

Academic Affairs Leadership Council



MINUTES

Tuesday, September 2, 2014

9:00 a.m. – 11:00 a.m.

Provost's Conference Room (KEL 5207)

NEXT AALC MEETING: Tuesday, October 7, 2014, 9a – 11a, Provost's Conference Room (KEL 5207)

MEMBERS: R. Eisenbach, J. Fabbi, D. Formo, K. Haddad, K. Kantardjieff, G. Oberem (Chair), M. Oskoorouchi, J. Powell, M. Schroder, W. Schultz, L. Stowell, B. Ward

MEMBER ABSENT: A. Shapiro

GUEST: Verónica Añover (Agenda Item II), S. Beavers (for Shapiro)

STAFF: M. Boyle

I. WELCOME

a) Approve agenda

Oberem welcomed members, extending a special welcome to new members Fabbi, Schultz, and Stowell. He also welcomed Oskoorouchi, who is serving as Acting Dean of CoBA pending the appointment of an Interim Dean. Oberem also welcomed CHABSS Associate Dean Beavers, who is representing Shapiro today. Generally, the AALC protocol is no substitutes representing members unless prior approval is obtained.

This year AALC agendas will include a section for Standing Reports from several members/areas. There may be times when there is no new information to report for a topic. The agenda was amended and approved with the addition of Item III.g, IITS Updates, and Academic Scheduling will be included in Haddad's reports.

b) Approve 5/6/2014 and 6/3/2014 Minutes

The minutes of the 5/6/14 and 6/3/14 meetings were approved as presented.

c) Provost's Announcements

Oberem announced:

- A Moodle container has been created to maintain AALC meeting materials and to serve as the archive of meeting records. Members and their assistants have review access to the container.
- The annual celebration honoring faculty who were promoted or awarded tenure will be held on Wednesday, October 8, from 3:30p - 6p. Members are invited to attend. The College and Library Deans have a speaking role in the program.
- Portfolium, a cloud-based online tool designed to showcase an individual's academic and professional story, is being launched today to help students demonstrate their career readiness to potential employers. All students and alumni are being provided with a Portfolium account through a collaboration between Student Affairs, University Advancement, and the Career Center. This tool may be of particular interest to School of Education students, who are currently paying for a similar service.

II. ONLINE TEACHING AND LEARNING REPORT

Oberem welcomed Professor Verónica Añover, Faculty Fellow for Teaching & Learning for the 21st Century Student in the Faculty Center. Last academic year she researched on-line instruction at CSUSM, conducting interviews with faculty members as well as deans of all colleges, Extended Learning and the Library; surveying 350 students; and studying data about online courses. She briefed members on the results of her research and distributed copies of the report with her findings and recommendations. The results of the Student Survey will be forwarded to members following the meeting and will also be placed in the AALC Moodle container. State Assembly Bill 386 requires the CSU to provide its students access to all fully online CSU courses across the 23 campuses by fall 2015. CSU developed CourseMatch to support the implementation of the requirements of AB 386. Please refer to the report for details and for the recommendations for next steps, some of which include:

- Development of a process for evaluating new online courses by the Senate's University Curriculum Committee (UCC), as well as evaluation by department chairs and faculty periodic review committees.
- Development of College/University vision regarding online courses.
- Policy development relative to online teaching and learning.
- Exploring the possibility of an instructor certification process and/or requirement for teaching online courses.
- Defining how to demonstrate the quality of online courses in order to ensure compliance with the CSU CourseMatch standards.

Stowell referred members to the Project Tomorrow Speak Up survey results for K-12 students for additional, relevant and interesting data, available online at: http://www.tomorrow.org/speakup/speakup_reports.html

Oberem thanked Añover for her work on this project and for her report to AALC.

III. STANDING REPORTS

a) Admissions / Enrollment Update / Academic Scheduling

Haddad reported:

- As of Opening Day, total Resident FTES totaled approximately 9,800. Please refer to the enrollment data handout distributed at the meeting for details. The student average unit load is up this semester, likely attributable to allocations of the Student Success Fee to support delivery of courses.
- Discussions are underway with IITS about the creation of a report to analyze bottleneck courses to assist with schedule planning.
- Student Access Initiative: Meetings are scheduled with Student Affairs and Associated Students, Inc., to discuss University Hour and the recommendations of the Course Scheduling Task Force. Department Chairs and Programs Directors will be invited to two meetings on this topic where identical information will be shared. The Provost will host an Open Forum for Academic Affairs to share information about the proposal and to receive feedback.
- In order to address space issues, a new process for "impossible-to-place" courses is under development. Discussions have been held with colleges and the Council of Academic Deans. Guidelines are being developed to address concerns.

b) Budget and Planning Update

Haddad reported that Academic Affairs received the 14-15 budget allocation memo on Thursday evening (8/28). Every effort was made to analyze and translate the division allocation into subdivision unit allocations by close of business Friday; but, due to the complexity of the budget, that goal was not attained. The subdivision allocations are expected to be distributed this afternoon. Oberem expressed his thanks and appreciation to Haddad and Kathy Martin for their diligence and extraordinary effort to perform complicated analyses and calculations in such a short turn-around time in order to produce the subdivision unit allocation memos.

For AY 2014/15, Oberem reported that the University Budget Committee's (UBC) meeting schedule has been modified to more closely align with UBC's actual meeting schedule of the past couple of years. Hence, during the fall term, the focus will be on division-level processes that will feed into the university's FY 2015/16 budget recommendation process. The university-level recommendation process will be the focus of UBC's work during the spring term.

c) A Forms (new)

In response to AALC members' request last year to learn about curricular proposals sooner than later, this topic has been added as a standing report on AALC agendas. Eisenbach reported that, to date, no new A-Forms have been received. She shared that IITS is piloting an online approval process for curricular proposals. The prototype should be ready by late fall and will be piloted in the spring term, with the goal to fully launch in Fall 2015. A demonstration of the online process can be scheduled later this year.

d) Graduation Initiative

Formo reported that, in her role as Dean of Undergraduate Studies, the responsibility for chairing the CSUSM Graduation Initiative Steering Committee (GISC) will be transitioning to her (from the Provost). The Chancellor's Office is hosting a CSU Graduation Initiative 2025 Executive Leadership Summit on Wednesday, October 15, to which campus Presidents, Provosts, VPs for Student Affairs, and Academic Senate Chairs/Designees have been invited. It is expected that campus-specific goals will be reset at the meeting. Following the Summit, the GISC membership and charge will be reviewed and revised as appropriate, and the committee will be convened.

e) WASC Readiness

Eisenbach reported:

- CSUSM's Institutional Report is due to WASC in June 2015.
- The Steering Committee is providing the leadership for preparation of the report, which is comprised of eight (8) essays.
- The writing teams worked over the summer preparing the draft reports, which are due to the Steering Committee on October 1st.
- A Town Hall on each essay will be held during the fall and spring, through the month of March.
- The essays will be available online for review and comment.

Eisenbach also announced the appointment of an Assessment Specialist, Melissa Simnitt (full-time staff position). Prior to joining CSUSM, Ms. Simnitt was the Assessment Coordinator for the Mihaylo College of Business and Economics at Cal State Fullerton. She is available to work one-on-one with faculty or in groups. Eisenbach would welcome invitations to faculty meetings to introduce Ms. Simnitt and review the services available. Ms. Simnitt will be introduced at a full Academic Senate meeting. A university-wide Assessment Council was formed last year, with representatives from all colleges, the library and Student Affairs, for the purpose of regularizing assessment and to enhance broad-based involvement in assessment.

f) Graduate Studies and Sponsored Projects Update

Schultz reported:

- Graduate Studies is exploring an online application process for graduate programs. AVP Scott Hagg has been consulted, and there is optimism that the online process can be implemented.
- Jan Cushman and the pre-award function for Sponsored Projects/Research have been reassigned to OGSF. The goal of the reorganization is to enhance services to faculty and is funded by Indirect Costs (IDC). Two additional staff positions are planned, the funding for which will be included in the UBC budget proposal process.
- UARSC will continue to manage post-award activities. Hopefully a tracking system will be implemented to follow-up on awards.
- The IDC model for external grants has been revised and will be shared via a communication plan over the next couple of months. The revised IDC model has been shared with the Academic Deans. The purpose of the revision is to motivate grant writing and encourage research by faculty and academic departments. The communication plan includes hosting a forum on this topic and communicating with deans and associate deans for distribution within respective colleges.
- An IRB software for human subjects research is being implemented, with a full launch in Spring 2015. Training on use of the software will be conducted during this fall.

g) IITS update

Ward reported:

- Implementation of a work flow application called On Base is underway. Enrollment Management Services is transitioning some processes to this application to create efficiencies. Work is also underway to convert the manual PAN approval process to an online process via On Base, with the goal of testing the product by Thanksgiving. The Information Management Steering Committee (IMSC) recommends projects and

processes for conversion. Diane Petersen, Director of Administrative Projects and CMS Project Manager, is the contact for proposing projects/processes for conversion to an online line environment.

- Smart Planner (e-advising) will be piloted in October for approximately ten degree programs. The program allows students to develop up to a 6-year class schedule plan to facilitate time to degree. A major degree program must have a Road Map in order to be included in Smart Planner. In addition to the benefit to students, the colleges will also gain information that will be useful in schedule development. Road Maps are due today from College Associate Deans and/or Department Chairs. Once available, Smart Planner will be demonstrated to Department Chairs, Associate Deans, and Deans. The tool will complement the work performed by advisors, allowing advisors time to focus on students' unique and unusual needs. Smart Planner will be able to assist students with routine and common schedule planning questions.
- The limited number of large classrooms continues to create scheduling difficulties. To address this issue, a virtual classroom of 90 students was created and another with 40 students, making a 140-seat Biology classroom possible through the use of technology.
- Quad classrooms are expected to be available next week, pending Fire Marshal approval.

IV. ANNOUNCEMENTS FROM THE FLOOR

Stowell announced that the new Academic Senate Coordinator, Adrienne Durso, starts today. She has a strong background of relevant experience and is a very welcomed addition to the Senate Office. Oberem acknowledged and expressed his gratitude for the incredible effort and work Stowell and Vivienne Bennett have performed to maintain the successful operation of the Senate Office over the past several months while the Senate Coordinator position was vacant.

Beavers announced that CHABSS is hosting a "welcome" ice cream social for students this afternoon in the SBSB Courtyard, and extended an invitation to AALC member to stop by. Shapiro will be away from campus the next two weeks, so copying the Associate Deans on email correspondence to the Dean, as appropriate, may help to expedite any necessary action.

Oskoorouchi reported that CoBA's annual "Taste for Student Success" will be held on Saturday, October 4, from 3:00 p.m. – 6:00 p.m. on Markstein Plaza. Several wineries, breweries and restaurants will participate in the event. Private sponsorship and ticket sales cover the cost of the event, and proceeds will support CoBA student enrichment activities.

Kantardjeff announced that the annual STEM Saturday will be held on March 14, 2015.

V. AGENDA ITEMS FOR NEXT REGULAR MEETING

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No discussion.

VI. ACTION ITEMS

None.

VII. ADJOURNMENT

Oberem thanked members and adjourned the meeting at 10:46 a.m.

Submitted by
Marcy Boyle
Assistant to the Provost
Staff to AALC