

Academic Affairs Leadership Council



MEETING NOTES

Tuesday, March 3, 2015

9:00 a.m. – 11:00 a.m.

Provost's Conference Room (KEL 5207)

MEMBERS PRESENT: R. Eisenbach, J. Fabbri, D. Formo, K. Haddad, J. Hamerly, K. Kantardjieff, G. Oberem (Chair), J. Powell, M. Schroder, W. Schultz, A. Shapiro, L. Stowell, B. Ward

STAFF PRESENT: M. Boyle

I. WELCOME

a) Approve agenda

Oberem welcomed members. The agenda was accepted as presented.

b) Provost's Announcements

- The "Planning Our Next Academic Building" Town Hall will be held today during U-Hour in MARK 125. The purpose of the Town Hall is to provide information about the building approval process and to provide a status report to the campus community. The CSU has a significant backlog of deferred maintenance and retrofitting projects across all campuses; hence, the approval of a new building for any CSU campus is likely to be several years from now.
- The final WASC Town Hall will be held during U-Hour on March 17th. All are encouraged to attend and to also promote attendance among the faculty and staff in their unit.
- It is anticipated that action will be taken at tomorrow's Academic Senate meeting on the Academic Scheduling/Student Success Initiative.
- Finalists' campus visits for the CoBA Dean and IITS Dean recruitments are scheduled for the last two weeks of April and first week of May. Members were asked to keep their calendars as flexible as possible in order to participate in the visits.
- Patty Seleski has been researching best/high impact practices relative to the graduation initiative. Members were asked to share with Haddad any feedback they have to offer.

II. ANNUAL ASSESSMENT PLANS

Eisenbach distributed a table titled "2014/2015 Annual Assessment Plan/Report Submission." The table is available in the AALC Moodle container. Several departments have not complied with the submission requirement (shaded in yellow on the table). The University Assessment Council seeks input about how to achieve 100% compliance.

- Departments receive \$750 for submitting a plan.
- The year that a self-study is prepared for program review, departments are not required to submit an Annual Assessment Plan. However, often this is misinterpreted to mean the Annual Assessment Plan is waived both years of the program review period.
- The practice of waiving the Annual Assessment Report during the year of the self-study was questioned.
- Melissa Simnitt, Assessment Specialist in the Office of Academic Programs, is reaching out to programs and offering to work with them on the plans/reports.
- It was agreed that upon notification of non-compliance from Academic Programs, the College Dean will follow-up with the delinquent department and develop a mechanism (that may be unique to the respective college) to facilitate compliance.

III. DIVERSITY RECOMMENDATION 1.3

Oberem provided a status report on the action plan being developed in response to the Halualani & Associates Diversity Mapping Report:

- Shortly, President Haynes will issue a memo identifying the Responsible Individual/Group and the Convener for each item on the Diversity Mapping Project Action Plan.
- The Convener will serve as the point person for the action item and may delegate responsibilities to others, as appropriate.
- Addressing the Diversity Mapping Action Items will be a long-term, ongoing project.

- The President's memo will describe the process for moving forward on the action items and will include some reporting due dates.
- Pending receipt of the President's memo, it is premature to engage in an in-depth discussion on any Action Item or finding in the Halualani Report.
- Members expressed concern about Halualani's recommendation 1.3, campus civility.
- Halualani's data/ebook will be available on the Diversity Mapping Project website and will reveal more information about the findings, including recommendation 1.3, campus civility.
- Stowell asked that the President or Oberem share the Diversity Mapping Project Action Plan timeline at tomorrow's Academic Senate meeting.

IV. GREAT COLLEGES ACTION PLANS

Oberem reported on the status of Academic Affairs' Great Colleges Action Plans:

- There may be some overlap with the Diversity Mapping Project Action Plan.
- The committee identified four areas that could be improved in Academic Affairs:
 - communications within the division;
 - transparency in decision-making at all levels;
 - ensuring staff and faculty feel valued and appreciated; and
 - fairness and equity [salary inequity, especially for faculty (steps to address are underway), but also for staff].
- Thank you to the subcommittee that reviewed the areas and made proposals.
- The President endorsed the Academic Affairs Action Plans, and the formal charge and deadline are pending.

V. STANDING REPORTS

a) Admissions / Enrollment Update

Haddad distributed a handout with AY 2014/15 enrollment data and reported:

- The new enrollment model worked well and was more precise.
- The new model was not used for the School of Education, which has unique circumstances.
- A large fluctuation in the average unit load could affect the model.
- The AY 15/16 college targets will be distributed very soon, including enrollment projections by major.
- There may be a higher yield of incoming freshman from south San Diego County (possibly increasing the yield to +200 over this year).

b) Academic Scheduling

Haddad reported:

- COM 206 will be converted to academic space effective Fall 2015, most likely a computer lab with 36 stations. This conversion is loosely linked to the Department of Mathematics' relocation to the 6th floor of Craven Hall, which has been delayed until Summer 2016.

c) Budget and Planning Update

Haddad reported:

- The BLP/AALC subcommittee met and prepared a final recommendation to the Provost for the FY 15/16 Academic Affairs Funding Priorities that is being prepared in response to UBC's call for division submissions.
- The subcommittee's recommendation reduced the total amount of funding priorities submitted by Academic Affairs subdivision units.
- The amount of FY 2015/16 funds available for distribution by the President to divisions through the UBC recommendation process is still unknown.
- Once the division's UBC submission is finalized, it will be shared with BLP and AALC members.

d) A Forms (new)

Eisenbach reported:

- There are no new A Forms to share.
- A Chicano Studies A Form is under development in CHABSS.

e) Graduation Initiative / Undergraduate Studies

Formo reported:

- The Office of Undergraduate Studies strategic planning effort is approximately fifty percent completed.
- Good progress is being made on the High Impact Project.
- A test model of the Predictors of Student Success is expected by March 18.
- The Graduation Initiative Steering Committee (GISC) held a mini-retreat focused largely on transfer students.
 - Transfer students persist and graduate, though research is needed to identify areas where the campus can provide assistance to facilitate students' timely progress to degree.
 - We need to ask questions about sophomore students.
 - Analyzing students enrolled at community colleges who intend to transfer but do not is on the radar screen, but not at the top of the list.
 - Formo will meet with Schroder to discuss international transfer students.
- At a future meeting, Formo will provide an in-depth presentation of data.

f) WASC Readiness

Eisenbach reported:

- The final WASC Town Hall will be held on March 17. Members were asked to promote attendance within their units.
- To date, electronic feedback has been received for Essay 7 only. No feedback has been received for Essays 3, 4, 5 and 6.
- Members were urged to read the Essays posted on the WASC website and submit comments, and were asked to encourage faculty and staff in their units to do likewise.

g) Graduate Studies and Sponsored Projects Update

Schultz reported:

- The annual Symposium on Student Research, Innovation and Creative Activities was held on Friday, February 27. Ten (10) excellent presenters will represent the campus at the CSU competition in May that will be held at CSU San Bernardino.
- The Celebration of Faculty Scholarship will be held in the fall (probably late October) rather than in the spring. It will be hosted jointly by the Office of Community Engagement and the Office of Graduate Studies and Research.
- Efforts have been made to clarify protocol and processes and to improve communications between University Advancement and UARSC.
 - The Pre-Award Office in Graduate Studies & Research (OGSR) offers support services to faculty who are developing and submitting external grant proposals.
 - Non-governmental external funding requests are typically supported by University Advancement (UA). There is a common understanding between UA and OGSR about structure and referrals.
 - Faculty should be encouraged to consult with the Pre-Award Office on grant proposals.
- OGSR is publishing monthly newsletters to all faculty.
- The remaining IDCs have been approved; the disbursement of funds will occur shortly.
- OGSR will generate quarterly reports with grant submissions and awards data. The awards data will represent the funds received in the stated fiscal year (e.g., a \$1.5 million grant awarded over a three-year period would be reported as \$500 thousand/year).

h) IITS Update

Ward had no major updates to report.

Oberem invited reports from Schroder on Extended Learning and Fabbi on the Library. Going forward, standing reports from these units will be included on AALC agendas.

Schroder provided an Extended Learning update:

- CSUSM at Temecula now has two locations.
 - Preparation of a WASC Substantive Change application is in progress for joint programming with Mt. San Jacinto Community College.
 - CSUSM and MSJ have developed a strong partnership.
 - Data show that there is a market for offering an evening BSBA degree program at Temecula.
 - Formo and Schultz are being consulted about creating opportunities for the MSJ campus to be used as a teaching and learning lab for faculty.
 - Teaching opportunities at the Temecula site are being provided to graduate students.
- Global Education/International Student Recruitment
 - Scandinavian students will likely become the largest international student population (currently, there are 48 from Norway). The students are well-prepared academically.
 - Recruitment of Indonesian students is underway as a system initiative through the Chancellor's Office.
 - The campus protocol is to limit enrollment to fifty (50) students from a single country to maintain a diversified international student population.

Fabbi reported on the Library:

- Discussions are underway to explore EL funding to support services that the Library provides to EL students.
- The Library is very close to completing the development of a five-year strategic plan.
- The Library is being included in this year's Customer Satisfaction Surveys that are being administered by FAS to obtain data from constituents regarding the levels of service provided. This has not been done on a regular basis in the past.

VI. ANNOUNCEMENTS FROM THE FLOOR

Kantardjieff announced:

- Super STEM Saturday will be held on March 14, and is co-sponsored by the Classical Academy in Escondido and several other partnerships.
- 3/14 is also Pi Day.
- Discover CSUSM Day will be held on Saturday, April 11th.
- The CSUSM Women's Hackathon will be held on April 25th.
- A cybersecurity panel discussion was held a couple of weeks ago.

VII. AGENDA ITEMS FOR NEXT REGULAR MEETING

Tuesday, April 7, 2015, 9a – 11a, Provost's Conference Room (KEL 5207)

No discussion due to lack of time.

VIII. ACTION ITEMS

None.

IX. ADJOURNMENT

Oberem thanked members for their reports and the good discussion and adjourned the meeting.

Prepared by
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