

**CALIFORNIA STATE UNIVERSITY, EAST BAY
ACADEMIC ACCESS, ENHANCEMENT AND EXCELLENCE
ADVISORY COMMITTEE POLICIES AND PROCEDURES**

April, 2014

as revised November, 2015

1.0 PREAMBLE

On October 17, 2011 the California State University, Office of the Chancellor, issued Executive Order 1066, authorizing California State University, East Bay to establish the Academic Access, Enhancement and Excellence (A2E2) fee. These policies and procedures establish and define the membership and duties of an advisory committee to advise the Provost and President regarding the allocation of A2E2 fee revenues as outlined in that executive order. According to EO 1066, “[t]he fee has been approved to facilitate student retention, success, and workforce development through improved use of technology, enhanced classroom resources, innovative use of high impact programs focused on approaches to increase retention and success of underrepresented students, enhanced teaching, learning and support systems, and required student access to electronic platform-based educational learning materials.” As noted in EO 1066, the A2E2 fee is meant to replace all existing Category III miscellaneous course fees \$50 and less, and to replace the Instructionally Related Activities (IRA) fee, except the portion of the IRA fee dedicated to Division II athletics as of spring quarter 2011. Specifically, “[r]evenue from this fee will be used for the core purposes of continuing existing miscellaneous course requirements and instructionally-related programs and activities, expanding academic support programs, and funding a required, uniform student learning device. Revenue cannot be used for salaries, benefits, travel, hardware or software for faculty or administrators, or for capital improvement projects.” The A2E2 Advisory Committee is intended to subsume those advisory duties previously under the purview of the Instructionally Related Activities Advisory Board.

2.0 NAME AND COMMITTEE DUTIES

- 2.1 The advisory committee shall be known as the Academic Access, Enhancement and Excellence (A2E2) Advisory Committee.
- 2.2 The duties of the Advisory Committee shall be to:
 - a. Serve as the “A2E2 Fee Advisory Committee,” pursuant to Executive Order 1066;
 - b. Request and review reports from any funded A2E2 programs;
 - c. Devise the criteria by which Enhanced Instructionally Related Activities (EIRA) and the Enhanced Course Learning (ECL) funding distribution will be recommended;
 - d. Distribute a call for EIRA and ECL proposals annually;
 - e. Recommend to the Provost which programs specifically under the EIRA and ECL should receive funding;
 - f. Make recommendations to the Provost regarding proportional allocation of A2E2 fund into the four primary categories (Enhanced Instructionally Related

- Activities, Enhanced Course Learning, Instructional and Research Equipment Enhancement, and University-wide Activities and Programs);
- g. Reviewing proposals for implementation of Electronic Text and Rental Services and of Electronic Devices and providing recommendations for initiation of these portions of the A2E2 fee;
- 2.3 The Advisory Committee shall make recommendations to the Provost regarding the amount of the A2E2 Fee for the following academic year.

3.0 MEMBERSHIP

- 3.1. The A2E2 Advisory Committee shall consist of ten voting members and a non-voting convener:
- a. Five students: the President of Associated Students, Inc. (ASI) or designee, and four additional CSUEB students chosen by ASI, preferably representing the four colleges;
 - b. Five tenured or tenure-track faculty members: one from each College and the Library, as elected by the college faculties;
 - c. A non-voting convener, appointed by the Provost and Vice President, Academic Affairs.
- 3.2. Terms of office
- a. Students (ASI): term of office shall be from July 1 through June 30. Students may serve no more than two consecutive terms (2 years).
 - b. Faculty (Academic Senate): Elected or appointed to represent respective college/library during Spring quarter and 2 year term of office shall be from July 1 through June 30. Faculty may serve no more than two consecutive terms (4 years), but may return after a “term out” cycle of 2 years.
 - c. ASI and the Office of the Academic Senate will notify the Provost of their respective committee members by means of a letter with a copy to the Advisory Committee convener, ideally before the first meeting of the academic year.
- 3.3. Vacancies
- a. Should the position of the Convener be vacant, the Provost may appoint a temporary replacement to serve as the Convener of the Advisory Committee until such time as this position is filled;
 - b. A position will not be filled for less than a year, except under extenuating circumstances.
 - c. A vacancy under 3.1a shall be filled by the President of Associated Students, Inc.
 - d. A vacancy under 3.1b shall be filled by the Executive Committee of the Academic Senate.
 - e. Should a member miss 2 consecutive meetings, the Advisory Committee may vote to vacate the seat and ask the appropriate body to replace them.

4.0 DUTIES OF THE CONVENER

The Convener shall:

- 4.1 Preside at the first meeting of the academic year for the Advisory Committee and arrange for the election of a Chairperson by new and continuing committee members;
- 4.2 Have primary responsibility for arranging the time and location for meetings.
- 4.3 Circulate timely notification of Advisory Committee meetings, the preliminary agenda, and appropriate support materials;
- 4.4 Circulate a draft of the minutes to Advisory Committee members for comment, prior to the next scheduled meeting;
- 4.5 Serve as the custodian of the A2E2 Advisory Committee Policies and Procedures, membership list, policies, budgets, corrected minutes, support materials, and any other documents that may be appropriate, and shall comply with reasonable requests for information from Advisory Committee members;
- 4.6 Oversee maintenance of the A2E2 website (<http://www20.csueastbay.edu/academic/colleges-and-departments/apgs/a2e2/committee/index.html>)
- 4.7 Request periodic updates and year end reports on all funded activities, including indicators of success;
- 4.8 Circulate quarterly budget updates in a manner prescribed by the Advisory Committee;
- 4.9 Provide the outcome of Advisory Committee recommendations to the Provost regarding A2E2 funding;
- 4.10 Contact ASI and the Academic Senate to confirm committee appointments for the next year and send an appropriate welcoming message.

5.0 DUTIES OF THE CHAIRPERSON/Co-Chairs

The Chairperson/Co-Chairs shall:

- 5.1 Preside at all other meetings of the Advisory Committee. In the absence of the Chairperson or both Co-Chairs, the committee shall elect a Chair pro tempore;
- 5.2 Prepare a preliminary agenda for each meeting of the Advisory Committee and provide it in a timely fashion to the Convener.

6.0 MEETINGS OF THE A2E2 ADVISORY COMMITTEE

- 6.1 All meetings of the Advisory Committee shall be open to the public and meeting agenda and minutes will be posted on the A2E2 website.
- 6.2 A quorum will be defined as at least 3 students and at least 3 faculty members present at the meeting.
- 6.3 Following any of its meetings, the Advisory Committee shall forward its recommendations to the Provost.
- 6.4 The Fall Quarter meetings shall begin in the 1st week of October. The primary objectives of these meetings are to:

- a. Acquaint new members of the A2E2 Advisory Committee with their responsibilities;
 - b. Review the A2E2 Advisory Committee Policies and Procedures;
 - c. Review final reports of all previous year's funded activities from all categories.
- 6.5 The Winter Quarter meetings shall begin in January. The primary objectives of these meetings are to:
- a. Send out the call for EIRA/ECL proposals for the following year and request mid-year progress report from EIRA/ECL program coordinators with current year budget allocations, expenditures and an evaluation of effectiveness;
 - b. Begin the review process of complete EIRA/ECL applications with potential educational impact and budget requests from each proposed program for the following year;
 - c. Provide EIRA/ECL program coordinators an opportunity to explain their budget proposals and committee members an opportunity to ask questions;
 - d. Provide the Advisory Committee an opportunity to review the process(es) it will use to arrive at a final budget to be recommended at the Spring meeting.
- 6.6 The Spring Quarter meetings shall begin in April. The primary objectives of the meeting are to:
- a. Review mid-year progress reports from EIRA/ECL program coordinators on current year educational effectiveness, budget allocations and expenditures;
 - b. Review complete applications from each EIRA/ECL proposed program for the following year and formulate funding recommendations to forward to the Provost.
 - c. Review the current overall allocation of A2E2 funds among the various categories and make recommendations for the following academic year.
 - d. Review the A2E2 Fee amount and make recommendations for the following academic year.
- 6.7 Special meetings may be called by the Convener or by any two members of the Advisory Committee when requested in writing to the Convener. Under normal circumstances, members shall be notified of a special meeting at least one week prior to the time it is scheduled to occur.

7.0 A2E2 ADVISORY COMMITTEE VOTING PROCEDURES

Voting of the Advisory Committee shall be conducted according to the following:

- 7.1 Election of the Chair/Co-Chairs and recommendations of the Advisory Committee shall be reached by a simple majority of the voting members present;
- 7.2 When voting for a change in A2E2 Fee amount (see section 2.3), the students shall have equal or a majority of the votes. In the case of an equal number of students and faculty present, a tie vote for recommendation will be broken by a majority vote of the students present. If the vote is still tied, the recommendation will not proceed. If the quorum consists of a faculty majority, the vote shall be postponed or the Committee shall determine a mechanism for giving students and faculty an equal number of votes.

8.0 AMENDMENTS


8.1 The A2E2 Advisory Committee may choose to recommend amendments to these policies and procedures to the Provost at any time.

Submitted on behalf of the Committee:



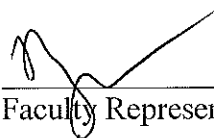
Convener of the A2E2 Advisory Committee

11.16.2015
Date



President of Associated Students, Inc.

11/30/15
Date



Faculty Representative

11/30/15
Date

Approved:



Carolyn Nelson, Interim Provost

12-1-15
Date

