

Budget and Planning Committee Minutes

Academic Senate, CSU, Bakersfield

Thursday, September 29th, 2022

10:00-11:30 AM

In-Person and ZOOM

I. Call to order – 10 AM by Chair Charles Lam

Present: Andrea Anderson, Amanda Grombly, Vernon Harper (ex officio), Natasha Hayes (ex officio, for Thom Davis), Aaron Hegde (ex officio), Luis Hernandez, Tommy Holiwell, Jackie Kegley, Charles Lam (Chair), Ilaria Pesco, Tracey Salisbury, Adam Sawyer, Carson Vollmer, and Di Wu.

II. Approval of Minutes & Agenda

1. Minutes from September 15, 2022
Motion: A. Grombly. J. Kegley second. Approved.
2. Agenda – approved.

III. Old Business

1. Referral #01 Time Blocks and Space Utilization.

A follow up on the previous request, Tommy Holiwell, Director of Enrollment Mgmt Systems (EMS), kindly visited the committee to talk about the time blocks and space utilization issues from his office perspectives and shared some data. In particular, a very detailed overview of classroom utilization on campus was presented and the document was asked to be shared. The committee was also asking if it was possible to have the data or chart by school for further analysis and discussions.

Lengthy discussion occurred on several issues:

- Some rooms could have changes in capacity, which caused conflicts in the scheduling due to lack of consultation with the office of EMS; some departments may add late classes or change meeting times without checking with the office of EMS; some departments that offer large hybrid sections on one weekday may not pair them to offer in M/W or T/R blocks to save classrooms. These practices can cause issues.
- One question was asked about time block conflicts. Some departments may add time blocks that can be out of control of EMS.
- Software tools for scheduling were brought up with a hope that students could share their preferred class times for consideration. EMS uses schedule builder right now.
- ITV classrooms may be a bottleneck due to the limited ITV classrooms and popularity. EMS typically arranges classes requesting the ITV classrooms in high priority. Another thought is that some classrooms equipped with camera and technology may be used for a combined class of both main campus and AV sections. EMS will look into that.
- There seems to have concerns from students consistently with regards to time conflicts for course sequences, but this issue may be in the charge of school and program scheduling.
- Utilization of computer labs should be looked at as some classes reserve computer labs for the whole semester, but only use them for a few times. It would block other classes from using these

labs. It may also be important for schools and programs to coordinate to identify certain classes that may be offered less frequently and conflicts should be avoided.

- Safety issues were brought up as some areas of campus can be dark and isolated. Some faculty may have safety concerns when teaching in the evening times. A suggestion is to have a group discussion to address this issue. There may be ways in place to make evening teaching safer, such as police escorting, more lighting and voluntary safety patrol.
- Should classes be scheduled for the convenience of students or faculty? This requires cultural change, and the campus should be student-centered.
- One issue raised in the DCLC meeting was one day classes from 9am to 12pm on Fridays. This practice is possible but may need more information for discussion.
- Some classrooms may be too tight, short of chairs (moved around), and get too hot when AC fails, especially classrooms in DDH. Classroom capacity check and audit can be important to make sure classrooms are comfortable.
- Some subjects prefer 50-minute blocks or 75-minute blocks, which should be allowed for pedagogical reasons.
- A few other challenges in class scheduling, such as part time faculty only available during certain time periods and some faculty not living in Bakersfield.
- In the end, this committee needs to decide what to do in the next in this referral, concluding if current time blocks serve the needs or not and then make recommendations. ASI has been conducting a survey on time blocks and scheduling and will share the student feedback. The committee is recommended to study through the time blocks of other CSU campuses put together by C. Lam.

2. **Referral #07 Academic Advising Task Force Recommendations**

- A few issues were discussed, such as budgetary issues related to the position of Director of Undergraduate Advising-MPP, Admin I or II, space, and administrative support (Academic Affairs)
- One concern raised: faculty role in the advising may be important and necessary for some programs. On the other hand, the faculty workload may have advising responsibilities already, including both career advising and academic advising. Faculty roles in the academic advising should not be limited according to this document. One suggestion is to have some flexibility in language with regards to staff and faculty advising as well as choose the appropriate reporting line model to allow some autonomy within each school.

Meeting adjourned at: 11:30.

Minutes submitted by Di Wu 10/12/22