Members Present: Debi Prasad Choudhary, Nazaret Dermendjian, Michael Hoggan, Yanbo Jin, Linda Noblejas (recording), Jerry Schutte (Chair), Diane Stephens, Ward Thomas, Veda Ward

Members Excused: Linda Bowen, Doris Helfer

Guests: Sandra Chong

1. **Call to Order**

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

2. **Introductions and Welcome**

   All members and guests introduced themselves.

   Schutte welcomed everyone to the first meeting of the Fall semester. He gave a brief background on the charge that has been given to the committee and how it fits in with Faculty Senate. He stated that the committee is charged to make general policy recommendations to the Senate Executive Committee in order to guide the allocation of University resources – budget, human, physical space, etc. He suggested it is useful for our first meeting to identify collectively, the critical issues that we want to continually track and give advice to Senate Executive Committee. So in the part of the agenda on ERC Plan for the Year, we will identify issues for which ERC can give advice. Schutte added that ERC is an advisory committee and the committee does not make policies but recommends them.

3. **ERC Reviewer/Liaison**

   Chong stated that she is part of Senate Executive Committee and that each member of the Senate Executive Committee is assigned as liaison to a standing committee. As liaison, her responsibility is to review the minutes and to flag any policies that might be coming to the Senate Executive Committee. She also informed the committee that there is a special policy form that should be completed for policy recommendations. Chong also suggested that it would be helpful for the minutes to specifically flag at the bottom any policy discussions. She also added that if there are special discussions in the meeting, she will also alert the Senate Executive Committee.
Chong stated that if committee members determine they cannot attend meetings or fulfill their responsibilities to the committee, they should inform her so a replacement can be identified. Also, at the end of a member’s term of service they may inform the chair if they wish to continue serving so that Senate Executive Committee can be informed and you be included next time they choose the members of standing committees.

4. **Approval of the Agenda**

The agenda was approved by acclamation.

5. **Approval of the Minutes from May 14, 2013**

The minutes of the May 14, 2013 meeting were approved with one abstention from Hoggan.

6. **Chair’s Report**

Schutte stated that he sent an email to everyone in May informing all that the Senate Bill 520 passed in the Senate and went to the Assembly for the first reading. It was not sent back to the committee for a vote. In the meantime, the UC and the CSU put forth their lists of courses that they were willing to put out for approval across all campuses and offer this year for credit at any of the universities. After reviewing these lists, the legislature decided not to proceed with the bill, electing instead to put the bill on the shelf for a year. So SB520 has been taken off the calendar and will be looked at again in the summer. A copy of the list of courses from our campus was requested. Stephens will get a copy of the list and send it to the members.

Schutte mentioned the two-day symposium, “Higher Education in the Brave New World” that will be happening on September 30 – October 1, 2013. It is a follow up to previous symposiums. The keynote speakers will be Dr. Daphne Koller from Coursera and Dr. Debra Humphreys from AAC&U. He sent the information and the registration link to everyone. He encouraged everyone to register early as there are limited spaces.

Administrative searches that were ongoing from the last meeting have been completed. Colin Donahue is now Vice President for Administration and Finance. Michael Neubauer is Vice Provost. Kenneth Lord is the Dean of the College of Business and Economics. Cynthia Rawitch has been named as Interim Dean for the Mike Curb College of Arts, Media, and Communication after she retired as Vice Provost. William Whiting is the Interim Associate Vice President for Faculty Affairs. Crist Khachikian is Associate Vice President for Research and Graduate Studies. Susan Hua is the Director of Equity and Diversity. Steven Thachuk is the Interim Executive Director of the Valley Performing Arts Center. We have a whole set of new people and it will be an interesting environment here on campus. He encouraged everyone to meet these people.

Schutte said that the budget is a dynamic process and the State Budget approval has been delayed for the past eight years. So that in the fall, the campus does not know how to set
the enrollment due to not knowing the budget. The administration is doing their best in budgeting and the campus is holding some money to cover expenses for this year. Campus planners have been effective at that and are transparent about it.

Enrollment is good and we have an historically large freshmen class. There is a big increase in the fall semester because of holding applications for both freshmen and transfers in the spring. There was concern expressed about holding off transfer admissions as simply delaying the problem. Schutte suggested that some data analysis could show the correlation between the increase of enrollment in the fall versus not having transfers and freshmen enrollment in the spring. It was suggested to invite Bettina Huber to come to the next meeting to give some data on enrollment.

Schutte reported that the IT Survey is done and it is already posted in the IT website. Baker has done a combination of the IT survey and other data collected through standardized methodology. She plans to present it at our Joint ATC/ERC meeting. We will have two meetings in October: one our regular meeting and the other will be the joint meeting.

Schutte also reported on several Ad Hoc committees that are constituted:

a. Academic Space Planning of which he is the Chair and Stephens is Executive Secretary. Junior faculty representing each of the colleges compose the committee and the Provost has charged them to look at resources to come up with principles regarding space allocation, reallocation, and use. The report will be submitted to the Provost at the end of November or early December.

b. Committee established by the President to institute a feasibility study for a potential building or multi-purpose event facility.

c. Committee on printing has been created that will be led by Vice Provost Neubauer to tackle printing issues on campus.

7. Executive Secretary’s Report

Budget
Academic Affairs has received its base General Fund budget for the year and has transferred budgets to all of the colleges. There are still a lot of unknowns about the budget for this year. Enrollment adjustments and one-time funding from the University and whether there will be a penalty for over-enrollment and how much it could be have impacts on the distribution of one-time funds. The Division of Academic Affairs carried forward about $31M, which provides sufficient cushion for unknowns. The colleges will also be asked to submit a list of facilities project that will be prioritized and funded from both college and central Academic Affairs resources.

Space
The Learning Commons in the Oviatt Library is open and the Learning Resource Center has also moved to the Library. There are several other projects this summer that Academic Affairs participated in including:
a. Converting a lab in JD to an office for the Department of Nursing.
b. Remodeling a physics lab for incoming faculty members that required significant renovation to the basement of EH.
c. Renovating the Nobbs Auditorium (SQ 104) with a new articulating podium/lectern, new ADA tables for students, reupholstered the chairs, upgraded the equipment, and removed the kitchen. A new lift will be installed in Winter or Summer for this room.
d. Converting three lecture rooms in BH for Developmental math to hideaway table labs. Much was funded by Lumina/Gates grant with infrastructure costs covered by Academic Affairs as a match to the grant.
e. Adapting old lab and office space in Live Oak for the Math Department Office and 13 faculty members.
f. Reconfiguring three labs in JD for Computer Science that makes better use of the space and also provided new instructor station and equipment.
g. Converting a medium capacity locked lecture room in Cypress Hall for Music to an “open” room with equipment upgrades.

**Web-One**
The campus continues its conversion to Web-One. This is the campus web content management system. Two colleges were completely converted to Web-One. The Academic Affairs Web Team worked with colleges to convert all main landing pages by June 30, 2013. The Web Team is now working with several colleges to convert department content. After the colleges are done, the administrative web sites and the center and institutes web sites will be converted.

**Other**
The Tseng College of Extended Learning building proposal will go before the Board of Trustees on September 24, 2013. It is a 68K gross square footage building that will include 10 classroom spaces and will house the Extending Learning’s administrative operations. It is expected to open in August 2016 if it gets approved by the Board of Trustees. The building will be funded solely by Extended Learning at a projected cost of $37M.

Stephens reported on printing. Every year we hear from the student surveys that students want access to printing. The faculty IT survey showed the degree to which faculty require students turn in printed work. Over the summer, there was an entrepreneurial activity in which one of the colleges worked with QuickCopies to do a test to charge students to print in their open labs. The problem is that we do not have a policy and it actually becomes a de facto student fee and that must be reported to the Chancellor’s Office. The Provost made a decision to put a stop to the project because he wants to have a uniform solution for the campus.

8. **Lottery Budget**

Stephens reported that the University Lottery Budget was reduced a few years ago by a couple of hundred thousand dollars because of the Summer Early Start Program. The
university gets over $2M a year and continues to carry forward a large balance in the Lottery Budget. The total budget including the carry forward is about $3.2M. A big part of the budget goes to replacement equipment, instructional equipment and Library materials. It also includes start-up equipment for new faculty and this varies depending on the number of tenure track faculty members that are hired each year.

There was discussion about perceived inequities in distribution of instructional equipment funds among the colleges. Stephens responded that the formulas used have been evolved over time and are factors of inventory, FTES, and IT purchases. Because the inventory is depreciated, those who have not invested in equipment may fall behind others who have made significant, recent investments. Changes in FTES can compound this effect.

9. ERC Plan for the Year

Schutte suggested issues that ERC might consider as priorities for discussion. He invited members to share their thoughts.

The issues that were discussed include:
   a. Budget – The Provost will be on the agenda at the October meeting.
   b. Enrollment – Bettina Huber will be invited to an upcoming meeting to talk about enrollment.
   c. On-going Research Allocation
   d. Printing
   e. Sustainability Plan
   f. Items to discuss with ATC (i.e., the myCSUNtablet Initiative, Web-One)
   g. Capital Outlay – research, classroom, faculty offices, student housing, multi-purpose facility, North Campus, etc.
   h. Water bottle refilling stations and the impact on the University Corporation
   i. Transparency in displaying budget information – Colin Donahue will be invited to talk about this topic.
   j. New Administrative personnel – to bring them in for them to talk about their priorities. (i.e., Research – invite Crist Khachikian)

The meeting was adjourned at 3:56 p.m.

The next meeting will be on Tuesday, October 8, 2013 at 2:00 – 4:00 p.m. in UN 211.

NOTE: No policy recommendation discussed at this meeting.