply shifting the costs to students or departments, etc. It was felt by some that increased electronic communication coupled with faculty not acquiring laptop computers through the university, would lead to inefficient committee service and other problems in performing duties in an efficient manner. There was some concern that the current wording might lead faculty to believe that online classes are, in general, less expensive and therefore more desirable. Rather, it was explained that this document is meant to encourage more use of Blackboard to replace copying and distributing course documents in hard copy. There was some discussion regarding the current IT policy for renewing faculty computers.
There was an objection to the use of the phrase “mounds of paper”. It was also noted that this is an “encouragement”, not a policy nor a mandate.

The motion to place on the senate agenda passed.

8. Enrollment Management discussion with V.P. Dalton

VP Dalton provided a handout with data and tables showing enrollment figures in various forms since 2004. Some specific data given were that fewer than 200 students in the most recent group were dropped for nonpayment of fees and that online enrollment is a bit over 11% for Winter quarter, which is higher than in the Fall Quarter. VP Dalton gave a brief description of the processes involved in enrollment management. In particular, there is significantly more to it than recruitment and retention. The process begins with strategic planning (our Academic Plan and Physical Master Plan). Areas for consideration in enrollment planning are identifying the prospects, leading them to become applicants, then to accepted students and finally to enroll. Different groups of students required different strategies and produce different yields in each of these steps. A lot of work is being done by the Student Success Assessment Committee (SSAC).

Some information about the Chancellor’s Office multiyear perspective was described. It was noted that tidal wave 2 (high school grads) peaked in California in 2008, but that in some regions including ours, the number of prospective students continues to rise. This fact, along with the argument that online enrollment serves yet another demographic, is being made to the Chancellor’s Office. It was noted that our “yield” from transfer student acceptances is much higher than for Freshman. However, the cost of processing these applications is significantly higher, so it is not as simple as increasing the number of transfer students accepted vs. Freshman. The discussion moved to the impact of higher enrollment on budget and construction.

9. Update from the ‘Online Campus’ Advisory Committee (Glass)
Postponed to the next meeting

10. Report on the discussion with Follett regarding Textbook Availability

Robert Gibson and Chris Brown were present to give a brief report and answer questions. It was noted that Sue Opp had already met with Mr. Gibson and Mr. Brown and provided them with a hard copy of the e-mails provided by Excom describing problems faculty had encountered with the Bookstore during Winter Quarter. There was interest in determining where the problems arose and finding a strategic way to solve them. It was noted that Follett is a profits driven enterprise and that if students go elsewhere to purchase books their profits will be affected. Some of the specific problems that were described in the e-mails were addressed by Mr. Gibson. The process of ordering books (starting with the department providing an estimate for the number of books needed) and checking enrollments on COGNOS was explained. It was reported that about 60 out of 1600 titles were short in Winter Quarter. It was not clear how bad this number was, but it was acknowledged that Follett would like to do better. Apparently there was significant over-ordering in the Fall. It was noted that, with the current budget situation, historical enrollment counts are not as good a predictor of enrollment as they once were. There was also some discussion regarding faculty and departments meeting book order deadlines. The Bookstore directly contacts faculty who have not placed book orders. It was felt that better overall communication with departments could solve some of the problems experienced this quarter.

11. Adjournment

M/S/P (Seitz/Murphy) to adjourn

Respectfully submitted,

Julie Glass, Secretary