GUEST: Kathleen Watson, BLP Chair, for Items III and IV
STAFF PRESENT: M. Boyle

I. CALL TO ORDER
   a) Approve Agenda
   Cutrer called the meeting to order at 9:03 a.m. and welcomed Kathleen Watson, who joined AALC for Agenda Items III and IV.

   b) Approve 10/21/08 Minutes
   The Minutes of the 10/21/08 meeting were not available.

II. ANNOUNCEMENTS
   Cutrer reminded members of the Town Hall scheduled during University Hour today and asked them to encourage faculty and staff to attend. Lee Van Orsdel, an expert in the field of scholarly publishing, will be the guest speaker, hosted by Reid and the Library.

   Reid announced that the Library will be holding a book sale on the Library Plaza today between 9:00 a.m. and 3:00 p.m.

   Guseman announced that Dr. Soheila Jorjani, Professor in the Department of Information Systems and Operations Management in the College of Business Administration, is the recipient of the 2008-09 Harry E. Brakebill Award.

   Cutrer provided some background information about the recently-instituted approval requirements for travel:
   • Governor issued a directive to State agencies freezing travel and hiring
   • As a quasi-state agency, the directive translated to The CSU as a requirement for a higher level of authorization for such activities; namely, President’s approval for all personnel recruitments and international travel and Provost/Vice President approval for all domestic travel (in-state and out-of-state)
   • The CSU and the campus recognizes that faculty members need to travel to conduct research, present papers and make presentations in order to earn promotion and tenure and to remain current in their fields to ensure the best instruction in the classroom
   • “Request for Travel Approval” form
     o All sections of the form should be completed
     o The estimate of cost should clearly state the cost to be covered by unit funds and the cost, if any, that will be borne personally by the traveler
     o The purpose of the travel should be clearly stated, or an explanation attached if additional space is needed
     o AALC member should approve the form for travel by employees in their unit before it is forwarded for the Provost’s approval, and the Provost must approve prior to a form for international travel is forwarded to the President
     o AALC member approves the subsequent “Travel Expense Claim” form for employees in their unit, ensuring that the travel and expenses conform to those approved on the “Request for Travel Approval” form
Cutrer reported that Chancellor Reed is likely to declare state-wide impaction at all CSU campuses following this week’s CSU Board of Trustees’ meeting due to budget constraints – not a space issue. The impaction will not apply to international students since their enrollment is not supported by State operating funds. If impaction is declared, additional criterion for admission of students residing outside the campus’s service area will be discussed and determined at the campus level.

Cutrer announced that President Haynes will be hosting a campus budget forum in early December, date/time/location pending. Watch for a campus announcement.

Jackson invited members to contact her to explore whether it might be possible to bundle and offer courses through Extended Learning to mitigate budget reductions and meet student demand.

Cutrer announced that the suspension of the University Sweep is being continued for FY 2008/09. FY 08/09 year-end budget balances will be retained at the Division-level rather than the University-level and will be managed according to each Division’s internal protocol. Cutrer anticipates that, with appropriate justification, year-end balances will be returned to Academic Affairs subunits, similar to the process for FY 2007/08 year-end balances.

Cutrer commended González and members of the Senate’s General Education Committee for their good work in preparing a grant proposal for the “General Education for Global Learning” initiative sponsored by The Association of American Colleges and Universities (AAC&U). AAC&U solicited proposals from the state university systems in California, Oregon and Wisconsin. Three beta sites will be selected for this initiative.

III. PREPARE FOR BUDGET TOWN HALL
Cutrer sought members’ input on the content and format of the town hall meeting regarding budget scheduled for this Thursday, 11/20, during University Hour in ARTS 240. The College of Arts and Sciences Faculty Governance Committee had long-time plans to hold an all-faculty meeting this date/time, but graciously agreed to modify their meeting time to accommodate this division town hall meeting. Members offered recommendations, including:

- Provide overview of budget with simple to follow data – transparent, but without a lot of detail
- Show FTES growth and retraction and corresponding operating cost
- Distribute a handout with key information
- Announce that the University Budget Committee is drafting a university budget development process to recommend to the President and that a division task force has been working on a draft division budget development process to recommend to the Provost; thus, while there is a great deal of uncertainty with the State budget situation, soon the campus and the division will have implemented budget development processes that will be consistent from year to year and that can be used in planning for growth, flat, and reduction budgets
- Stress collaborative efforts needed as we move forward with implementation of the strategic plan
- Video-record and post to website for viewing by those unable to attend
- Q&A period

Cutrer thanked everyone for their suggestions.

IV. DRAFT DIVISION STRATEGIC BUDGET DEVELOPMENT PROCESS
As an outcome of the Academic Affairs Planning Retreat held in early August, Cutrer formed a small task force and charged members with drafting a division strategic budget development process. Glasgow chaired the task force; other members included Jeffries, Watson, Boyle, Graham Oberem (Associate Dean in the College of Arts and Sciences), and Kathy Martin (Budget Analyst in the College of Business Administration). Glasgow reported that the task force met several times, and he distributed copies of a draft strategic budget development process timeline and the 3-year rolling hiring/budget template used a couple of years ago. The draft timeline is based an 18-month cycle that informs the development of one FY budget. Jeffries amended the draft timeline, adding as the starting point the August Academic Affairs Planning Retreat at which the division strategic plan goals and objectives will be affirmed or modified. A workshop for AALC members will be scheduled mid to late January for official launch of the new division strategic budget development process. The BLP Chair will be invited to the workshop. AALC members may invite associate deans and/or unit budget analysts/coordinates to attend the workshop with them. For FY 2009/10, the process will be an abbreviated version due to time constraints on the calendar, with the complete process initiated for FY 2010/11.
V. TEMECULA UPDATE
Jackson distributed two handouts entitled “Temecula Update” and a financial report “CSUSM at Temecula, Year 1: August 1, 2008 – July 31, 2008”, and reported:

- Launched successfully
- Most tenant improvements completed
- Accelerated nursing program initially offered on campus and will move to Temecula site in Spring 2009
- Operation requires a $255K commitment annually, excluding staff
- New higher education competition in Murrieta
- Call to action for AALC members: Create schedule/develop course offerings for Temecula Site by partnering with Extended Learning

Jackson encouraged members to visit the Temecula site and will explore the possibility of coordinating a group site visit, especially for the college deans.

Cutrer will convene a meeting with Jackson, college deans and Papenhausen to strategize about course offering as the Temecula site. Jackson will schedule meetings with each dean and/or associate dean.

VI. SUMMER REVENUE GENERATION
Tabled due to lack of time and moved to December 2nd agenda.

VII. FOUNDATIONS OF EXCELLENCE UPDATE
Tabled due to lack of time and moved to December 2nd agenda.

VIII. PROFICIENCY CONFERENCE UPDATE
Tabled due to lack of time and moved to December 2nd agenda.

IX. SPRING TOWN HALL MEETINGS
Cutrer distributed a working draft calendar of dates/times identified for possible Spring 2009 Town Hall meetings. She asked members to offer suggestions for topics of discussion and forward via email to both Cutrer and Boyle. The Spring 2009 Town Hall schedule will be discussed further at the December 2nd meeting.

X. AGENDA ITEMS FOR NEXT MEETING (Tuesday, December 2nd, 9a – 11a, MARK 421)
- Summer Revenue Generation (Jackson)
- Foundations of Excellence Update (Barsky)
- Proficiency Conference Update (Barsky)

XI. ACTION ITEMS
All: Attend today’s and Thursday’s Town Hall meetings, and encourage employees in units to attend.
Cutrer: Schedule division strategic budget development process workshop to be held mid to late January 2009.
Cutrer: Convene meeting of Jackson, college deans and Papenhausen to discuss Temecula site.
Jackson: Meet with college deans/associate deans to discuss Temecula site and to explore possible opportunities of bundling existing courses to offer through Extended Learning to mitigate budget constraints and meet student demand.
All: Consider dates/times proposed for Spring 2009 Town Hall meetings and offer suggestions for topics of discussions (email to both Cutrer and Boyle).

XII. ADJOURNMENT
There being no further business, Cutrer adjourned the meeting at 11:03 a.m., and encouraged members to attend the 12 noon Town Hall meeting.

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