I. CALL TO ORDER
   a) Approve Agenda
   Cutrer called the meeting to order at 9:05 a.m. and announced that Kathleen Watson will join the meeting at 9:30 a.m. for the discussion of Agenda Item III. The agenda was approved as presented.

   b) Approve Minutes of 12/2/2008 and 1/20/2009 meetings
   The Minutes of the 12/2/2008 and 1/20/2009 meetings were approved as presented.

II. ANNOUNCEMENTS
   Jeffries invited members to Dr. Isabel “Chabe” Schon’s retirement reception, scheduled to be held on Monday, February 16th, from 1:00 p.m. to 2:30 p.m. in the Barahona Center for the Study of Books in Spanish for Children and Adolescents.

   Veres reported that Windows Vista software will be installed on computers refreshed this summer through the computer refresh program (approximately one-third of the campus’s desktop computers). Linda Scott and Randy Hall will speak with faculty about the refresh program for all computer labs (planned to be completed by next fall).

   Barsky reported that the Foundations of Excellence (FoE) Steering Committee met in January and completed the final report. The goal is to distribute the report widely by February 14th.

   Cutrer thanked members for their work on the mid-year budget review reports and for meeting the submission deadline. She also asked members to convey her thanks to those individuals within their unit who contributed to preparation of the reports. Cutrer also thanked Glasgow for his work on compiling the data and preparing the overall division report.

   Cutrer reminded members of today’s town hall, the first of the spring term, and asked them to encourage faculty and staff in their units to attend. The topic of discussion will be “Globalizing our Academic Programs”, facilitated by Zwick.

   Barsky reported that the responsibility for scheduling MARK 104, the distance learning classroom, has transferred from IITS to the Curriculum and Scheduling Office in Academic Programs. Currently, the room is used by the School of Nursing on Fridays. Courses delivered via distance learning have scheduling priority for this room.

   Cutrer reported that, based upon information the campus has received to date, the State allocation to the division will remain constant in FY 2009/10. For a variety of reasons, there may be some internal variances within the division. For planning purposes, units should anticipate the same level of funding in FY 2009/10 as received in the current fiscal year. There are indications that the CSU Board of Trustees will approve a 10% increase in student fees, effective AY 2009/10. If approved, this additional revenue will be used to cover projected increased costs in employee benefits and campus utilities.
III. DEBRIEF STRATEGIC PLANNING & BUDGET WORKSHOP
Cutrer thanked members for participating in the workshop held on Wednesday, January 28th, and asked them to convey her appreciation to members of their unit strategic planning and budget team who joined them at the workshop. The feedback received at the meeting has been very helpful. Cutrer will be issuing to AALC members a formal call to initiate the first steps in the strategic planning and budget cycle, but first wanted to debrief with AALC and BLP Chair Watson (who joined the meeting for this agenda item). It was agreed:

- We will “hop on the bicycle” by using a modified version of the strategic planning and budget development cycle, honoring the spirit and consultative elements of the new division process and following the calendar as closely as possible. Members recognize the need to be flexible with the timeline during the first year(s) of implementation.
- Preliminary, rough draft “big picture” overview of units’ planning assumptions and goals and programmatic goals for FY 2009/10 (and beyond, if it makes sense for the unit) will be shared by each AALC member at the regular March 3rd meeting to identify possible areas of collaboration and impacts to other units (particularly, how colleges’ plans may impact and inform the planning of academic support units such as the Library, IITS, Extended Learning, etc.).
- Overall planning assumptions will be included in the Provost’s call (FTES, etc.).
- Be mindful of President Haynes’s call to the university community be innovative and creative in achieving goals and meeting needs – act with a sense of urgency and avoid complacency because of the current State, national and international economic crisis.
- The goals in the Academic Affairs Strategic Plan should inform unit Planning Assumptions and Goals, and Programmatic Goals.
- Do not assume that all of a unit’s salary savings will be retained within the unit. Retaining salary savings at the unit level is a long-term goal but will first require achieving significant strides toward closing the division’s budget structural deficit.
- Programmatic Goals should support the Division Goals and the University’s Focus Areas announced by President Haynes’s at the Budget Forum held in late January.
- All plans and aspirations should be included in the preliminary rough draft – not just plans that require funding.
- Kathleen Watson, Senate BLP Chair, will be invited to join the March 3rd AALC meeting for review of the preliminary rough draft documents.
- A joint meeting of the AALC and BLP will be scheduled for mid-April for the purpose of reviewing the finalized unit plans and to preparing a recommendation for the Provost’s consideration.

Cutrer has formed a small work group that includes Glasgow, Graham Oberem (CoAS) and Kathy Martin (CoBA) to further develop the Excel template that will be used for Part C of the division process, and the work group will take into consideration the feedback offered at the January 28th workshop.

A handout was distributed illustrating how challenges might be able to be met through collaboration with Extended Learning. Jackson offered to meet individually with AALC members or make a presentation at department chair meetings or visit other group meetings to explore what options might be available to achieve unit goals. In a couple of weeks the featured topic of discussion at an Academic Affairs Town Hall will be “Extended Learning: Creative Solutions for Challenging Times”. Cutrer asked members to encourage faculty and staff to attend.

IV. SUMMIT/FORUM/TEACH-IN ON THE ECONOMIC CRISIS
McDaniel shared information about an event held at CSU San Bernardino to assist members of the campus community in dealing with stress related to the current economic crisis. The concept of making available to members of the university community information about resources and organizations that may be able to provide assistance during this economic down-turn was endorsed by members, with the acknowledgement that such an endeavor likely crossed divisions and may need to be coordinated by others. Cutrer will share the suggestion with members of President’s Executive Council. It was agreed that the division could use one of the spring town hall meetings for a discussion about how to assist students dealing with stress. Boyle will contact Dr. Bridget Blanshan, Dean of Students, to coordinate a date and time for this topic.

V. AGENDA ITEMS FOR NEXT MEETING (Tuesday, March 3rd, 9a – 11a, MARK 421)
- Review units’ preliminary, rough draft Assumptions and Goals and Programmatic Goals for FY 09/10 (and beyond, if available)
VI. ACTION ITEMS

Cutrer: Issue formal call for preliminary, rough draft unit Assumptions and Goals and Programmatic Goals for FY 09/10 (and beyond, if it makes sense for the unit).

All: Encourage attendance at the Academic Affairs Town Hall featuring Extended Learning.

Boyle: Coordinate with Dean of Students Bridget Blanshan a town hall presentation on assisting students dealing with stress.

Cutrer: Share with members of the President’s Executive Council the idea of providing a website or other type of resource where members of the university community might find referrals for assistance during the current economic crisis.

VII. ADJOURNMENT

There being no further business, Cutrer adjourned the meeting at 11:03 a.m.

Submitted by
Marcy Boyle, Assistant to the Provost and Vice President for Academic Affairs
Staff to the Academic Affairs Leadership Council