

**Budget and Planning Committee  
Minutes**

Thursday, April 19, 2018  
10:00 –11:30 AM

**Sci III, Rm 100**

**I. Call to order: 10:05**

A. Hedge, A. Huynh, C. Lam, D. Boschini, B. Street, S. Betty, J. Drnek, J. Sun,  
Y. Zhong for A. Gromly, Provost J. Zorn, D. Knepp (10:30)

**II. Approval of Minutes**

- Minutes from 4/5/18 meeting- - Brian/Stafford

**III. Announcements and Updates**

Visitor - Dustin Knepp (Time Certain - 10:30 am)

**IV. Approval of Agenda: Charles/Brian**

**V. Old Business**

1. BPA Academic Certificate (Referral 2017-18 #1) – 1<sup>st</sup> reading at Senate with 2<sup>nd</sup> Resolve about funding CECE and Aaron amended the resolution; Debbie: If CECE needs funding/personnel, we should put on resolution instead of Senate to comment on this; Jim mentioned there is no opening at CECE currently but will look into this and wishes to make a part time to full time position on student coordinator; This committee will make recommendation on our academic standpoint per Brian. Debbie wishes to provide support/empowerment to CECE in the future and if necessary, will approach for tenured faculty in the future.  
Motion to approve: Annie/Stafford
2. Office Allocation (Referral 2017-18 #10) – Aaron cut/paste from the CSU policy dealing with overcrowding and our university have large incoming new faculty ~30 with some still in search progress (39 total searches); each FT faculty should have private offices with some verbiage changes on administrative personnel; Aaron inquires if there is an inventory of spaces and if we should have it in our resolution; Jim mentioned he searched for spaces in his areas and had turned a breakroom into an office; Provost mentioned

Facility has a master list but each department utilizes spaces differently for personnel and storage; Aaron: IT inventories for 70% classroom usage or may convert to lab or other services; Members discussed who is responsible to make office space priority, including the President

## **VI. New Business**

1. Interdisciplinary Studies Department Formation Proposal (Referral 2017-18 #22) – D. Knepp gives an overview: 20-30 faculty teach INST courses; hired/tasked with creating a formalized structure; funding has been placed for administrative person to address faculty needs; a strong needs for WGLS; 15 INST majors and 4 master; 168 current students in liberal studies/nonteaching that needs more advising needs for customized degrees (an Areas Coordinator position); many students are not under faculty advising but only student advisors if this department is not created; a grant  
Provost Zorn mentioned CAFS became a department this year after approved by the Senate  
Debbie asked about how faculty is being reviewed – Dustin mentioned there is a process in place per University Handbook  
Dustin: There are 4 coordinated faculty in place with 1 course released and 1 course reassigned per semester; there is revenue (FTES) generated in classes offered; 3 degrees are planned: Latino studies, Cultural/Ethnic studies, Women/Gender studies; there is no change in personnel  
Ying: will need extra databases but librarian is in place  
Aaron: a new INST department is a concern disrupting current process for interdisciplinary course developed by 2 different departments on campus  
Debbie: concerns for staffing/budget with 3 faculty, 3 advisors, 1 chair and 1 ASC  
Annie: concerns for stats on students graduate in 4 years with INST degree  
Stafford: transcript appearance about INST degree vs Liberal degree

Dustin completed discussion with BPC at 11:15 AM

Committee continued deliberation; requested more information from D. Knepp – All \$ amounts for resource requests; curriculum process for INST courses;

**VII. Adjourn – 12:05**