

Budget and Planning Committee Minutes

Thursday, October 18th, 2018
10:00 –11:30 AM

Student Health Center, Conference Room (HCCR)

I. Call to order: 10:04 am

Attendance: B. Street (chair), J. Kegley, A. Hedge, A. Grombly, A. Lauer, C. Lam, M. Martinez, R. Dean

II. Approval of Minutes

- Minutes from 10/04/18 meeting
- Motion: J. Kegley, 2nd: A. Hedge

III. Announcements and Information

- Lisa Zuzarte, Academic Operation Interim Director, discussion and Q/A on University hour (**time certain 10:30 AM**)
 - o Will carry over discussion on University Hour to next meeting when remaining members of the committee are present
 - o May also bring D. Jackson in to discuss this item
- T. Davis and B. Street will meet to further discuss Budget Book, Questica training, and Budget Forum (tentatively scheduled for the week before Thanksgiving)

IV. Approval of Agenda

- Motion: A. Hedge, 2nd A. Lauer

V. Old Business

1. Referral 07 Interdisciplinary Studies Department Formation Proposal
 - a. Possibility for joint meeting with AAC and D. Knepp
 - b. Last year this came before AAC and BPC; AAC approved, but BPC voted against approving the resolution. Further discussion of timing and discussion.
 - c. When we do vote on this resolution, we need to do a ballot vote.
 - d. There are and were budgetary concerns with the proposal.
 - e. The proposal has some changes, but the date is the same.

- f. The minutes from last year detail the issues BPC had with the proposal last year.
- g. Individual ASC, 2 full-time faculty with course release time for advising because of the nature of the programs, extra faculty tied to the program.
- h. Liberal Studies program has a program committee, and the advisors are staff advisors for credential and non-credential. The non-credential LBST program is more in line with an Interdisciplinary Studies degree. Argument that LBST doesn't have dedicated faculty, but that is the nature of the program.
- i. Every program doesn't need to be a department. There are currently 4 INDS minors / programs. WGSS is believed to be the largest of these. Directors of those programs were previously given one course release to oversee the program, but they are now given 2 course releases. Most programs, including graduate programs, only get course releases.
- j. This proposal is a result of the call for Ethnic Studies programs from the CSU and addressing non-credential LBST student advising.
- k. We are questioning budgetary concerns. The Library is having to purchase a lot of material for WGSS to support new classes. Some resources are supported by the CO, but one-time purchases are not.
- l. There needs to be a full budget tied to this proposal. Next meeting, we will review the materials that were provided last year. Bring questions to the next meeting: instructional costs, ASC, faculty advisors, and a budget.
- m. What is the difference between being a department and being a program? We are not talking about whether or not departments or programs should exist, but we are talking about at what point multiple programs need to be separated into a department. What are the needs for a department? There are criteria or policies for creating new departments passed by Academic Senate.

- n. Returned 11:16am: review of criteria and additional information we need to review this. Joint meeting to generate joint resolution and understanding of all approaches to the issue. Additional questions for D. Knepp: WGSS faculty is not a replacement, and there is no budget for expansion hires. Is this a critical need? Four directors/advisors will report to one department chair, but why can't the department chair oversee these programs? Also, what happens to MLL?

2. Referral 09 University Hour

- a. L. Zuzarte, Interim Academic Operations and Support, 10:33 am
 - i. Classroom scheduling, programming, transfer articulation, data related to faculty workload, and requests for information related to curriculum, scheduling, and some student records
 - ii. University Hour has been proposed by ASI to Academic Senate. One hour of time when no classes are scheduled, but there are options to have it weekly, biweekly, etc.
 - iii. Task force looked at the quality of our classrooms, features, condition, technology, number of active spaces, and inactive spaces. 219 active spaces on campus: auditorium, classrooms, computer labs, exterior spaces, ITV, gym, and gallery. Fall '18, of these spaces, 157 spaces were actually scheduled.
 - iv. Per day, our usage, by space type, and time data exists; one copy has been provided as an example. L. Zuzarte is working with Facilities to develop database that feeds into the CO database to accurately reflect how our spaces are coded and utilized.
 - v. Looking at the data, trying to fit the University Hour into the schedule. In Fall '17, the data was based on all active spaces. In Fall '18 at 8:00 there are 256 spaces utilized. L. Zuzarte will share the busiest times on campus. 11 – 12, 1 – 2, 2 – 3 are busiest, and evening classes are busy for graduate and

credential classes. Day with the least usage or demand is Friday.

- vi. We need to know if the hour will be every day, once a week, or once a month. Once a week or once a day would best benefit ASI and students.
- vii. Look at class enrollment, time blocks, meeting patterns, and we will need a new time block schedule to accommodate this change. Look at enrollment impact/pattern based on changes to the time blocks. Compare standard week and prime weeks to see when there are times that best accommodate university hour. May also necessitate changes to department meeting times. We also need to look at the times we are not using our spaces and look at other CSUs.
- viii. Benefits of university hour: students can be more involved, but then what does that do for student event planning and multiple events being held at one time.
- ix. What does that do to faculty and department meetings.
- x. CSULA also received a similar request from their ASI, CSUDH is also going through this process.
- xi. SLO has a university hour, but they took a different approach. It is based on the units of the courses. 3- and 4- unit courses on Tuesdays and Thursdays are not scheduled at 11am. Impact: Friday would have allowed them to better utilize space.
- xii. Using the lunch hour may not be the best time or Friday afternoons because students and faculty are at lunch or working or not on campus. We need to be thoughtful about when we offer it so that it meets student needs.
- xiii. There are a lot of projects/processes underway right now, so we need to be careful about rushing to implement this. We are moving to a year-long schedule and we are growing, so we need to look at scheduling and space concerns to meet these

needs. We are no longer a small school, and we no longer have the luxury of limiting course offerings. We are going to have to offer more classes at different times to meet the enrollment demands. We are also a commuter school, and we have students who work full-time.

- xiv. Are there specific types of spaces that are in higher demand than others? Generally, there is a need for lab space for the STEM programs. We have made great progress in recruitment, and there is a lot of growth, but we need more lab space. We also need general class space. We need allocation for upkeep of classrooms, like those in DDH. We cannot squeeze 40 small chairs into a small classroom. Moving to tables and chairs to accommodate more students and their equipment. This reduces caps in the classrooms as well. Classes have gotten much larger than they were four years ago. We have classes with 50, 100 students and the space won't accommodate that.
- xv. Now, there is a lot more student interaction than there was 15 years ago. We aren't as much a commuter campus as we used to be, and we need to provide the opportunity for students to engage. However, we also need to keep in mind our space and scheduling needs. Departments sometimes also schedule classes around time blocks for department meetings. There's a spreadsheet of classrooms, capacities, and who has scheduling rights. Maybe we need to look at when schools are scheduling and talk about moving some of these classes around to accommodate space and availability issues. Look at when we are scheduling this by school because it will only accommodate specific student populations or schools because there are programs that offer courses later in the day.
- xvi. Do we still need the policy that rooms belong to schools? We are also scheduling a lot more events. But, so long as our

utilization is at 72%, we aren't going to get any more buildings. We may be forced to start teaching on Fridays. Also, what about the size of the classroom: are there enough chairs, are we meeting fire code. L. Zuzarte has a spreadsheet of room location and size, but because there is such demand, students get permission to add beyond the capacity of the class. But what about when you are scheduled in a room for 25 students but only 18 actually fit. Furniture is an issue, room design is an issue, but we need a more accurate headcount of what can actually fit in a classroom. Before Fall '18, L. Zuzarte when Thursday, Friday, Saturday checked to make sure there were chairs to match the capacities of the rooms. The course section needs to have capacity of the classroom. The demand is high, and we try to accommodate student demand, but we need to limit ourselves to the classroom capacity. DDH is a problem.

- xvii. SCI III has space or environment issues. The ventilation and AC is an issue, and it's difficult to get students into and out of the room safely because of the way the classrooms are laid out.
- xviii. What are the benefits and obstacles to scheduling University Hour? If we keep scheduling the way it is now, we will not get funding for new buildings. How do we still fit in sections of labs? How do we meet the needs of graduate students? What are the space needs of the other CSUs instituting these hours? They may be utilizing their space better than we are. Looking at other CSU space utilization compared to ours. Bigger, older campuses have bigger spaces. CSUB was built for small classes, and we no longer fit that time block.
- xix. CSULA has a daily hour 3:10 to 4:20 pm. It fit in their blocks with the least impact, and it allows for overlap between undergraduates and graduates or night students.

- xx. Is different furniture a possible solution? We want to move away from the tablet chairs; they don't fit our needs anymore. Also looking at better, ADA compliant podiums. As we move away from those chairs, our capacity will decrease. We need funding for new furniture and to cover more course sections. We can also move some things online.
- xxi. B. Street will follow up with L. Zuzarte with questions.

11:16am

- 3. Discussion on the priority for \$1 million University funds
 - a. We have the \$1 million increase to the budget to spend, but we don't have the \$1 million for the expansion faculty hires, which if available, was the consensus destination from last year.
 - b. This is part of the base budget, so if we commit to annual costs, we will not have \$1 million next year.
 - c. We need to look at facilities needs like air conditioning. All of that comes from deferred maintenance, and it's a different fund. We can't use this money for those items.
 - d. Even this \$1 million may not be a \$1 million because of staff and faculty raises.
 - e. Should we spend this on more faculty lines or something else? Maybe we should purchase durable goods to make classrooms more tolerable: heating/air, etc. We all have different priorities.
 - f. ASI would like to invest the funding in student travel funds and student groups. We need to invest in TAs and tutors to instructional and student support. There is a growing need for this additional support.
 - g. We need to look at long term benefits to students.

VI. New Business

None

VII. Adjourn: 11: 36 am

