

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EDUCATIONAL RESOURCES COMMITTEE

MINUTES OF MEETING 10/10/2023 APPROVED BY COMMITTEE 12/12/23
Sub. To Exec. Comm. 12/12/23 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, Christian Tedeschi, Holli Tonyan

Not present:

Mirna Sawyer (LOA), Yarma Velazquez Vargas

Guests:

Melanie Bocanegra, Meera Komarraju, Diane Stephens

Call to Order

The virtual meeting was called to order at 2:01 p.m. by Gregory Knotts.

1. Approval of the Agenda

The agenda was approved with no objections. MSP (Stevenson/Tedeschi)

2. Approval of the ERC Meeting Minutes of September 12, 2023

The minutes were approved from the September 12, 2023 meeting with one abstention.
MSP (Krane/Stevenson)

3. Provost Komarraju

M. Komarraju discussed the results of the Educational Resources Committee (ERC) survey that went out to Faculty in the Spring of 2022. The top priorities expressed among faculty were tenure-track hires, concerns about budget cuts and how they are implemented, how unexpected funds are allocated, and how CSUN can build its infrastructure, particularly the instructional space.

Tenure Track Hires

- The Council of Chairs requested to be notified in the Spring semester as opposed to in the fall if hires were available to conduct the search. Deans received data on the last

five years of where the losses and hires have historically been. These deans were tasked with looking at the upcoming year to project where their losses are and to make a pitch for where they want to hire.

- For this current year, 30 faculty were hired.
- For Fall 2024, 38 faculty have been approved. These approved hires are based on previous losses in the department/program.
- Deans were asked to be mindful of the budget considering the bargaining units are in negotiations. Some of the 2024 hires might have to be adjusted based on how the budget is impacted.
- Deans were also able to carry forward any approved hires for 23/24 that were not filled. The 38 approved hires for 24/25 do not include the carry forward from prior years.

Budget Cuts

- In case of budget cuts, deans have requested to be informed of the amount they need to cover and they will find a way to adjust the budget within their college.
- Academic Affairs (AA) is the largest percentage of the university's budget, therefore, when cuts have to happen, most of it will come from AA in relation to other divisions/areas.
- There are two types of money in each budget: one-time and permanent. If expenses have to happen every year, permanent adjustments need to be made.

Unexpected Funds

- If unexpected funds are provided with an academic program in mind, the Deans are tasked with sharing this information with the chairs and faculty.

Infrastructure of Instructional Space

- There are two kinds of spaces: Central space is managed by Academic Resources and Planning and all other space is managed by colleges/departments.
- IT has expressed concern regarding the difficulty of being able to upgrade colleges specific spaces.

M. Komarraju expressed that her top priorities are student success and enrollment retention. Her efforts are to empower the faculty to work with administrators to come up with innovative ideas to engage students. The Provost indicated that student success can sometimes be difficult to achieve considering the 60+ departments that would need to be on the same page to better CSUN's efficiencies.

G. Knotts revealed that last year, ERC met individually with each Dean to discuss the college's needs that are not currently funded. What resulted from these meetings was to coalesce their efforts in shared cooperative and collaborative spaces.

4. Pathways to Excellence – Melanie Bocanegra

M. Bocanegra reported on the Early Start program that began in 2008 and targets students who are at a specific level of math and writing and who need extra support to be at the college level.

When the Office of Student Success took over the program in 2021, the Department of Mathematics expressed their concerns that they were expending resources with no support. Some students received a fee waiver, however, they still needed to pay for books and program materials.

In 2021, requests for proposals (RFP) from the Chancellor's Office provided \$50,000 and most of those funds were used for student support including incentivizing regular attendance with gift cards. Workshops were also offered for Math students which led to long-term positive retention rates.

In 2022, the Chancellor's Office provided \$48,000 to embed the Matador Early Connections Workshop into the Math course. The funds were also used for faculty training during the summer prior to Fall 2022.

In 2023, Early Start was completely revamped. Summer became optional, which allowed the program more flexibility during the school year. As part of the RFP, consultations were now required with the Educational Opportunity Program, Student Affairs, and Student Outreach and Recruitment. Another requirement was to report the completion rate of A2 and B4 as a result of participating in this program. With a \$270,000 budget, 96 students total enrolled in 2023.

Suggestions were brought up for CSUN to become a more cohesive and collaborative entity with ideas on how Early Start can become a more sustainable program. G. Knotts will work with K. Stevenson and Y. Velazquez Vargas to consult with representatives from the Humanities and Math/Science departments. M. Bocanegra agreed to put 2021/2022/2023 proposals in a BOX folder for ERC to review.

5. Chair's Report

G. Knotts reported on the UPBG (University Planning and Budget Group) meeting. The campus has a projected \$16 million dollar deficit for 23/24. UPBG members were asked to help solve this deficit by coming up with ways to either increase revenue or decrease spending. Most UPBG members suggested increasing revenue by getting more students to enroll. Others urged more enrollments would be difficult as we are unable to fully serve the current students we have. At the meeting, G. Knotts suggested that one Administrator's salary of \$200,000 could go toward hiring multiple staff members. These support staff could support students, return phone calls, work the front line, etc. Students reported that they do not feel supported and find it difficult to navigate processes and structures.

G. Knotts would like the Educational Resources Committee to continue to work on the definitions of fully online, hybrid, and face-to-face delivery models for proper implementation.

6. Executive Secretary's Report

C. Juarez reported on the campus operating budget that was shared at the UPBG meeting. Slides can be found [HERE](#).

Hospitality Form Update

- Under \$1,000, pre-approval is not required
- Event representative runs the risk of not being reimbursed if unallowable items were purchased

The hospitality policy is from the Chancellor's Office. This requires all hospitality to be justified and approved.

7. Classroom Technology/Furniture and Pedagogy

G. Knotts reported on the Colleges of Education and Engineering requests regarding smart/Promethean boards. He reached out to D. Stephens from the Classroom Technology Committee to gain clarity on where to begin with these requests. He was advised to speak with the respective deans of both colleges to inquire about their dedicated lab spaces.

For clarity purposes, the Classroom Technology Committee is about the structure and technology deployment, the Academic Technology Committee is about the technology and pedagogy, and the Office of Faculty Technology is more dedicated to the implementation and application. G. Knotts will work with ATC to have a joint meeting in the spring.

8. Adjournment

The meeting was adjourned at 3:47 p.m.

Notes:

The next ERC meeting will be held on November 14, 2023, from 2:00 – 4:00 p.m. via Zoom.