

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EDUCATIONAL RESOURCES COMMITTEE

MINUTES OF MEETING 09/12/2023 APPROVED BY COMMITTEE 10/10/23
Sub. To Exec. Comm. 10/10/23 Approved by Exec. Comm. _____
Sub. To Acad. Senate _____ Approved by Acad. Senate _____
POLICY ITEMS _____

Members Present:

David Boyajian, Krystle Cronin (recording), Elizabeth Dabach, Yi Ding, Callie Juarez (non-voting), Gregory Knotts, Lesley Krane, Katherine Stevenson, Yarma Velazquez-Vargas

Not present (Excused):

Mirna Sawyer (LOA), Christian Tedeschi, Holli Tonyan

Guests:

Heather Cairns, Sue Doutiz, Rick Evans, Roger Harvey, Paul Lazarony, Ken Luna, Mike Moore, Louise Shelton, Ashley Singleton, Diane Stephens

Call to Order

The virtual meeting was called to order at 2:05 p.m. by Gregory Knotts.

1. Approval of the Agenda

The agenda was approved with no objections.

2. Approval of the ERC Meeting Minutes of May 9, 2023

The minutes were approved with no objections.

3. Chair's Report

G. Knotts welcomed the new members of ERC: Yi Ding and Lesley Krane. G. Knotts updated the ERC members on the by-laws change that was approved by President Beck. The President wants to have a broader conversation about establishing a policy and how the Senate wishes to structure feedback in its Senate-appointed committees. G. Knotts has a Time Certain to discuss ERC business at the Senate meeting on 9/14/23 at 3 p.m. A new process will be in place for communicating a feedback loop between the Faculty Senate as well as the University Planning and Budget Committee (UPBG).

G. Knotts updated the Committee on questions that were posed at the May 2023 ERC meeting. The deans were consulted and gave feedback on their designations of traditional, online, and hybrid delivery and, at present, there is no agreement. ERC will share the intel with the Provost and take up this issue in a subsequent meeting.

K. Stevenson asked for a follow-up regarding Pathways to Excellence. The Writing Council was not consulted regarding the proposal. ERC will contact the VP of Student Success and take up this issue in a subsequent meeting.

Former Provost, Mary Beth Walker, consulted ERC to craft a rubric to help decide how to spend funds. The rubric was aligned with the Roadmap to the Future and was provided to the current Provost, Meera Komaraju. The Provost will consult ERC as needed regarding this rubric and potential best use of it.

ERC members would like to offer an invitation to the Provost to attend ERC meetings in the future. C. Juarez has confirmed the Provost's attendance at the October meeting.

G. Knotts shared that he has had several faculty from two different colleges ask about the dated furniture/instructional equipment in their classrooms. The next step is to consult the Classroom Technology Committee and Academic Technology Committee. G. Knotts suggested that each ERC member report back to their colleges regarding classroom technology along with their wants/needs.

4. Executive Secretary's Report

C. Juarez offered to add any ERC member to the University Planning and Budgeting Group (UPBG) meeting invitation list. G. Knotts will be attending as the President and Provost advised that his presence in UPBG meetings is a clear way to better enact the intentions of ERC by-laws. UPBG is an advisory group to the President regarding the budget and other resource implications. Budget decisions are made by the University Cabinet. Any way to contribute as faculty to the UPBG conversation will be helpful.

New ERC members are being offered a book, *How University Budgets Work*. Y. Ding also made the book available through the library e-book system. For reference, the CSU budget is always available [HERE](#) under Budget Allocation Memos. CSUN budget management also has [dashboards](#) available to review budgets and expenses. Lastly, the 23-24 budget is being held by the university in preparation for the collective bargaining agreements. Enrollment projections continue to be strong as we are projected to be .1% under the Chancellor's Office target. We are 1.3% below our internal goal (which includes non-residents).

A reminder that Provost Komaraju will be attending the next ERC meeting on October 10, 2023.

5. [CSUN Ready – Affordable Course Materials for Undergraduates](#)

R. Evans shared information on the topic of immediate access and equitable access programs. Immediate access (course by course approach) offers an average discount of 40% vs. a new book. Equitable access offers an average discount of 55% vs. new books. Access

program goals include affordability, support Open Educational Resources and Zero Textbook Cost initiatives, access to course materials on the first day, convenience, and increased sustainability.

MyCSUNDigitalAccess (MCDA) Faculty Survey of CSUN's Immediate Access Program – 93% said MCDA is better than other methods for obtaining course materials for their students. A full 85% felt that students who have all required course materials perform better than those who do not. Faculty prioritized affordability, convenience, and student success, in that order. Seventy-nine percent of students who were surveyed affirmed that having course materials provided on Day One better prepared them for class, while 73% said that they would rather register for an MCDA class. Students prioritized easy access, having materials on the first day, and affordability, in that order. During a Fall 21 Survey of CSUN Ready: Free Course Materials for FTF, students either strongly agreed or somewhat agreed that these materials helped them prepare for class and improved their ability to complete assignments and grades.

M. Moore explained the three outcomes of Equitable access: reduced costs, increased access, and increased student outcomes. Y. Ding provided a link to an article about the equitable access program:

https://www.ala.org/acrl/publications/keeping_up_with/automatic_textbook_billing

G. Knotts solicited questions regarding the hopes of implementation. Any questions will funnel through G. Knotts and be sent to R. Evans and his team.

6. Strategic Scheduling Team

D. Stephens shared about our current modified schedule that was implemented in 2009. On that note, a [report](#) was shared with the committee showing the challenges with this modified schedule. One of the concerns is the difficulty in getting to campus for 8 am classes. Statewide high schools have moved to an 8:30 am start time and our incoming students have expressed to us that they are used to that. Parent-scholars and faculty have also expressed how nice it is to drop their kids off at school and be able to make it to an early morning class.

The proposed schedule is a shift of half an hour to move all C1-C6 classes to 8:30 am and then use up the window we have at the end of the day without conflicting with our evening classes, i.e. 8:30 am -3:45 pm for the bulk of the general three-unit lecture courses. As of now, we have 2,112 lecture courses meeting physically on campus between 8 a.m. and 3:15 pm with only 200 classrooms.

Concerns discussed by the committee included the HUB has previously discussed issues with getting students to register for early classes, will a 30-minute shift help in their concerns regarding early classes; public transportation schedule; colleges with heavy laboratories and activities, and staffing availability.

A survey through the Associated Students will go out soon with a few questions regarding students' opinions about the proposed schedule change.

The projected implementation for this proposed new schedule is Fall 2024.

7. Adjournment

The meeting was adjourned at 3:58 p.m.

Notes:

The next ERC meeting will be held on October 10, 2023, from 2:00 – 4:00 pm via Zoom.