

# ACADEMIC PROGRAM CHAIRS MEETING

## Notes

Tuesday, September 16, 2008  
9:00-10:30 AM, Dean's Conference Room

Attendees: Simone Aloisio, Terry Ballman, Harley Baker, Bill Cordeiro, Amy Denton, Scott Frisch, Marie Francois, Ivona Grzegorzcyk, Beth Hartung, Jacque Kilpatrick, Jack Reilly, Don Rodriguez, Dan Wakelee, Amy Wallace, Bill Wolfe

1. Provost Dawn Neuman-9:00am

Thank you for sending Faculty/Program Accomplishments. Dawn shares the accomplishments with the President's Cabinet.

### Budget

In 07-08 the campus was under spent by \$4.5million, \$1.1 million was from Academic Affairs. Some funds will be held for possible budget cuts 09/10 and 10/11 however some will be available this year for one-time requests.

Dawn would like Academic Affairs to request one-time funds for projects aligned with the strategic plan. System-wide there is new software for payroll and human resources -part of the one-time fund will be used to fund the new modules.

The Provost has requested the following back from 07-08 fund balances: CSUN Trust, SWAT

In the next couple weeks the Provost will request feedback on one-time projects. Ivona requested guidance regarding the kind of projects. Will faculty buyouts be a possibility? Simone stated that a good use of funds is undergraduate research. Another possibility is tutors for STEM areas.

### CERF Issue

The system reviewed the CERF funds at all campus. If campuses are not using these funds the system will take the monies.

For 08-09 CERF monies are being returned to the programs. For 09/10 if there is no shortfall within Academic Affairs or the campus, CERF can be returned again to the programs. Ashish commented that the programs need to be proactive and have a plan. Harley request that the funds come to the program earlier based on possible projections.

The Provost has reviewed the Academic Affairs budget and has requested a few items

1. Dean's Office needs to budget those items spent out of salary savings on a recurring basis.

2. IR Director was hired over budget, this will be funded through salary saving

The Provost's Office is organizing a conversation with the campus regarding Academic Affairs; this will include a full budget disclosure and a matrix of the programs. There are currently three strategic plans; System, campus and academic master plan. All the plans need to be in alignment.

Ivona feels we are making a mistake not hiring more faculty. Currently the campus is 334 FTES over target. There are more students but the same amount of faculty/staff without additional resources.

Dawn commented that FTES growth was only supposed to be 100 FTES over the target. However due to computer error the FTES were incorrectly calculated. No one is happy about being over by 334 FTES.

Dawn has received many questions regarding early promotion. The faculty member needs to be in rank for an appropriate amount of time so that the file demonstrates sufficient evidence. If the record does not match, please discourage it.

PPS - Please try to give faculty the best information as you can. Telling people what is expected of them with as much information as possible. If you do not have a PPS there is a default evaluation, programs need to keep control and create PPS.

The Provost office is reviewing special consulting over 25%. She will be asking for thorough justification and her office will develop guidelines.

Advancement – Dawn provided an update on Advancement activities and procedures.

Bill Cordiero asked how are we moving forward in regards to IT? Chancellor's Office and 2 CSU have offered assistance. Academic Affairs and Finance and Administration will work together through this. Dual reporting will continue for the time being. We will be launching searches immediately to replace CIO and ASG manager.

Ashish stated that the Chairs need to review the faculty recruitment plan – a 5 year plan based on enrollment growth.

2. Approval of Notes  
Please send comments to Callie.
3. Academic Master Plan Discussion  
President Rush, Dawn, and Ashish met with the Academic Planning Committee. The committee was seeking guidance from the President.  
The committee commented there is no way the campus can bring on all these programs. What are the priorities?
  1. Engineering (not civil engineering) - The campus will work with external constituents; it will not be fully funded by the state. This will be another public - private partnership.
  2. Wellness
  3. Agricultural Business, food, safety

Marie questioned should History still be working on the Masters?

Ashish stated that we also have to consider the WASC substantive change policy issue.

Beth commented that we need to support existing programs especially those that are facing bottlenecks.

She is also concerned by community driven programs that are expensive.

Bill W. stated that we need to stretch more, move forward and add programs.

Simone would like to see the campus build on existing programs for engineering.

#### 4. Items from the Chairs

Bill W. commented that the VISTA is packed. It is possible to add a route to Thousand Oaks?

External/Advancement Priorities-

The chairs need to review the priorities discussed at the '07 retreat and come to a collective agreement on the priorities.

Bill- 2008 UCEA West Outstanding Credit Program from UCEA for the Dual MS Biotech-MBA program