

California State University Channel Islands

President's Planning & Policy Council

Monday, February 10, 2014

VOTING MEMBERS PRESENT: Pamela Abbott-Mouchou, Vanessa Bahena, Kristina Cervi, Theresa Cilley, Chanda Cunningham, Therese Eyermann, Jeanne Grier, Gayle Hutchinson, Nichole Ipach, Kathryn Leonard, Chris Mattia, Jennifer Miller, Laurie Nichols, Stacy Roscoe, Richard R. Rush, Greg Sawyer, Ysabel Trinidad, Jim Walker, Dianne Wei

VOTING MEMBERS ABSENT: Michael Berman, Bill Cordeiro, Amy Denton, Scott Frisch, Sunshine Garcia, John Griffin, Jill Leafsteadt, Cheryl Peckham, Tiffany Smith

NON-VOTING MEMBERS PRESENT: Michael Bourgeois, Melissa Remotti, Dan Wakelee

NON-VOTING MEMBERS ABSENT: Karen Carey, Dave Chakraborty, John Gormley

INVITED GUESTS PRESENT: Nancy Gill, Debbie Gravelle, Ed Lebioda, Damien Peña, Toni Rice, Amy Wallace

PRESIDENT'S REPORTS

President Rush welcomed the President's Planning and Policy Council members and guests. He introduced the newest member, Michael Bourgeois, Director of Institutional Effectiveness. He noted a change to the agenda, that Jason Miller's three items, Policy on Research and Sponsored Programs Records Retention, Policy on Principal Investigator Financial Conflict of Interest and Policy on Subrecipient Monitoring will all be postponed until the next meeting.

President Rush reported that he is chairing the Re-envisioning Committee for the CSU Student Record system and serving on the search committee to replace Vice Chancellor for Human Resources, Gail Brooks.

President Rush said that we have met our enrollment target for the year, which gives us a good basis for reaching our enrollment target for next year. As we go forward and plan for the years ahead, President Rush hopes that we will be supported system-wide to the level that our growth will dictate. We need to grow enough so that we can accommodate the needs of students, but not so much that we diminish the quality of their experience or lose our identity.

POLICY

Recommendation: Policy on Instructionally Related Activities Fee (Kristina Cervi)

Kristina Cervi explained that the only changes made to the document since it was last reviewed were in the text of the first and fourth sections. There have been no substantive changes since the last meeting. Stacy Roscoe asked why there was a difference mentioned about stateside versus non-stateside. Kristina responded that this differentiation due to the Extended University students who cannot participate in IRA since they are paying fees through the Foundation. All council members were in favor of approving the policy.

Discussion: Policy on Communication with Students (Toni Rice)

Toni Rice presented a PowerPoint presentation to the Council to explain the complexity of this policy. The policy was originally written in 2008, which only included students' individual Dolphin email and mail from campus. The new policy includes social media and texting as a means of communicating with students. This revised policy will have implications on the Global Dolphin Email Policy.

Student Affairs manages requests for global emails to go out to students, but they are ending out too many emails and needed a policy to manage the requests and create accountability. We need to go back to communicating only the most important information via email and redirect other communication to the other tools we have in place already. We also could have designated individuals in each division who could send out these emails and they wouldn't have to funnel through the Student Affairs office. A committee was pulled together to determine appropriate changes to this policy.

The proposed changes that are asked of the PPPC to consider are to:

- Update the existing policy on communication with students so that it goes back to the original purpose of the global Dolphin email and to reroute events and activities announcements
- Eliminate the Global Dolphin Email Policy which will no longer be needed

Technology & Communication is now leading some focus groups to address students' questions about a centralized place where they can go to for every event on campus.

Therese Eyer mann noted on point "k" that it might help to clarify the number of units per year. She also suggested that this be presented to Academic Senate so that faculty could hear about this. Toni said that she is happy to present this in any appropriate forum group setting.

Dan Wakelee addressed the item k concern, saying that it appears to be speaking to alumni. Toni Rice said there is a lot of debate about item "k" and that according to IT, a student's password may expire, but their Dolphin account is kept active until they graduate or withdraw from the university. As long as they have attempted 30 units, they still have access to their dolphin email. We may want to change this practice through IT, but that is how they operate the email. President Rush asked Toni to verify this with Michael Berman.

Jim Walker asked if they also text for global emails. Nancy Gill commented that social media or texting is not used for official business. Nancy Gill said that most events and activities information is sent out through social media. Jeanne Grier pointed out that social media may be used by faculty, not just texting. Toni said there's also a separate Senate policy that talks about how faculty can decide how they use email to communicate with their students. Kathryn Leonard brought up the "CI Faculty Community" site and wondered if students had something like this as well. Nancy Gill responded that CISync works in that way. Chris Mattia added that we are exploring using the same system for IBO for a new cohort of students to move forward. We have not created an overall student community, although there are lots of groups that use the CI community system. It's available and if there's interest we can set that up and begin utilizing it.

However, as soon as something is posted to the community, it forwards that message out to all of the community members.

Dan Wakelee mentioned that the last paragraph in this policy seems to prohibit the use of texting for non-emergency uses. Should we be that specific as technology evolves? Nancy Gill responded that texting is tricky because you have to use a university phone to do the texting and you can't verify who's on the other end. President Rush clarified that we use texting for emergency and global for important pro forma announcements. Toni Rice said they would have to verify if texting technology could be used for event announcements in the future.

Chris Mattia added that CI Alert is part of the BlackBoard system and it's only utilized for emergency communication right now. The current signal-to-noise ratio is really good, so if we're getting a text message from the campus, we all know it's an emergency. If we begin using this tool to communicate other messages, we need to make sure that ratio doesn't change so that they know it's critical information.

Toni Rice also stated that someone has to do the centralized messaging to make sure that the communication is accurate. There's a lot of behind the scenes management that has to happen.

Nancy Gill added that when we do send out messages, we want to make sure that students are reading them. Technology & Communications is working on a mobile app that contains a link to events that goes to the main university calendar ("25 Live") on the website. The Technology & Communications office will be meeting with students to hear their ideas about how we can help them with communication needs. Students would rather have one place to go and know all of the information is there.

President Rush asked that Council members talk with their areas and get them to weigh-in on this so that we get some clarity on the purpose of the Dolphin email is for so that we can use it appropriately and give Toni Rice any feedback.

Policy on Student Health Services (Ed Lebioda)

Ed Lebioda explained Executive Order 943 regarding establishing a student health center on campus. Our policy mirrors the executive order, but there's one caveat. CI's facility does not have an x-ray machine or pharmaceuticals, due to lack of personnel. Those are our issues we are looking at for the future. Student Health Services is located behind Sage Hall and it's very limited in what we can provide, but we hope to expand as we go. The executive order requires us to provide some basic services. The executive order itself stipulates the pharmacy and the x-ray capabilities, so we've take those out. The policy is really there so our students have a good understanding of what will be provided for them.

Ed also explained that the Chancellor's Office is putting together a task force to examine health care in the CSU as a whole. No one knows exactly how the Affordable Healthcare Act will affect the CSUs. A lot of our basic services should be covered under those health policies, but we charge state-side students a mandatory health fee. A lot of that coverage is supposed to be free under the Affordable Healthcare Act. In previous years, students weren't required in the CSU to

have health insurance. They are required now, although we don't check on that requirement yet. This policy could be a moot point in the next few months.

Kathryn Leonard asked if mental health relates to this policy. Ed responded that there is a separate policy for that. Kathryn suggested adding a reference in this policy to where the mental health information can be found.

President Rush asked everyone to let Ed know their thoughts about this policy.

Policy on Alcohol at CSU Channel Islands (Damien Pena)

Damien Pena explained that titles and "CSUCI" references were changed and updated in this policy. A new executive order that dictates our judicial policy was also added. Lastly, some of the terminology based on Executive Order 1068 was changed, noting that student clubs and organizations are called "student organizations."

Stacy Roscoe asked about a restriction regarding guests or residents under the age of 21. He asked why non-student employees are an excluded group. Damien responded that he will go back to HR to make sure that this is the professional staff that we have working in the resident halls with students. Stacy said this sentence makes it sound like the employees are excluded from the designated zones. Damien clarified that this is all-inclusive for anyone residing in the resident halls, but it doesn't apply to professional staff. Damien said they can look at revising the wording. Dan Wakelee suggested splitting up the bullet into two separate bullets to avoid confusion.

Greg Sawyer notified the Council that CI will be hosting the Alcohol, Tobacco and Other Drugs conference for the whole state of California on April 3-4, 2014. Dr. Jen Miller and Dr. Debbie Gravelle are the co-chairs of the conference. President Rush is the opening keynote speaker on April 3rd. Will Gossett Jr. will be the closing speaker on the 4th. Jennifer Miller mentioned there will be a reception where we will hear students' stories and they will be inviting all students to attend. A call for programs will be due February 14th. Registration is \$25 for students and there will be a campus message going out.

STRATEGIC PLANNING

Strategic Resource Planning Task Force Update (Ysabel Trinidad)

Ysabel Trinidad reported that the Budget Process is starting out now. The CSU has submitted its state support budget to prepare it for the legislature and the state's outlook is more positive than the prior year. We have a \$1.9 billion surplus and there are still a lot of milestones that the governor wants to accomplish. In the '14-15 year, the governor's budget is proposing \$142.2 million to the CSU and UC. Refinancing of debt for the CSU is another proposal. The UC launched a shifting of debt from the state to the UC last year and the CSU is proposing to do the same. The UC received some favorable advantages as a result of the market. There will be opportunity for the CSU to restructure debt and gain some additional capacity. Moving debt onto the CSU's books in this proposal will give the CSU some flexibility.

The governor is proposing an Award for Innovation—a one-time \$50 million allocation for success. It can be demonstrated by 4-year graduation rate increases, bachelor degree completion rates and ease in transfers between community colleges and universities. There is also a recommendation on Cal Grants' impact and eligibility. The next step is the Governor's May revise.

Kathryn Leonard asked why moving the debt from the state to CSU is desirable. Ysabel Trinidad responded that the state's bond ratings are not as strong as the CSU and UC's. Moving the debt to the CSU will allow a refinancing of debt under their bond rating to capture savings to redeploy. The CSU has more flexibility with managing and reallocating that debt. We don't foresee the finance of the state level having the capacity to issue new debt for new buildings.

For the CI calendar, budget instructions went out in the beginning of December and divisions worked on their budgets. The task force will meet at the end of the month to get feedback and then the first review will start in Cabinet in March.

Strategic Planning Update (Gayle Hutchinson)

Gayle Hutchinson reported that the steering committee has been divided into three themes:

- Improve Student Success (Leafstedt, Sawyer, Hutchinson)
- Strengthen the Academic Enterprise (Mozingo, Walker, Berman)
- Promote Sustainability (Grier, Trinidad, Chakraborty)

Each of the teams looked at proposed outcomes under each theme to find out if it's measurable and captures what we are. The next steps are to agree on the outcomes under each theme, reformat the proposed strategic plan and provide opportunity for feedback. In March, Gayle would like to bring forth a document for the PPPC to look at, as well as a calendar for feedback opportunity on campus.

OTHER

WASC Update (Amy Wallace)

Amy Wallace reported that all three WASC team compliance reports have been submitted, which she is reviewing now. There are a few things that we didn't have that will need to go up on the website. The only thing is with the web refresh coming soon, we need to ensure that everything is the same as on the report. The essay teams are making good progress. Updates on the five teams:

1. The Response to the Original Recommendation Team will be meeting with different areas, Cabinet members and divisions to talk about past recommendations and get a history.
2. The Undergraduate Team is making good progress. They will look at how we are meeting undergraduate outcomes and looking at strengths and weaknesses. We have to tell WASC how we're going to do something differently or better in the future.
3. The Graduate Team met last week. No update yet.

4. The Student Success Team met last week and have been divided into sub groups. This team is our *quantitative* group that needs to show how our access, retention and graduation numbers are improving. WASC wants to know numbers and how we're moving these numbers.
5. The Sustainability Task Force is the "futurist" group that will look out into the future to see what our challenges and opportunities are 10-20 years from now and how we will adapt. WASC is about how you're doing better and how you're doing well for the things you want to do.

We have good student and community member representation. The final report is due in August. Last time we did this, mission cards were distributed. We are thinking about putting together a bookmark with one side having the mission and the other side having the learning outcomes. Last time we told WASC what we wanted to be, and now we want to tell them what we *are*.

The meeting adjourned at 10:15 a.m.

Respectfully Submitted, Alanna Trejo