

Budget and Planning Committee Minutes

Thursday, October 17th, 2019
10:00 –11:30 AM

Student Health Center, Conference Room (HCCR)

- I. Call to order: 10:07 a.m.**
 - a. BPC: B. Street (chair), U. Rodriguez, A. Grombly, L. Lara, S. Gamboa, J. Stark, C. Lam, M. Martinez
 - b. AAC: M. Danforth (chair), R. Gearheart, B. Bae, C. Raynes, B. Beck, L. Zuarte
 - c. Visitors: K. Grapendorf (KINE), R. Dawson (EE)
- II. Approval of Minutes:** J. Stark, S. Gamboa 2nd, passed
Minutes – 10/03/19
- III. Announcements**
 1. Fall Budget Forum – October 21st, 11:00 AM - 12:00 PM - Student Union MPR
 - a. B. Street has requested Cabinet members attend and requests BPC members attend if possible. This is to introduce the budget book. Staff from the Budget Office will not be in attendance, and J. Stark is unable to attend.
 2. Master’s degree in Kinesiology joint meeting AAC and BPC – 10:05 AM – 10:30 AM
- IV. Approval of Agenda:** L. Lara, J. Stark 2nd, passed
- V. Old Business**
 1. Referral 04 Proposal for a Masters in Kinesiology
 - a. Why online? Online program has been in discussion for some time and would better serve in terms of sustainability, faculty workload, and program growth.

- b. Workload / burnout issue: the Kinesiology department is a growing undergraduate program. The faculty wrote and developed the graduate program and want to provide this opportunity to our students and community. Course schedule was also created with this issue in mind. FT faculty will only teach one course per year, but they will eventually take on research students. They will also teach during the summer.
- c. What happens if there are not faculty to teach the courses over the summer? Dr. J. Miller has left and will be replaced, but there are also two open positions being filled. If there is a need, there are people in the community who have expressed an interest in teaching. Existing department faculty have committed to teaching for the first few years of the program.
- d. Can the content be adequately be delivered online? There is a precedent in existing programs that show this is possible. Discussion of technologies and other techniques to deliver the content. Right now, there is only one online only class, in addition to activity classes, and several courses are taught as hybrid. All KINE faculty are Quality Matters certified, and Extended Education will be hiring support staff to help faculty prepare the courses. Discussion that faculty can design their online courses as they see fit. All courses can be offered in an online format. There are no lab components in this program, though technology is available to demonstrate tests if needed. The 14 other KINE online programs assessed are all able to deliver this content successfully.
- e. 6700 Special Topics classes: through consultation with the Chancellor's Office it was suggested that an MSK in KINE was offered with options for students to customize their degree. There are syllabi developed for half of these, but the offerings will be dictated by the interests of the enrolled students. This is just a sampling to demonstrate the diversity in the faculty. This also allows for the opportunity to create something new based on the diverse audience.

- f. Finances:
 - i. Overhead and marketing are charged separately. Overhead is salary and software recovery costs. Standard costs of overhead is forty percent, but new programs do not always make enough to cover that. In the first year, EE usually absorbs this cost. The 40% comes from federal grants. If there were more programs offered, the cost would be less, but the actual cost of operation in EE is 40%. Discussion of relationship between campus costs and EE.
 - ii. Marketing is specifically the cost of recruiting for this program. Costs of advertising in the LA area are higher, so Benefits: EE is required to pay for Medicare, so this is the small charge based on full professor and a full course.
 - iii. If there is a decreased demand for the program, there is a 1-2 year teach out process where minimum enrollments are set, and the program is no longer offered. Discussion of how the overhead costs are utilized to cover development and teach out.
- g. Will need to wait for updated proposal; J. Stark and M. Danforth to coordinate joint resolution. AAC will need to review the proposal for content. BPC only had questions. BPC will vote on the resolution, but the bulk of the resolution will be as a result of AAC requests for content changes.

2. Referral 07 Academic Calendar

- a. The committee has three proposals for Thanksgiving week off. Teaching faculty and students will have this week off. Discussion about the effects of burnout for students and the need for a break. Includes shortening University Week and other changes to facilitate the need for three more days of instruction.
- b. With regards to Commencement, the decision should probably come from that existing committee, and a member of that committee may need to be on the calendar committee. Discussion of the need to

include Fall Commencement date in the academic calendar. Recent Commencement committee meeting was canceled.

- c. 2021-2022 will be the year these changes come into effect. The calendar will come to BPC in November for approval. The committee for the calendar is meeting again next week. Discussion of the impact of the University Week and Thanksgiving week changes.
 - d. Student perspective of a fall break. It hasn't been discussed as yet, but the impression is that a break would be welcome opportunity to regroup.
3. Campus Budget and IRPA data discussion
- a. Table it to start the discussion of Canvas
 - b. Wrap up discussion on the concern to still advocate for tenure density. Need to discuss the changes by school and why they are what they are.

VI. New Business

1. Referral 17 Learning Management System – Canvas
- a. Discussion of the content of the referral
 - b. November 21st the campus has to make a decision regarding subscriptions though there is no timeline on making this decision
 - c. The issue of the decision-making process not including shared governance and the actual decision to move forward with one or another LMS.
 - d. Discussion of cost differences in systems
 - i. Cost of the subscriptions
 - ii. Cost for support
 - iii. Proportion of the campus budget
 - iv. Lack of transparency in comparison of costs
 - 1. \$109k vs. \$153k cost difference
 - e. Discussion of support available for content and instructional design. There will need to be more support, more dedicated support, for the implementation, in excess of the staff currently available. Blackboard, when it goes down, causes a mini-crisis for faculty. It seems to go

down once a semester. With Canvas, how often does this go down, and what does that do for the new users. Where can we get this data? We need to go with the LMS that provides the least amount of interruption. Discussion of uses and impacts of LMS. The greater issue is the effect on the heavy users of the LMS.

- f. What is the possibility of Canvas buying Blackboard. There are multiple irons in the fire with regards to different products and the history of how the campus switched to Blackboard.
- g. What is the role of BPC? Should B. Street go back to Executive Senate to break the resolution issue down. We need to address shared governance and the IT decision making takes place. We need to address cost-benefit of the two LMS. We should have the authors of the report come in to answer questions. Discussion of the committees involved in the decision-making process; we need to talk to the faculty on the committees. BPC can still propose two resolutions from the referral to address the committees concerns.
- h. Information requested: F. Gorham or B. Chen, trajectory for Blackboard, failure rates, faculty voices from committees.
- i. Discussion of issues with pilots and management of projects.
- j. There are still eight CSUs who are on Blackboard. The community colleges and high schools have already migrated. It is important to get feedback from the students on this issue. Discussion of how Canvas is being portrayed to stakeholders and software purchasing/implementation on campus. Need for software that integrates with each other and to minimize the number of different software that overlap. Discussion of issues with importing student information into Blackboard vs. Canvas. We may also want to talk to San Jose State in terms of implementation because they have gone through so many. We need information on failure rate and integration with existing systems. Discussion of the role of ITS in the decision.

Solicit questions and forward to B. Street. Is there the option to choose an alternate? What about Google?

VII. Open Forum

Will introduce time certain on this in future

VIII. Adjourn: 11:30 a.m.