AY2023-2024 Budget and Planning Committee Minutes

Thursday, September 7th, 2023
10:00-11:30 AM
BDC 134A-Conference Room

Present: D. Wu (chair), R. Dugan, C. Eicher, J. Florez, A. Grombly, V. Kirkbride, C. Lam, I. Pesco, A. Sawyer, V. Harper (ex-officio), A. Hegde (ex-officio), N. Hayes (ex-officio)
Absent: D. Alamillo (or designee)

I. Call to Order
   1. Meeting started at 10:00a.m.
II. Approval of Minutes
   1. None to approve.
III. Introductions/ Announcements
   1. Members introduced themselves.
   2. Budget Forum to be held on October 16th, 2023.
IV. Approval of Agenda
   1. Removed item 2023-24 Referral 05 – Academic Integrity Campaign – Ombudsperson and Committee on Professional Responsibility.
   2. C. Lam moved to approve, A. Grombly Seconded, motion approved.
V. New Business
   1. Vice-Chair Election – A. Grombly elected unanimously.
   2. Meeting Minutes Roster – members sign up for minutes-taking duty.
   3. Representative to Serve on Calendar Committee – R. Dugan elected unanimously.
VI. Old Business
   1. 2023-2024 Referral 04 – Time Blocks and Space Utilization
       a. Discussion on classroom utilization and its relationship to time blocks, virtual instruction and how it affects utilization.
           i. Discussion on the importance of utilization in relation to future building requests.
           ii. Committee went over 2019-20 classroom utilization document and latest utilization rates from 2022-23. It is noted that classroom utilization fell 20% while virtual instruction increased 20%. Discussion on how hybrid and virtual classes affected classroom utilization.
           iii. Committee members noted that nonstandard time blocks affect utilization.
           iv. Nonstandard time blocks also affect students' choice of classes when students experience more time conflict on required courses.
       b. Discussion on the need to mandate faculty use to recommended time blocks.
       c. Discussion on CSU San Marcos method of "puzzling", referring from 2022-23 discussion in BPC.
       d. Last years draft time blocks were discussed.
       e. Question about ITV use, whether utilization of ITV rooms counts (answer is yes), and if proposed time blocks work with AV Campus needs.
       f. Committee members noted that "pandemic cohorts" of students seem to prefer hybrid or virtual classes. The trend may reverse now that the pandemic is over.

g. A suggestion on capping the percentage of virtual modality classes, such as 15-20%.
2. 2023-24 Referral 10 – Standing Committee Bylaws Change Section IV
   a. The referral concerns qualifications of Standing Committee Chairs.
   b. There is no term limit for Standing Committee Chairs except term limit for serving as senators.
   c. The committee discussed briefly last year's recommendations from BPC
      i. Candidate must have served as an elected Academic Senate member for at least one year.
      ii. Candidate must provide a statement of interest.
      iii. Candidate must not serve more than 2 years as chair in the same standing committee.
      iv. Elected chair must complete diversity training.
3. 2023-2024 Referral 11 – Academic Administrators Search & Screening – Handbook Change
   a. Referral concerns cases when a search firm is used, that the contract with the search firm may be in conflict with the current Academic Handbook language.
      i. Responsibilities of committee members and search firms, and their interactions may need to be defined.
      ii. Academic Administrators are hired through Human Resources. Procedures are different from faculty hires.
      iii. Chair suggests a future meeting with Human Resources personnel on this matter before further discussion.

VII. Open Forum
1. None

VIII. Adjourn
1. Meeting adjourned at 11:30 a.m.