

Academic Affairs Leadership Council



MEETING NOTES

Tuesday, April 7, 2015

9:00 a.m. – 11:00 a.m.

Provost's Conference Room (KEL 5207)

MEMBERS PRESENT: J. Fabbri, D. Formo, J. Hamerly, K. Kantardjieff, G. Oberem (Chair), J. Powell, M. Schroder, W. Schultz, A. Shapiro, L. Stowell, B. Ward
MEMBERS ABSENT: R. Eisenbach, K. Haddad
GUESTS PRESENT: Sharon Hamill and Helen McNeal for Item VI; Scott Gross and Sarah Villarreal for Item IV
STAFF PRESENT: M. Boyle

I. WELCOME

a) Approve agenda

Oberem welcomed members. The agenda was approved as presented.

b) Approve 3/3/2015 Meeting Notes

The 3/3/2015 meeting notes were accepted with amendments.

c) Provost's Announcements

- A grant proposal to support first-year programs submitted by Formo and Haddad has been awarded \$2.5 million by the State Department of Finance. A budget report is due by Friday, April 10, and will include an expenditure plan in the areas of innovation and undergraduate student success; when approved, the specific details will be shared. In the current fiscal year, the State allocated \$50 million to this RFP, which was open to CSUs, UCs, and CCCs. A total of \$38 million was awarded to CSU proposals. It is anticipated that the State will offer this opportunity again next year, with a total of \$25 million available for awards.
- The Provost's Space Advisory Group (PSAG) submitted a recommendation to the Provost regarding tenure-track faculty office space, which has been accepted and shared with college and library deans.
 - The University's *Space Allocation Policy* states that deans have the discretion to reassign space that has been assigned to the college, in accordance with the policy.
 - The PSAG Guidelines address situations such as faculty who are assigned two offices (e.g., a faculty member who is appointed as an Associate Dean for one year or longer may only have one office, etc.), emeritus faculty (one shared office per college), and FERP faculty (2:1 shared office space).
 - The PSAG recommendations have been accepted as guidelines and should be considered the standards – goals to work toward and to inform decision-making regarding space assignment.
 - Guidelines regarding offices for lecturers will also be developed.
- Oberem will attend the CoBA Advisory Board meeting this Friday. He would be glad to accept an invitation to attend other college/unit advisory board meetings if his presence would be useful in conveying to the members the support of the University's senior leadership.
- Members were asked to forward to Oberem announcements they would like him to make on their behalf at this week's Academic Senate meeting (or any Senate meetings throughout the year).

II. EXTENDED LEARNING BUILDING PROPOSAL STUDY – UPDATE

Schroder reported:

- Extended Learning is exploring the feasibility of constructing an Extended Learning building on campus using EL funding. The exploratory phase is expected to take 6-9 months.

- A Steering Committee has been formed. Members include G. Oberem, L. Hawk, M. Schroder, M. Hinchman, G. Cinnamon, B. Fenton, S. Rameriz, and D. Bearman.
- A Planning Committee will meet for the first time this week. Members include: M. Schroder, K. Haddad, B. Fenton, S. Rameriz, J. Powell, D. Bearman, T. Henlon, R. Carolin, S. Lingold, and P. Seleski.
- As the proposal develops, subcommittees will be formed to offer recommendations regarding the specific details regarding space design and functionality.
- The site of the proposed building is vacant dirt area behind and within the “L” shaped area of the existing Extended Learning buildings.
- The building size is expected to be 18,000 – 20,000 square feet, but could increase to 60,000 square feet under certain conditions (e.g., depending upon the number of stories – perhaps 3 – 4).
- The proposed building would enable higher utilization of University space by FTES generating programs.

III. PROPOSED LIBRARY AWARD FOR UNDERGRADUATE RESEARCH

Fabbi distributed a handout titled “A Library Award for Undergraduate Research at CSUSM?” and led a discussion about the proposal (please see handout for details). Comments included:

- Proposal modeled after the Lance And Elena Calvert Award for Undergraduate Research Award at UNLV, which largely focuses on a student’s reflection on the process of using the research experience.
- Need to explore if the award of a cash prize would have any adverse impact to students’ eligibility for financial aid and scholarships and how to implement to avoid any such impact.
- Explore possible links to the Annual Symposium for Undergraduate and Graduate Scholarly Activities hosted by the Office of Graduate Studies and Research.
- Consider an open application filing period to ensure all students would have an opportunity to apply (especially for business majors, and perhaps others).

Members were asked to forward any additional comments or feedback to Fabbi via email.

IV. HIGH IMPACT PRACTICES AND THE SCHEDULE BUILDING PROCESS

Oberem welcomed AVPs Scott Gross and Sarah Villarreal from the Division of Community Engagement. Formo, Gross, and Villarreal made a PowerPoint presentation and facilitated a discussion about High Impact Practices (HIPs) and the need to accurately tag HIPs courses in PeopleSoft during the schedule building process in order to track students’ participation and to measure outcomes related to persistence and graduation. Please refer to the PPT in the AALC Moodle container for details. Members endorsed the proposals on the last two slides of the PPT, namely:

- Sharing the importance of the *CSUSM Goals* with College Associate Deans, Department Chairs and Administrative Coordinators.
- Encouraging and supporting the creation of systems that ensure accurate tagging of courses.
- Adding to PeopleSoft an undergraduate research attribute (the internship and service learning attributes already exist).
- Meeting in May with College Associate Deans during the meeting convened by the Vice Provost.
- Gathering feedback from the Associate Deans about how best to partner with Chairs and Administrative Coordinators so that CSUSM assigns the appropriate HIPs attributes in the schedule-build process.

Members were asked to forward any additional feedback or comments to Formo.

V. MOVING THE CALM INITIATIVE FORWARD

Fabbi and Ward facilitated a discussion and sought input regarding how to encourage and expand faculty participation in the Cougars Affordable Learning Materials (CALM) program (<http://www.csusm.edu/ids/calm/>).

- 3rd year of \$25K grant funding for CALM.
- 40 “CALMed” courses have saved students \$714K in course materials.
- Consider a more strategic tactic by identifying required courses, high enrollment courses, and high-cost textbook courses, and then reach out to the faculty who teach the courses to invite participation in CALM. Analytics and data needed to identify these courses.
- Consider inviting newly-appointed faculty, who will be developing their courses and syllabi, to participate in CALM.
- The Library will be receiving an Open Stacks Book display, mostly for the sciences, and will announce to the appropriate faculty when it is available.

Members were asked to forward additional feedback to Fabbi via email.

VI. INSTITUTE FOR PALLIATIVE CARE UPDATE

Oberem welcomed Helen McNeal, Executive Director of the CSU Institute for Palliative Care, and Sharon Hamill, Faculty Director of the CSU Institute for Palliative Care at CSUSM (two distinct, but related, units).

- McNeal distributed a folder of materials and reported:
 - Over 840 health care professionals have been educated over the last two years.
 - Palliative care has been integrated into many courses.
 - Kudos to Bill Ward and the IITS team for their support in the development of online courses.
 - There are now six partner CSU campuses, and three more campuses are expected to be added by the end of AY 2015/16.
- Hamill made a PowerPoint presentation and reported:
 - Palliative care is about quality of life in the diagnosis of a serious illness or terminal prognosis.
 - A Faculty Learning Community was formed and has been working diligently for over a year.
 - A series of campus-wide events exploring palliative care will be held April 14 – 18, and the series is titled “What Gives Your Life Meaning.” Members were invited to attend and encouraged to promote the activities within their units.
 - The Institute has enabled outreach into the external community that might not have been possible otherwise, and the University is well respected in the community.
 - Please refer to the PowerPoint in the AALC Moodle container for more details.

VII. STANDING REPORTS

a) Admissions / Enrollment Update

No report; Haddad absent.

b) Academic Scheduling

Oberem reported on behalf of Haddad:

- The Student Access Initiative has been approved for implementation in Fall 2016.

c) Budget and Planning Update

Oberem distributed copies of the Academic Affairs FY 15/16 funding priorities submission to the University Budget Committee (UBC) and reported on behalf of Haddad:

- UBC will meet this Friday, April 10, for presentations by each division regarding FY 15/16 funding priorities.
- Academic Affairs has nine (9) funding priorities, with accreditation being the highest priority (see handout for details).

- The Academic Affairs submission was prepared by the BLP/AALC Work Group and reviewed and approved by the Provost.
- President Haynes has allocated \$700,000 to Academic Affairs “off-the-top.”
- Oberem described the UBC process for developing a recommendation to the President.
- The Chancellor’s Office has not yet informed campuses of their preliminary 15/16 budget allocations.

d) A Forms (new)

No report; Eisenbach absent.

e) Graduation Initiative / Undergraduate Studies

Formo reported:

- The last strategic planning meeting will be held next week, following which the draft plan will be distributed for input.
- A call will be issued to form a small group of faculty to prepare a predictors study.

f) WASC Readiness

No report; Eisenbach absent.

g) Graduate Studies and Sponsored Projects Update

Schultz reported on the Graduate Fellowships program initiated this year to support graduate students with paid positions. Funds have been and will continue to be awarded in the form of scholarships. Each graduate program has discretion in developing the award mechanism.

h) IITS Update

Ward reported:

- The pay-to-print program is being completely revamped and is expected to reduce the cost to students (12 cents vs. 15 cents). The pay mechanism will be new (not a card).

i) Extended Learning Update

Schroder reported that the summer course schedule is now available.

j) Library Update

Fabbi reported:

- Discussions continue between the CSU and Wiley regarding bundling of journal content.
- Librarians are scheduling meetings with Departments, piloting with Education and Speech-Language Pathology.

VIII. ANNOUNCEMENTS FROM THE FLOOR

- Ward reported that IITS and the Library are working together to update the Library’s public address system that is used for general announcements. The new system will be integrated with the campus emergency notification system.
- Shapiro reminded members about the Dolores Huerta lecture on Wednesday, April 8th.
- Kantardjieff announced that the Women’s Hackathon for female students ages 16 years and older will be held on campus on Saturday, April 28th.
- CSUSM Discovery Day will be held this Saturday, April 11th.

IX. AGENDA ITEMS FOR NEXT REGULAR MEETING

No discussion.

NOTE: On April 17, members received notification that the May 5 AALC meeting was canceled since members will be participating in meetings with the IITS Dean/CIO Finalists.

X. ACTION ITEMS

No discussion.

XI. ADJOURNMENT

Oberem thanked members for their participation and adjourned the meeting.

Prepared by
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