

# CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EDUCATIONAL RESOURCES COMMITTEE

MINUTES OF MEETING 09-01-2015 APPROVED BY COMMITTEE 10-06-2015  
Sub. To Exec. Comm. \_\_\_\_\_ Approved by Exec. Comm. \_\_\_\_\_  
Sub. To Acad. Senate \_\_\_\_\_ Approved by Acad. Senate \_\_\_\_\_  
POLICY ITEMS \_\_\_\_\_

## Members Present:

Damian Christian, Katherine Dabbour, Nazaret Dermendjian (Chair), Barbara Gross, Michael Hoggan, Greg Knotts, Karen Kochis-Jennings, Linda Noblejas (recording), Setareh Torabian-Riasati, Jerry Schutte, Diane Stephens (Executive Secretary), Bruce Zucker

## Guests:

Provost Yi Li

### 1. Call to Order

The meeting was called to order at 2:05 p.m.

### 2. Welcome and Introduction

Dermendjian welcomed the new members of the committee. He also welcomed everyone to the first meeting of the Fall semester. Introductions around the table followed.

Dermendjian stated that this committee works on issues related to resources – money, space, financial issues, etc. He also stated that this committee’s meetings are paperless and that all materials are uploaded to myCSUNbox for access prior to the meetings and they are also projected during the meetings.

### 3. Approval of the Agenda

The agenda was approved.

### 4. Approval of the Minutes from May 12, 2015 Meeting

The minutes of the May 12, 2015 meeting were approved with the three new members abstaining.

### 5. Chair’s Report

- a. **Mandate of Graduate Students not allowed to take 100 – 399 level courses.**

Dermendjian shared this issue of concern for his department as a follow up from the May meeting. At the recent Faculty Retreat, Associate Vice President Adams stated that students are not allowed to take 100-399 level courses. This would affect students who will be doing their master's that are not in the same bachelor degrees as their majors. They may be in need of 200 level courses to cover the basic concepts or pre-requisites to be ready for their master's program. The 100 – 200 level courses are not the major problem because they can be taken at the community colleges in our area. However, the 300+ level courses are not offered and this becomes an issue for some students. These students have to go to another university to take these courses. He asked the group if this is an issue that needs to be addressed at the next meeting.

Discussion and questions followed regarding any proposal being planned to address the issue, the Dietetic Masters Program being affected, the planned creation of 300 – 399 level courses in Extended Learning, number of students being affected, ability to take graduate level courses and prerequisite courses concurrently, etc. The committee decided to invite Elizabeth Adams and Maggie Shiffar to address these issues at the next meeting.

#### **b. Sustainable Financial Model Draft Report**

The Task Force for a Sustainable Financial Model for the CSU has submitted their 30-page draft to ensure success for California's students. It will be uploaded to myCSUNbox for everyone's review. The report states that at the CSU level, we produce about 100K graduates every year and therefore the CSU plays a significant role in the economic factors in the State. The State wants to have good graduates and we need to have a way to keep the CSU system solvent. The draft talks about options and possibilities for keeping the system solvent. Dermendjian suggested that Harry Hellenbrand and Steven Stepanek be invited to the next meeting, if they are available, to discuss the draft report.

### **6. Executive Secretary's Report**

#### **a. Enrollment**

Stephens reported that our enrollment is substantially exceeding target. We have a record transfer class with 5,900 students and our first-time freshmen class with 5,700 students. Our headcount will be about 41,600 for this Fall semester and our enrollment will be over 33K FTES. Impaction will kick in next year. Our campus used its limited capacity (prior to impaction) to control enrollment this semester. She suggested to invite Elizabeth Adams to the next meeting to discuss impaction plans for 2016/17.

#### **b. Budget**

The Governor has signed the budget on time, however, the CSU budget was delayed as the Chancellor's Office issued three separate budget memos. Thus, the budget process for the campus is delayed and is still undetermined. It will be discussed for approval at the President's Cabinet next week. This year we did not have a formal budget request process. The CSU has allocated an additional \$975K funds for Student Success Initiatives, some of which is earmarked for tenure density. Stephens stated that factoring all of it comes to five positions that will be over and above enrollment and attrition. Some of the budget challenges that we will be facing are regularizing equity increases and benefits, over enrollment, and unfunded mandates.

**c. Tseng College of Extended Learning Audit**

Extended Learning had their audit last year. It resulted on changes on how to deal with Extended Learning funding within in campus. We are creating expenditure plans related to that. The Director of Budget Management, the Managers of Academic Resources and Administration and Finance have come up with a plan to use the funds consistently according to published plans.

**d. Facilities Work this Summer**

The facilities work this summer included Physics faculty offices on the first floor of Live Oak, Juniper Hall (JH) 1103, the JH courtyard, and the Anatomy Lab renovation. The University Extension building is coming along as scheduled. There is one classroom in the building that will be pushing the boundaries a bit with regards to technology. Representatives from Classroom Technology Committee have been involved in the design and have been working with the Faculty Technology Center and Faculty Development on this classroom. A collaboration between Computer Science and Interior Design students and faculty helped design the room. Not all recommendations from the collaboration were used but it turned out to be a very good interdisciplinary project for our students.

**e. Space Study**

Stephens reported that the databases are being cleaned and reconciled. This Fall, we will be studying unscheduled uses with the consultants in order to eventually free up space to be used for research and faculty offices.

**7. Meet and Greet – Provost Yi Li**

Provost Li stated that he has read the charge of this committee and really appreciates the body of this committee to keep him in check.

He stated that he feels great having been here on campus for more than a month. CSUN is a great institution and its strongest link is the value of CSUN that is shared by most of

the people. He stated that it is really encouraging and impressive. The value of striving to be accessible to students and to serve the community is admirable. He is challenged as there are so many things to learn, many names and faces to match but it has been a very exciting month for him. The challenge for him as a Provost and to the CSU is to increase retention and graduation. He wants to see CSUN become an elite university and a national model due to the diversity of our students and to help students in all backgrounds succeed.

Questions ensued on commitment to diversity in the wake of Prop 209, how to hire and retain diverse faculty, mentoring policy, bridging the gap between aging faculty and hiring new faculty, retirement resources, one time funding, recurring expenditures and balancing the budget, getting support from Sacramento on the value of higher education, etc.

Provost Li stated that many people seem to believe that we need to give people who are underserved special considerations in order to be inclusive. This is true from his experience being a chair and dean. He cited an example from his former department where there were not a lot of women in the Math Department and the efforts he undertook to ensure inclusivity in the hiring process. Provost Li also emphasized the need to ensure retention of junior faculty with both college-wide and campus-wide efforts to support them in progress toward their goals.

Provost Li has talked with the deans regarding developing a multi-year hiring plan even though timing is not good. The University is not at a point where enrollment growth warrants faculty hiring because we are above the Chancellor's Office target and we have a lot of student success initiatives. He has also talked to them regarding retirement resources that need to be looked at. He is working with his team to make projections on retirement.

Provost Li thanked everyone for their service on this committee.

## **8. Chargeback Services**

Schutte brought up some symptomatic concerns on chargebacks that were mentioned at Senate Executive Committee. There are centers on campus that, historically, have been free to negotiate the payment of certain things or services for whatever but are now being told that they must use a campus alternative and that center will be charged back for the services. He asked the group how to approach this issue, ask questions, and make appropriate recommendations for this kind of activity. Questions followed if this is related to the new branding, some examples of charges, etc. Stephens stated that there is a campus policy regarding chargebacks in the Administration and Finance website, 900-07 that relates to cost reimbursement between operating units of the University. It defines direct costs, indirect costs, and what you can charge based on that. The campus policy will be uploaded to myCSUNbox for everyone's perusal. Schutte asked if we are mandated to use the entity on campus and what is the monitoring of costs by this entity. Stephens stated that VISCOM will now focus on external graphic design work and that

University Advancement will now do the internal graphic design work on campus. Some of the questions that were raised by the group were how the fees are set, who oversees it, who determines the fees, how to become an entity that can charge units on campus, etc. It was recommended that Stephens ask someone in Administration and Finance regarding the chargeback issue and report at the next meeting.

## **9. Adjournment**

The meeting was adjourned at 3:34 p.m.

### **Notes:**

The next ERC meeting will be on Tuesday, October 6, 2015 from 2:00 – 4:00 p.m. in UN 211.

***THERE WERE NO POLICY RECOMMENDATIONS DISCUSSED AT THIS MEETING.***