

# PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

OCTOBER 14, 2022

1:00 PM – 2:30 PM VIA ZOOM

## ATTENDANCE

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<input checked="" type="checkbox"/> Barros, Joao	<input checked="" type="checkbox"/> Huang, Jidong	<input checked="" type="checkbox"/> Rodriguez, Eric
<input checked="" type="checkbox"/> Brennan, Catherine	<input checked="" type="checkbox"/> Kim-Goh, Mikyong	<input checked="" type="checkbox"/> Saks, Greg
<input checked="" type="checkbox"/> Brusckhe, Jon ( <b>Chair</b> )	<input checked="" type="checkbox"/> Martinez, Mayra	<input checked="" type="checkbox"/> Stone, Sam
<input checked="" type="checkbox"/> Chávez, Minerva	<input checked="" type="checkbox"/> McConnell, Craig	<input checked="" type="checkbox"/> Thomas, Carolyn
<input checked="" type="checkbox"/> Dabirian, Amir	<input checked="" type="checkbox"/> Meyer, Bill	<input type="checkbox"/> Virjee, Framroze
<input checked="" type="checkbox"/> Davis, Anthony	<input type="checkbox"/> Nagai, Nelson	
<input type="checkbox"/> Forgues, David	<input type="checkbox"/> Oseguera, Tonantzin	
<input type="checkbox"/> Garcia, Danielle ( <b>designee</b> )	<input checked="" type="checkbox"/> Porter, Alexander	

**Guests:** Adamson, Balderas, Camacho, Douglas, Garcia, Hidalgo, Scialdone for Oseguera, Sha, Steele, Ting, Victorino, Wright,

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### I. Call to Order

- 1.1 Chair Brusckhe called to order at 1:00 PM

### II. Introductions

### III. Announcements

- 3.1 College presentations begin starting with the next meeting.
- 3.2 PRBC to receive the President's Memo Response to recommendations presented the Spring of 2022.
- 3.3 Working groups are continuing to make progress. Special thanks to Erik Rodriguez and Minerva Chávez for the work they've submitted.
- 3.4 PRBC will soon begin the process of writing the FY 2022-23 Memorandum of Recommendations to the President.

### IV. Approval of Minutes

**V. New business**

## 5.1 Online BA (HSS); Danielle Majam-Finch and Jessica Stern

Dr. Jessica Stern and Dr. Danielle Majam-Finch jointly presented on a proposal for a Humanities and Social Sciences Online Degree Completion Program. The program is fully online, asynchronously delivered and allows students to earn their degree in three years. Students seeking to enroll must have 69 transferable semester units, a minimum 2.5 GPA, be in good academic standing and have completed California State University General Education (CSU GE). The program will cost students \$425 per unit and is the same rate charged to both California residents and non-residents. A five year pro-forma projects the program to return an equity balance of up to \$179k per year by the fifth year.

Q&A:

Q: (VP Dabirian) What do you expect the program's retention rate to be?

A: (Stern) Our first cohort attracted 37 students, 27 of whom successfully completed the program and the remaining are continuing to make progress on their degree.

Q: (VP Dabirian) Can students who fall out of step with their cohort join in with another cohort?

A: (Majam-Finch) We work with departments to place students in equivalent alternative courses if they fall behind.

Q: (Kim-Goh) What degree title would students earn upon completion?

A: (Majam-Finch) Students earn a Humanities and Social Sciences, B.A.

Q: (Kim-Goh) Will this program cannibalize enrollment from state-supported instruction?

A: (Majam-Finch) Our advising team works with advisors across the college during the student advising process to ensure that this program is targeted and doesn't unnecessarily impact state-supported instruction.

Q: (Chair Brusckke) Is the college reimbursed for indirect costs associated with supporting this program

A: (Balderas) That's true. The pro-forma includes indirect costs that EIP returns to the college's state-supported instructional operation.

Q: (Chair Brusckke) Are the funds generated by this program unrestricted to the college?

A: (Balderas) The indirect costs of the program represent funds reimbursed to the college for costs already incurred. Any remaining equity is shared by EIP and the college with the restriction that HSS must use these funds for current or future self-support programs.

M/S/P (Meyer/ Dabirian) Motion passes unanimously.

## 5.2 Urban Learning BA; Calli Lewis Chiu and Kim Case

Dr. Calli Lewis Chiu gave a presentation on the proposal to establish a new program, the Urban Learning, B.A. This proposal has been approved by the CSU Board of Trustees. Five of the proposed courses have been approved by the Academic Senate. If approved by PRBC, the program would start its initial cohort in the Fall 2024 semester, capped a no more than 60 students AY. The presenter represented that the campus will not need additional funding for the first 5 years and would rely, instead, on existing college resources like salary savings elsewhere, to support up to three faculty, an advisor (SSP) and an Administrative Support Assistant (ASA).

VP Saks expressed support for the proposal. Representing VP Oseguera, Robert Scialdone read a statement of support prepared by the VP.

Q&A:

Q: (Brennan) Do you anticipate enrollment decreasing over time?

A: (Chiu) We understand that institutions across the nation are experiencing declining enrollment. We've identified specific outreach strategies to ensure this program's success.

A: (Case) The enrollment projections shown are used to demonstrate that there won't be a need to hire a second faculty member until after the first year.

Q: (Chair Brusckke) Is there a reason this program is in the department of special education when it's meant to train future elementary school teachers?

A: (Chiu) The program is meant to train both elementary school teachers and special education teachers. The college has decided to house this program in the department of special education, all other considerations being equal.

Q: (Chair Brusckke) Will you anticipate this program needing college or university wide support as it matures?

A: (Chiu) Not at this moment. We expect to support this program through the re-allocation of existing resources, like salary savings elsewhere in the college.

Q: (Stone) Will there be flexibility for faculty hired to teach this program should enrollment fail to meet projection?

A: (Chiu) We're expecting there to be enough lead time before the program will need to offer students classes in the fall of 2025 to analyze enrollment and determine whether we even need to hire additional faculty.

M/S/P (Dabirian/ Chávez) Motion passes unanimously.

### 5.3 Division Presentation: Academic Affairs

Provost Thomas gave the Division of Academic Affairs presentation to PRBC. She highlighted key accomplishments the division achieved this past year including the hiring of Academic Resource Managements to assist colleges with financial planning and resource management; the establishment of a Community Connections Grants fund to support faculty scholarship and creative activities; and the launch of the Equitable Pedagogy Model (EPM) that saw participation from 55% of faculty and serves as a template for other CSU campuses.

Looking forward, the division intends to develop academic leaders, build on DEI and academic successes, elevate the profile of the academic experience on campus, and optimize the deployment of the division's resources to improve learning and scholarship.

To achieve these goals, the division identified key budget priorities:

- Recurring funding of **\$6.5M** in mandatory cost increases and for costs associated with compliance requirements.
- **\$1.4M** in recurring support to build the advising enterprise.
- Better understanding the year-over-year carry forward balance to identify known uses and maximize potential opportunities

Provost Thomas noted that the division faces significant challenges in academic year 2022-23. The Pollak Library is struggling to find the resources to support service levels and maintain its collection. The Faculty Development center needs baseline funding to continue to provide services and allow for better, multi-year planning. OE&E budgets have diminished from 10% of base down to 5% of base making regular refreshment of laboratory and other specialized equipment challenging. Lastly, the division needs to better understand colleges' true cost structure. This would allow Academic Affairs to more optimally deploy resources across the division.

Q&A:

Q: (Kim-Goh) When the division invites NACUBO back to consult on SFR, will their methodology allow for the natural differences between delivering graduate versus undergraduate instruction?

A: (Provost Thomas) Yes, NACUBO will consider the differences between graduate and undergraduate instruction when forming their recommendations. They will also go to each college and engage with as many stakeholders as possible.

Q: (Kim-Goh) Will there be a possibility of securing baseline funding for the FDC?

A: (Provost Thomas) Absolutely, we'll make every effort. More broadly, we need to really examine our budgeting process to ensure that we align recurring resources for our recurring needs and begin to move away from our historic practice of supporting these important programs with one-time windfalls from elsewhere in the budget.

Q: (Barros) How should we think about retaining strong faculty within the larger goal of increasing the number of tenured faculty on campus?

A: (Provost Thomas) Faculty retention is very important and I've asked Dr. Zarate to add faculty recruitment and retention to be a key part of her portfolio. These are critical issues which has the attention of executive staff in the Provost's Office.

Q: (Meyer) Will the SFR analysis incorporate accreditation needs for programs that are more intensive in nature.

A: (Provost Thomas) NACUBO will consider the requirements of our accreditors, though we must make a distinction between true mandates and preferences which may be suggested but are not the necessary for continued accreditation.

Q: (Meyer) Does the division have a strategy to address shrinking OE&E budgets?

A: (Provost Thomas) We have a long run solution in mind to address divisional OE&E needs. That said, our office can discuss short term solutions to assist colleges in the meantime.

Q: (Brennan) What do you attribute the campus's continued success in progressing our GI 2025 goals?

A: (Provost Thomas) Our continued success in GI 2025 is due to the hard work of faculty and as a result of restructuring within the colleges to house student advisement with an assistant Dean within the Dean's office.

Q: (Chair Brusckke) How should we think about lowering class sizes as we examine SFR, particularly when it's been shown that smaller classes sizes demonstrably improve student success.

A: (Provost Thomas) Smaller class sizes are an option but must be weighed against the tradeoffs needed, whether that would be reassigning resources from student advising support, increasing faculty teaching loads or reducing opportunities for faculty research and creative activities. As the campus reviews SFR with our consultant, NACUBO, we'll need to understand our cost structure and the implications of various proposals.

## **VI. Adjournment**

M/S/P (Dabirian/ McConnell) Meeting adjourned at 2:18 PM

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*Respectfully submitted: Jhofelle Maruzzo and Oliver Ravela*