

From: Marcia Woolf
Sent: Wednesday, September 15, 2010 10:50 AM
To: Carol Givens; Emily Cutrer; Karen Haynes; Marcy Boyle; Matthew J. Ceppi; Susan O'Connor; Viviana Leyte; Don Barrett; Jacqueline Trischman; Aníbal Yáñez-Chávez; Fang Fang; Glen Brodowsky; John Montanari; Linda Shaw; Lorri Santamaria; Marie Thomas; Melanie Chu; Mohammad Oskoorouchi; Nancy Romig; Ofer Meilich; Pamela Kohlbry; Rika Yoshii; Robert Aboolian; Sharon Elise; Staci Beavers; Wayne Aitken; Yvonne Meulemans
Subject: EC: Addt'l documents for today's meeting
Attachments: ResSubcmteFindings.doc; Recs_EC_Call2.xls

Importance: High

Dear EC members,

Attached please find:

- * A draft BLP resolution
- * NEAC recommendations

Also, please be prepared to enumerate any duties you have encountered as a standing committee chair that are in addition to those described in your committee's charge or those which have been usual for your committee.

Finally, the referrals appearing on today's agenda are described more explicitly below:

- * FAC: Ensure that any departmental RTP standards currently in use have been vetted appropriately.
- * LATAC: Determine whether efforts are adequate to preserve the condition of valuable rare books that are sprinkled throughout the Library's general collection.
- * LATAC: Address the problem of miscataloged materials; specifically miscataloged Spanish-language materials in the media library and general collection.

See you soon.

Marcia
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The only reason for time is so that everything doesn't happen at once. ~ Albert Einstein

<i>Recommendations - Call 2</i>				
Committee	Seat (#)	Term	Name(s)	
Student Grade Appeals Committee	At large (2)	10-12	A Hadaegh, CoBA	D Kristan, Biol
Veterans & Active Duty Educ Steering Cmte	At large	10-12	M Burin, Physics	
Student Grade Appeals Committee	At large, alt (2)	10-12	T Neelon, Math	
Student Grievance Committee	At large, alt (2)	10-12	A Hadaegh, CoBA	M Schustack, Psych
Student Grievance Committee	CoAS	10-12	A Sepinwall, Hist	
University Global Affairs Committee	CoBA	10-12	W Tsay	
Periodic Review Committee - Dean Guseman	CoBA	10/11	O Meilich	
Periodic Review Committee - Dean Guseman	CoBA Dept. Chair	10/11	A Styles	

**BLP: Draft Resolution in Support of Findings and Recommendations of Data
Reconciliation and Analysis Subcommittee of BLP**

1 WHEREAS, In the spirit of shared governance, a subcommittee of the CSUSM
2 Academic Senate's Budget and Long Range Planning (BLP) committee, the Data
3 Reconciliation and Analysis Subcommittee, including representation from the
4 Academic Senate and from the CSUSM administration, invested a great deal of time
5 and effort into examining issues of import regarding the reporting and funding of
6 instruction; and

7
8 WHEREAS, The results of that collegial collaboration resulted in two reports, "The
9 Student Faculty Ratio and Related Issues" and the "Three-Year FIRMS Comparison
10 Study: Final Report," each of which found areas in which improvements could be made
11 to further advance the support of instruction at CSUSM; and

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13 WHEREAS, The reports were based upon data that were analyzed using rigorous
14 methodologies; and

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16 WHEREAS, Representatives of both faculty and administration are in accord in
17 providing these analyses and a series of recommendations; now, therefore, be it

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19 RESOLVED, That the Academic Senate of California State University San Marcos thank
20 all members of the subcommittee—Wayne Aitken, Matt Ceppi, Charles de Leone,
21 Mohammad Oskoorouchi, Bill Ward, and Daniel Zorn—for their fine work and
22 continued commitment to shared governance on this campus; and be it further

23
24 RESOLVED, That the Academic Senate of the California State University San Marcos
25 endorse the findings and recommendations of these reports; and be it further

26
27 RESOLVED, That the Academic Senate of the California State University San Marcos
28 urge the university to use these findings and recommendations to inform further
29 discussions of budget decisions and resource allocations at the university; and be it
30 further

31
32 RESOLVED, That the Budget and Long-Range Planning (BLP) Committee is charged
33 with working with the CSUSM administration to implement the recommendations.

Faculty Activity Report (FAR) Tool FAQ

BACKGROUND: The 2009-10 Preliminary Report of the BLP Subcommittee on Data Reconciliation and Analysis brought up several issues regarding reporting errors in the Academic Program Database (APDB) and Student Faculty Ratio (SFR) computations. The FAR reporting system will not resolve all issues regarding how SFR is calculated, but will have the capability to analyze data in multiple ways.

Several meetings were held over the summer with Associate Deans and the Director of the School of Nursing to help design the Faculty Activity Report system. In addition, April Grommo from IITS met individually with members of the group to verify various APDB codes and how they relate to each unit. We also consulted briefly with Chuck DeLeone to keep him up to date with the project. The new system will provide more accurate data because individual faculty will verify classes they are teaching as well as assigned time duties related to grants, research and service. The information will be verified again by an associate dean. Once the data is entered using "faculty friendly language", it will be coded into the external APDB categories and converted into the APDB report.

- **One of the recommendations in the BLP Subcommittee report was to have an internal and external reporting system. Is there an internal and external reporting system built into the FAR system?**

Yes. The internal system is the FAR itself that will be visible and user friendly to faculty, it is being written in easy to understand "faculty" language as the BLP subcommittee recommended. The external report is the way the faculty activities are coded "behind the scenes", which will become the APDB report.

- **How can the FAR compute the SFR?**

As the BLP subcommittee recognized, there are multiple methods to compute SFR. The new system will allow different formulas to be used for various purposes.

- **Can the new system calculate the Pay-SFR recommended by the BLP subcommittee: Pay-FTEF / FTES Pay-FTEF is the total number of Full-Time Equivalent Faculty on the payroll of the university, and FTES is the number of Full-Time Equivalent Students.**

Yes. First, payroll information on faculty is pulled directly from PeopleSoft as the committee recommended. Once we have the data, we will be able to calculate the number of FTEF based on the APDB reported flags and the entered data. As far as FTES, we have that data in the RaDAR data warehouse. So, we would be able to combine both data sources and get the numbers the committee requested.

- **Can the new system calculate the Resident Faculty SFR (RF-SFR) recommended by the BLP Subcommittee? Does the new FAR system have the potential to be more than just a reporting system for the Chancellor's Office?**

Yes, as the committee recommended, the FAR is an internal reporting tool that is easy to read and can be tailored to the planning needs of our campus. It can be programmed to change as our institution evolves. It will allow for simple conversion to the format required by the Chancellor's Office, another recommendation of the BLP subcommittee.

- **How will we audit the internal FAD and the APDB?**

We can do a random sample of departments to make sure the data is accurate, but because the data will be entered by the faculty and verified by an associate dean, we anticipate few errors once the "bugs" are worked out. Fall 2010 will be the pilot and we realize adjustments will need to be made, however any coding errors can be easily corrected. The new reporting system will provide much more accurate raw data that can be analyzed in a variety of ways.