

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EDUCATIONAL RESOURCES COMMITTEE

MINUTES OF MEETING 09-11-2018 APPROVED BY COMMITTEE 10-16-2018
Sub. To Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. To Acad. Senate _____ Approved by Acad. Senate _____
POLICY ITEMS _____

Members Present:

Dianne Bartlow, Nazaret Dermendjian, Kim Henige, Greg Knotts, Linda Noblejas-Sapuary (recording), Jerald Schutte, Josh Sides, Jon Stahl, Diane Stephens (non-voting)

Members Excused:

Lindsay Brown, Sally Spencer, Yarma Velasquez-Vargas

1. Call to Order

The meeting was called to order at 2:03 p.m. Dermendjian informed all members that the meetings are paperless and all materials are uploaded to myCSUNbox for all to access and review prior to the meetings. He also stated that the meetings are recorded for the purpose of transcribing the minutes accurately and recordings are deleted once minutes are finalized. There were no objections to the recordings.

2. Approval of the Agenda

The agenda was approved with the addition of the Academic Statewide Senate Report by Jerald Schutte.

3. Approval of the Meeting Minutes of May 8, 2018

The minutes of the May 8, 2018 meeting were postponed for approval to the next meeting because of lack of a quorum.

4. Chair's Report

Dermendjian stated that he normally reports on information from the University Planning and Budget Group (UPBG) and Faculty Senate meetings. However, neither groups have met thus far. UPBG is slated to meet on September 14th and Faculty Senate on September 27th. He will provide reports on those two groups at that next meeting.

He stated that this committee is in the position to hear reports and to give input but very seldom advances resolutions. The committee discusses anything related to resources on campus—money, space, equipment, etc. Dermendjian mentioned that this committee put

forth a resolution on common laboratory printing to the Faculty Senate that passed and is now benefitting the students and faculty.

He stated that one of the issues that might come to the committee's attention this year is the scheduling of classes. He stated that years ago, the standard campus course schedule included Monday-Wednesday-Friday (MWF) and Tuesday-Thursday (TR). Then the campus moved to a MW and TR schedule; we were also given a 15% Friday/Saturday mandate by the University to hold Friday and Saturday (FS) classes. Some of the FS classes have high DFU rates. There is a concept that is in its initial stages, with probably some resource implications, to move the classes to Monday/Thursday (MR) and Tuesday/Friday (TF) format, with Wednesday for block scheduling and meetings. Aberrant rules will still apply and the campus will likely continue to offer Saturday and Sunday classes. This kind of move necessitates a deep discussion of resource implications.

Another issue that we will look at is enrollment. We have a lower freshmen enrollment this Fall but it is still higher than the target enrollment. However, we have a higher transfer enrollment. Dermendjian stated that someone would talk about enrollment at the next meeting. Discussion ensued.

Dermendjian reminded everyone that the meeting in October will be the third Tuesday of the month, October 16th, and the November 13th meeting will be a Joint Meeting of ERC and the Academic Technology Committee (ATC).

He also mentioned that Velazquez is on sabbatical, Spencer has a teaching conflict, and both will not be able to attend the meetings this Fall. We have inquired about this with Faculty Senate and their recommendation is to either request a leave of absence for the semester or resign and be replaced by Faculty Senate. They will be contacted and see what they want to do for their membership.

5. Executive Secretary's Report

Stephens reported on the following:

- a. Budget – We are waiting for Cabinet discussion to see the extent of potential budget reductions. There is a possibility of significant budget reductions and ERC has an opportunity to provide some guidance and can serve in an advisory capacity in terms of priorities. The campus is currently modeling a \$6-\$11M reduction. Most of the budget shortfall comes as a result of the student average unit load going up. Our fee structure causes our revenue per FTES to drop with increases in average unit load. The CSU was also underfunded for the bargained compensation increases. In looking at the budget in Academic Affairs, it is unbalanced in some places. Some of the colleges have healthy reserves and will be able to handle reductions while most will be challenged if we end up with across-the-board cuts of some kind. Dermendjian added, for the benefit of new members, that over 90% of the Academic Affairs budget goes to salaries.

Stephens noted that benefits are now 50% of salaries. International student enrollment is also decreasing and that hurts income generation. Discussion followed on deferred maintenance, average unit load, compensation not fully funded, international student enrollment decrease, fee structure revamp, etc.

- b. Reorganization of Academic Resources and Planning – The Department had some turnover with two retirements, a resignation, and a death. We are finalizing the search for the Director of Academic Budget Management and we are also searching for two analyst positions to make the department complete.
- c. Ad Hoc Schedule Effectiveness Group – The group is composed of participants from multiple areas (chairs, associate deans, Admissions and Records, Institutional Research, Academic Resources and Planning, and Information Technology). Elizabeth Adams and Stephens are co-chairing this group. It will be split into two groups. The first group will investigate new scheduling software that will provide analytics, demand projections, space optimization, etc. (The current software has schedule optimization features, but is not integrating well with our instance of PeopleSoft after over five years of trying.) The second group will be looking at meeting patterns—the days of the week for class scheduling-- and will provide recommendations. The broader group will also provide definitions of schedule effectiveness, student-centered scheduling, etc. Stephens and Dermendjian are involved in the *ad hoc* group and will report to ERC regarding resource implications.

6. Academic Statewide Senate Report

Schutte reported that the Statewide Academic Senate met last week. He highlighted three things discussed at the meeting.

- a. GI 2025 – The CSU budgeted for compensation and asked for \$263M but ended up with \$197M in recurring funds and \$150M in one time money. The one-time money was for enrollment increases spread over four years; and its planned uses are unclear. For the \$197M, there were two earmarks, the \$75M for GI 2025 and the other one is on a mandate to spend \$25M for additional tenure-track faculty. Therefore, there is still \$97M left. However, our total mandates were \$122M so we are \$25M under-funded. Schutte added that there were concerns over conflating the \$25M in funds for faculty hires with the GI2025 money and whether they are, in fact, one-time money.
- b. Budget – The Board of Trustees (BOT) will be asking for \$400M in additional funds, which will fund expanded enrollment. They will ask for an additional \$50M for debt service to leverage bonds for much needed deferred maintenance. They will push for a bond initiative during the next year to get it on the ballot by 2020.

- c. Common Human Resources System or CHRS will roll out this year and will be system-wide. It will be used for recruitment, having a common way to review, interview and select candidates. It will also include absence management, time and labor, etc.

7. Discussion of Potential Committee Actions for 2018/19

The following are the potential Committee actions for 2018/19. Discussion of resource implications of:

- a. Tenure Density
- b. Executive Order 1100 and as a campus how we can align. Section F is untouched. There are some changes in Section C. Section C will be divided into two, C1- Art Course and C2 – Humanities Course. On Upper GE, one of the courses will be a Science Course. For Lifelong Learning, Section E, there are 24 courses at this time that will be satisfying that section and will be part of the major course requirements for the department.
- c. Priorities related to Budget Reduction in the Division
- d. Understanding the relationship of ERC with UPBG
- e. Definitions of Tenure Density, Student Faculty Ratio, etc.
- f. New Scheduling Software and Meeting Patterns

Dermendjian suggested to add to the agenda for every meeting the discussion of issues prior to adjournment. He asked that if any member has an issue for discussion to make sure to email Noblejas so she can send to everyone prior to the meeting so members can prepare to participate.

8. Adjournment

The meeting was adjourned at 3:35 p.m.

Notes:

The next ERC meeting will be on October 16 from 2:00 – 4:00 p.m. in UN 211

****THERE WAS NO POLICY RECOMMENDATION PUT FORTH AT THIS MEETING FOR SENATE CONSIDERATION.***