AY 2025-2026 Budget and Planning Committee Meeting Minutes

Thursday, November 13, 2025
10:00 am – 11:30 am
Stiern Library, Ablin Conference Room and Zoom

Present: A. Grombly (chair), D. Wu, A. Lauer, R. Dugan, D. Horn, Y. Ko, L. Hernandez, H. Gonzalez, A. Reyes, N. Hayes (ex-officio), M. Danforth (ex-officio), D. Thien (ex-officio),
Absent: J. Young

I.   Call to Order
1.   Meeting started at 10:07 a.m.

II.   Approval of the Agenda
1.   D. Horn moved to approve the agenda, L. Hernandez seconded the motion, and the agenda was approved unanimously.

III.   Approval of the Minutes
1.   There were no minutes to approve.

IV.   Announcements
1.   A. Reyes announced that a food drive for the food pantry was currently underway.
2.   A. Lauer mentioned that CSUB doesn't seem to work hard to procure the 6 green houses in Shafter which was offered to CSUB for $75,000 by Kern County. H. Gonzalez, N. Hayes, and D. Thien assured her that CSUB is working hard to get all the bureaucratic work done.

V.   Old Business
1.   **Academic Calendar Drafts (time certain: 10:15 am)** A. Grombly reported a summary of the current draft of Academic Calendar to this committee: there were 70 instruction days for fall 2026 and 73 instruction days for Spring 2027. For Fall 2026, 16 Mondays, 15 Tuesdays, 13 Wednesdays, 14 Thursdays, 14 Fridays, and 14 or 15 Fridays. Chief of CSUB Police promised that she would move emergency day to non-Wednesday. For Spring 2027, 14 Mondays, 15 Tuesdays, 14 Wednesdays, 15 Thursdays, 14 Fridays, and 14 Fridays. The committee tried to move more instruction days to Fall 2026 but it was overlapping with 10 week summer sessions and she was taking to Executive Committee to shorten the summer sessions to 8 weeks so that we can bump the schedule up by a week to start on the first work day after August 15. Or we could cut down on University Week but the president was not pleased with the idea. Fall 2027 schedule is likely to be a couple of days shorter again. A. Grombly mentioned that there is a question about whether the Deadline to apply for graduation should be in the calendar or not. Some staff didn't want to put a wrong date because the deadline had often been extended after the initially set date. N. Heys asked general timeline. A. Grombly answered that for Fall 2026, it is Feb 15 to July 3 & for Spring 27 it is Aug 28 to Nov 30, and for Summer 2027 it is Mar 8 to Apr 30. She wished that there was a

mathematical formula for scheduling these dates. D. Thien suggested that it would be nice to have a webpage in Student Affairs which has all student-related dates. A. Reyes agreed with D. Thien. L. Hernandez thought that it was not necessary to put those dates in the academic calendar because his office internally had been taking care of students who missed the initial deadline. M. Danforth explained institutional history behind the current policy of calendar. A. Grombly explains to A. Reyes that academic calendar is for both faculty and students, and there is no separate calendar for faculty. A. Reyes mentioned that it would be better to have a single calendar with a link to the webpage of all those dates. A. Lauer mentioned that we should use AI to check the eligibility for graduation, but M. Danforth pointed out that the contract with Open AI expires in June 2026. R. Dugan found some typos in the academic calendar for 2026-2027 on the screen and D. Wu suggested that Excel might be better than Word in correcting dates from year to year. A. Grombly would update the calendar for 2026-27 with links to relevant webpage. D. Wu suggested that Student Housing move-out date should be in the calendar and L. Hernandez suggested a language related to the commencement in the calendar. A. Grombly would take these suggestions to EC.

2. **Academic Master Plan (AMP) Draft (time certain: 10:45 am):** A. Grombly asked this committee to make sure the dates in AMP were updated and pointed out that Anthropology was still there because the referral of discontinuation had not been finished yet. A. Grombly, L. Hernandez, M. Danforth explained the acronyms in AMP. D. Thien asked what the role of BPC about AMP is. A. Grombly answered that Dr. Adams would give a draft of AMP to EC, and EC would give it to BPC and AAC. BPC would look at it, would give feedback, the feedback would go back to Dr. Adams, would come back to us, then we would make a resolution, and then the resolution would move to the floor of the Senate. And then it would be approved and would go back to Dr. Adams, so Dr. Adams' office could submit it to the Chancellor's office. M. Danforth explained that before we approved the initiating document of Masters of Science in Applied Analytics, which was not an actual proposal but an intent to write a proposal in the future then it would be added to the AMP. Then that would go to the Board of Trustees, and if they approve it, then, at that point, the authors could write the full proposal and would send the full proposal to us. All members of BPC read the documents together. A. Grombly asked D. Wu what the source of data in the document is. D. Wu explained that BPA paid marketing specialist who had done very detailed marketing research about the region. Committee members discussed various ways to collect data set for the course in the program. A. Grombly would put the AMP in Box and we would review them before we meet in the next meeting where we make comments and amendments, send them to AAC and to Dr. Adams and then we would move forward with a resolution. M. Danforth pointed out that the schedule is very tight to get the program going in the fall of 2027.

3. **Proposal for New Minor Creative Writing (time certain: 11:10 am):** A. Grombly reported that English Department was confident in their ability to staff these classes with existing lecturers and tenured faculty along with the course rotation which were our main concern in the first reading and they've answered both of those questions. A. Reyes said that many students didn't often know when

new programs were starting, so he asked us to add ASI to distributions. A. Grombly did just that. D. Wu moved to approve the proposal, R. Dugan seconded the motion, and it passed unanimously.

VI. New Business
1. **Proposal for New Minor Medical Spanish:** A. Grombly read the proposal out loud because the fonts were too small to read from 80 inch TV. Committee members thought that it was problematic that they plan to ward a minor and a certificate. Also, it required only 15 units unlike most other minors requiring 16 units. M. Danforth mentioned that they should have a separate proposal for the certificate. R. Dugan expressed concern, but H. Gonzalez believed that there was need for the program. A. Lauer thought that Department of Public Health might be a natural home to this minor.

VII. Open Forum (11:25 am)
1. A. Reyes (student) asked about the university process of offering new courses and how students would know about the new courses. A. Grombly answered that it would go into the catalog and my CSUB but the way new course offerings were advertised would be department by department, college by college case, and often it would be word of mouth. Sometimes you would have a department chair sending an email during registration, or advertising flyers in the hallways.
2. M. Danforth mentioned that when she went from being chair to regular faculty she lost access to the PeopleSoft catalog unless the course was built. She couldn't even see how it's built in PeopleSoft, which was just bizarre to her.
3. A. Lauer asked who would be teaching the new course in the New Minor Medical Spanish proposal, and what the background knowledge of that person was. M. Danforth mentioned that they should say, "these two classes are required, and then choose 3 out of the following four…" instead of just saying "these two classes are required". Other committee members found that the textbook listed in the proposal was old and was sold at the SCSU bookstore. A. Grombly, M. Danforth, and D. Thien made a few suggestions about the prerequisite structure of Spanish language proficiency in the curriculum.

VIII. Adjourn
1. Motion to adjourn by Grombly at 11:31 a.m.