

Budget and Planning Committee Minutes

Thursday, November 14th, 2019
10:00 –11:30 AM

Student Health Center, Conference Room (HCCR)

I. Call to order 10:00 am

- Attendees: B. Street (chair), L. Lara, A. Wan, A. Hegde, A. Grombly, C. Lam, S. Gamboa, D. Boschini, V. Harper, J. Stark, M. Martinez, K. Ziegler-Lopez (visitor), C. Morris (visitor)

II. Approval of Minutes

Minutes – 10/31/19

- L. Lara, 2nd: C. Lam

III. Announcements

1. Referral 07 Academic Calendar, BPC and calendar committee joint meeting –
time certain 10:10 AM

IV. Approval of Agenda

V. Old Business

1. Referral 04 Proposal for a Masters in Kinesiology (time certain: 10:15??)
 - a. Move to extend the meeting: A. Hegde; 2nd A. Grombly
 - b. Edit resolve to accommodate full title of EEGO
 - c. Discussion of BPC concerns; believe the program is fiscally responsible because it is being run as self-supporting
 - d. Distribution: Provost, Deans of the programs, AVP AP, and Chair of department
 - e. Motion to approve resolution: A. Hegde; 2nd C. Lam
2. Referral 07 Academic Calendar
 - a. Members from the committee present to assist in discussion
 - b. Question raised about replacing J. Drnek on the calendar committee though he is expected to return in January

- c. Need 20/21 including Summer '21 for submission to the Chancellor's Office first
- d. Fall 2020
 - i. Not a whole lot of changes that can be made for 20/21 at this point, but it does need to be reviewed for checks, balances, and language as it relates to a faculty perspective
 - ii. Fall and Spring breaks are some of the issues that cannot be changed as this point for this calendar
 - iii. Discussion between first day of class and last day to add: can this be extended so that students can do more of the add/drop on their own?
 1. Instructor-initiated drop policy: issues with capacity of class, when students are dropped and added back, add late and miss important content; Tuesday/Thursday students are not given as much time as Monday/Wednesday/Friday students
 2. No financial aid issues come to mind, but from the student perspective there are concerns with drop for non-payment
 3. May be registrar issues
 4. Class management concern
 5. AS&SS last year it came up in COMM that missed attendance was an issue with changing add/drop; you also have other disciplines, especially those with labs, that have this issue
 6. Further discussion of possibly moving it up one day to be consistent (shortening the period); is there data and further information from registrar
 7. Keep this in mind for 21/22 calendar
 - iv. Campus Evacuation Drill
 1. Issue with number of instruction days

2. Issue at Faculty Meeting was that the start of the calendar and the drill cut into M/W/F schedule by two days
- v. Clarification of BPC/calendar committee roles in reviewing the calendar
 1. BPC makes recommendations to the calendar committee
 2. Calendar committee investigates, gathers information, and builds the calendar
 3. BPC approves it
- vi. Instructional days
 1. Wednesdays are short one day of instruction; we need to ensure that the evacuation drill falls on a Tuesday/Thursday; further, Thanksgiving cuts into these days, so it should likely be a Tuesday
- vii. December 9th: should be included in the reading days
- viii. Grading days
 1. Request of additional days: Dec. 18 – 21
- ix. Commencement is a Wednesday, but it will be determined for Fall year by year as to whether it is held
 1. The site will be evaluated each year as well
 2. Include a note in case it is canceled
 3. Question about student perception of requirements for Fall Commencement
 - a. Grad check
 - b. Coursework does not need to be completed until finals
 4. Editorial: move commencement to after the examination period
 5. Finals are scheduled on the day of commencement
 - a. May be related to faculty work days

- b. Students may be scheduled to take a final during or after commencement
 - c. Why can't we have commencement after finals?
 - d. We can have commencement on evaluation and/or grading days
- x. Evaluation day:
 - 1. A day within the schedule to provide faculty time to grade, especially useful for faculty who assess with intensive writing assignments
- xi. Exam period is a Thursday through a Wednesday; Saturday finals are covered
- xii. Advising period: three weeks now
- xiii. Why not shorten Spring Break to match what we currently do with Thanksgiving in the fall?
 - 1. Would increase the Summer period; everything from spring would move up
 - 2. If we compare apples to apples, the time periods with a shorter Spring Break would be equal
 - 3. There is a call by some to extend to a full week break in the fall
 - a. Student attrition starts in 10 week, so committee is looking at a full-week Fall Break
 - 4. Concern with Spring Break being moved to evenly split the term and possibly coincide with conferences
 - 5. Discussion of the impact of a Fall Commencement on the need for a break for students
 - 6. Discussion of the need of a Spring Break for student mental health
- xiv. Working days maximum for faculty is 180; minimum is thought to be 170 (Saturdays are not counted)
- xv. Recommendations

1. Evacuation drill on a Tuesday
2. Change Exams and Commencement order in the calendar
3. Expand Reading Days to Dec 8 – 9 (exam period may need to be expanded instead to accommodate faculty working days)
4. Consider moving Commencement to Dec 17 (this date was established by the Commencement Committee after the Calendar Committee last met in October 2019)
5. Add the year-by-year notation that Fall Commencement is tentative

e. Spring 2021

- i. Because of holidays and Spring Break, there are only 15 instruction days for each day
 1. There are 72 days of instruction in Fall and 75 days of instruction in the Spring
- ii. No reading day
- iii. Thesis and Dissertation date
 1. Needs to be on the calendar
 2. Discussion of how this relates to graduation and role of the Library
 3. DPEL is working out dissertations and defense as the final assessment
 4. Each program or department would have a different process for this deadline
- iv. Move Spring Break in the calendar so that it is chronological not moving the dates
- v. Exams continue through Commencement in this term
- vi. Reading day:

1. Discussion of how this would or would not be possible.
It cannot be accommodated without cutting a day of class to 14 per the term
- vii. Evacuation drill
 1. Any day of the week could work for this
 2. Chief chooses this date
- viii. Add/drop
 1. M/W/F classes get more time than T/Th
- f. Summer 2021
 - i. Not sure what the requirements are for this term
 - ii. Looked to ensure holidays do not interfere with scheduling of classes
 1. July 5th is the only holiday
 - iii. EEGO usually manages the Summer schedule, so the sessions and number of instructional days may not be standardized and there are not generally time blocks
 1. Proposal for time blocks in the Summer Session to ensure that students can take stateside and EEGO classes at the same time (needs to be referred to Exec. Senate)
 2. These sessions are important for students
 - iv. Formatting: indentations need to be consistent
 - v. End on August 12 and All Faculty Due is August 17
- g. Fall 2021
 - i. Edit to Commencement on as-needed or tentative basis
- h. Spring 2022
 - i. Exam days: is this enough; it is only 4 days
 1. Can we not extend exams two more days further out to extend past Commencement or move Commencement?
 2. Can we cut an instructional day to start exams earlier?
 3. We have the Friday and Saturday to use

- a. Moving Commencement to a Saturday triggers overtime
- b. Student success concern with students taking 5 exams over four days
- c. There is possibly an error with the timing for this period because there are too few days
- d. Notes from the calendar meeting do mention that the decision on when to schedule Commencement
 - i. Budget will not currently cover the overtime required for a Saturday event
 - ii. Cabinet discussion and President approval
 - iii. Effects on students and family travel to attend; can we poll the students about these effects?
 - iv. Is this a marginal increase or significant cost? Soft costs for labor do not factor into the costs of a commencement because they are currently scheduled during a standard work week.
 - v. If we extend exams to Friday, we do not necessarily need to move Commencement; we can leave it so there are finals that same day and faculty and students can work it out
 - vi. Calendar Committee would request consistency with Commencement and Exam period scheduling between Fall and Spring terms
- e. Discussion of historical commencements

- i. There were Saturday commencements
 - ii. Staff were hard to recruit, and a lot of exempt staff worked the event and people from the community were recruited to volunteer
 - iii. We need more ushers and crowd control at this point
 - f. Refer the need to evaluate labor costs to Commencement Committee
 - i. 20/21 Calendar BPC review
 - i. Motion to refer to Calendar Committee and refer back to Senate: J. Stark; 2nd: A. Hegde
 - j. Discussion of options for changes to 21/22 calendar
 - i. There were three versions of the calendar in the committee, and not all of them were forwarded
 - ii. Week of Welcome will stay a week long
 - iii. Winter Break: Grades are due Dec. 20 and break doesn't start until Dec. 24; why not Dec. 21?
 - k. Memo from Calendar Committee regarding breaks and Commencement
 - i. Week of Welcome and Saturday Commencement are not negotiable at this time
 - 1. Concerns with Week of Welcome: stipend situations with New Faculty Orientation and Chairs meetings; these can occur anyway and more efficient scheduling of the events
 - a. Two days seemed like too much time to cut from the week, but one day seems possible
 - b. The University Start-up Committee could review the possibility of a three-day schedule

- c. Is there a union issue with New Faculty Orientation now being open to all faculty; does it have to be during a faculty working day
 - d. Move-in day and Student Activities during this week are impacted by this as well
 - e. Refer the issues to the University Start-up Week Committee
 - i. Discussion of what the needs of the campus are from the faculty, student, and staff perspectives; role of the FTLC and development throughout the year
 - f. Absolute start date is August 17 at the earliest: the placement of this date during the week also affects how long University Startup should be; discussion of how this impacts Fall Break
2. Start the term Wednesday or Thursday of that week instead
 3. We would still need to pick up days at the end of the term to accommodate the Fall Break
3. Campus Budget and IRPA data discussion
 4. Referral 17 Learning Management System – Canvas
 - a. B. Street has not heard back from F. Gorham regarding questions resulting from the joint committee meeting
 5. Referral 20 Proposal for Energy and Power Engineering Emphasis within the B.S. degree in Electrical Engineering
 - a. If not covered today, will be covered in the final meeting of the semester

VI. New Business

1. None

VII. Open Forum (time certain 11:15)

VIII. Adjourn (11:34 am)