Budget and Planning Committee
Minutes

Thursday, December 6th, 2018
10:00 –11:30 AM

Student Health Center, Conference Room (HCCR)

I. **Call to order 10:02 a.m.**
   - **Attendees: B. Street (chair), J. Kegley, A. Hedge, A. Grombly, A. Lauer, A. Schmidt, J. Zorn (ex-officio), J. Drnek, M. Martinez, C. Lam, R. Dean; Guests: D. Blowers, D. Price, B. Perlado, V. Lakani, D. Jackson**

II. **Approval of Minutes**
   - Minutes from 11/15/18 meeting
   - Motion: J. Kegley, 2nd: A. Hedge

III. **Announcements and Information**
   - Budget Forum
     o Good opportunity. J. Tarjan made the comment that it's good to see what is happening and what is being done
     o Budget book is a great step forward
     o Tenure density, $1 million, six new expansion hires for Fall 2019 plus 21 replacement searches for Fall 2019
     o Significant number of hires over the last 2-3 years, 28 expansion hires over the last 2 years.
     o Major improvement over the previous ten years
     o 28 expansion hires were initiated with non-guaranteed funding; the increase in base budget is guaranteeing these in position control. It is still all the same amount of funding and base budget depends on what you include
     o If we are trying to meet the system average, then what we have funding for is still insufficient. If we are okay building toward the

system average, we need to plan for that over time. Exec. Senate is looking at a timeline to move tenure density.

- o CFA distributed amount ($1.52 mil) and number (11) of TT faculty per campus
- o We need to raise more money: students need money for research, we can raise money for an endowment and use the interest. Can BPC get information from University Advancement on the plan for raising capital? What about GRASP as well? BPC used to invite people from the different divisions to report. EUD should be invited too with regards to funding raised and supporting needs.
- o The trend for spending on Academic Affairs has declined, but we are getting lines for faculty now, and we need to work to continue those efforts
- Runner Hour Survey
    - o A. Schmidt has results from survey which closed Tuesday
    - o Will review for first 2019 meeting
- INST department proposal update
    - o Same proposal as last year
    - o AAC had similar concerns to BPC
    - o B. Street talked to D. Knepp about concerns with the proposal
        - ▪ Advisors
        - ▪ Film concentration
- Academic Calendar discussion **(time certain 10:15AM)**
    - o Fall/Spring first
        - ▪ Can't overlap with EUD intersessions
    - o 180 days maximum for faculty
        - ▪ Start date for faculty:
            - • August 19
            - • January 17
        - ▪ Grades due:
            - • December 19 - 20th

- - - o Concerns with having enough time to grade and avoiding the handbook violation of holding final on the last day of class instead of during finals
      - o Time issues processing financial aid & degrees if we delay grades
      - o What if we move it to Dec 23?
        - • May 21st
    - ▪ Fall is 120 calendar days
  - o 3 day/ 2 day/ 1 day classes and number of meetings
    - ▪ 3 and 2 day classes will meet their days, but what happens to the classes that only meet once? There aren't enough days for Mondays, Thursdays, and Fridays
    - ▪ We used to have makeup days if there was a holiday, we'd add on to the term
    - ▪ This also affects labs; there are fewer labs and there are already issues with holidays and class schedules for these classes
    - ▪ Some one day classes are long to accommodate faculty availability or pedagogy. They do still meet the number of hours for their credit hour requirements.
  - o Exam period: in practice 4-5 days
    - ▪ One day classes create conflict here because multiple days are assigned the same final blocks
    - ▪ How many exam dates do we need?
    - ▪ Reading day: Dec 11, Exams: Dec 12 – 18, Grading: Dec 19 – 20, if the grades are due by 2pm, they need to be in by 2pm to prevent issues with processing for grades and financial aid. Processing within the system starts at 2 p.m. Staff have to manually handle part of this process.

- This removes another day from faculty work period and puts it at 171; this schedule won't work.
- o Study/Reading days
  - There were terms in the past where there weren't these days in the schedule
- o Holidays:
  - Veteran's Day didn't used to be observed, but it's now a legal issue; it has to be celebrated on the 11th or the nearest weekday.
  - Wednesday before Thanksgiving: there's no time to allow the day off. You can assign work online/hybrid, etc. to accommodate this.
  - Other schools where they have the whole week off for Thanksgiving just accept they are going to miss a whole week of instruction
  - Do we need a full week for University Week? We need the time for New Faculty/Graduate student orientation, and we need time for meetings (department, school, President's address, chair's meeting, Senate)
- o The calendar process needs to start earlier so that changes, like starting the week before or taking the week of Thanksgiving off, are too major to be changed now. There need to be at least 2 BPC faculty on the calendar committee.
- o Summer session:
  - What is Evaluation day? It's a grading day
  - Students get financial aid for 10 week but not 5 week
  - Exam periods between 5 and 10 week don't align, but they don't need to
  - "All summer faculty": do faculty not teaching in that session need to be there? Language will be changed to specify that only faculty for those sessions must be present for that session.

- o Spring 2020
  - § 15 of everything
  - § Can we add an extra grading day? We can make grades due May 22 by 2pm (Commencement); students can see grades after they post, but GPA will process after midnight on the 22nd
- o Master's thesis and Dissertations
  - § Add dissertation to the language
  - § Remove Library Rm 211 from this; the library may not be accepting these at this point
  - § Summer submission date remains to accommodate students with special arrangements
- o Motion: Assign B. Street authority to approve edits to the calendar, A. Hedge, 2nd A. Grombly

IV. Approval of Agenda

V. Old Business
1. Referral #07 Interdisciplinary Studies Department Formation Proposal
2. Referral #09 University Hour
3. Discussion on the priority spending
4. Referral #012 Academic Calendar 2019-2020

VI. New Business
None

VII. Adjourn