CALL TO ORDER

a) Approve Agenda
Cutrer called the meeting to order at 9:03 a.m. and welcomed Graham Oberem, who attended on behalf of Golich. The Agenda was accepted as presented.

b) Approve 10/7/08 Minutes
The Minutes of the 10/7/08 meeting were not available

ANNOUNCEMENTS AND UPDATES
Jeffries reminded members of the Town Hall meetings at 12 noon today and also on Thursday, 10/30/08. Both discussions will focus on different elements of the draft report being prepared for the April 2009 WASC Educational Effectiveness Site Visit.

Cutrer attended the CSU Academic Council (system-wide provosts’ group) meeting October 16th and 17th and reported the following:

- Ben Quillian, Executive Vice Chancellor of Business and Finance, and Bob Turnage, Assistant Vice Chancellor for Budget, joined the meeting and reported on the budget situation.
  - There is talk of the potential of two additional reductions applied during FY 2008/09.
    - Shortly after the Governor signed the budget, there was acknowledgement of a $390M State budget shortfall, of which the CSU’s portion is approximately $31M.
    - Since the budget was signed, given the state, national and international economic crisis, the State projects an additional shortfall of approximately $3B.
    - No official notification has been received to date regarding either above-mentioned potential reduction, or whether, if required, the reduction(s) would be permanent cuts to the base budget.
    - At the request of the provosts, a CSU Budget Reduction Advisory Group will be formed that will include representatives of the CSU Academic Council and other CSU VPs. Cutrer and provosts from Sacramento, Northridge and Fresno, will represent the CSU Academic Council on the Advisory Group.

- Need to manage enrollment to correspond with funding level.
  - 30% increase in freshman applications over last year.

- Chancellor’s Office informed the California Faculty Association (CFA) of its intention to reopen bargaining to renegotiate the raises scheduled in the contract for the 2008/09 academic year. “Reopener” bargaining will begin mid-November. This is very difficult news for everyone.
  - Post Promotion Increase ~ disappointing news that, based on the system-wide seniority methodology agreed to by The CSU and CFA, faculty members on our campus who are eligible to receive the Post Promotion Increase are in the “second pool” for awards in FY 2009/2010.

- Provost’s Technology Steering Committee
  - Changes to the charge of the Academic Technology Advisory Committee under consideration (Veres is a key member)
  - Exploring learning management system options
• Transformed Course Design initiative
  ▪ US History and Micro-Economics added this year
  ▪ Call for participation forthcoming
• Exciting possibility of a CSU and AAC&U partnership regarding general education with an emphasis on outcomes rather than a checklist
  ▪ Correlates to Executive Order 1033 re: General Education Breadth Requirements vs. EO 595)
  ▪ AAC&U offering opportunity to California, Oregon, Washington and Wisconsin state university systems
  ▪ 3 campuses will be selected as beta sites and will receive a small amount of resources and some travel funds
  ▪ Formal call to be issued in a couple of weeks with a short turn-around
  ▪ Cutrer will speak to the Senate and the Senate General Education Committee about the opportunity

Cutrer reported that she met with Professor Susie Lan Cassel and AVP Lorena Meza to discuss the American Asian Pacific Islander Initiative (AAPI) serving institution designation attained by the campus. There may be grant and research fund opportunities available to the entire campus through AAPI. For example, Cassel, Meza, Bob Yamashita, Greg Toya and Evelyn Andrews are preparing a grant application that includes an at-risk package, assessment, visibility, and courses that will be submitted in the spring.

Cutrer distributed a copy of the “CSUSM Multi-Year Budget Model Allocation of Operating Fund Incremental Budget MYBM Oct 2008.xlsx” with a print date of 10/20/2008, 11:23 a.m. and reported:

• Column G, FY 2008/09 ~ reflects current year budget as of today
• Columns H & I, FY 2009/10 ~ reflects current projections for next year based on information received to date, including a 10% student fee increase and without a 10% student fee increase (status of student fee increase likely will not be known until the May 2009 CSU Board of Trustees meeting)
• Shaded cells in rows 44 and 45 ~ funds held in compensation pool for salary increases pending outcome of reopener discussions
• Assumptions reflected in MYBM:
  o No growth
  o No reductions in FY 2009/10
  o No mid-year reductions in FY 2008/09

III. USE OF FOUNDATION FUNDS
Cutrer facilitated a discussion about the use of Foundation funds. She asked members to be mindful of the current budget situation as they plan for unit holiday celebrations since Foundation funds can be used to cover regular operating expenses when State funds are insufficient. Members and Cutrer will discuss unit plans on an individual basis.

IV. STAFF APPRECIATION AND DEVELOPMENT COMMITTEE
Reid reported on the Staff Appreciation and Development Committee (SAND).

• Initiated in the Division of Academic Affairs in 2000, reporting to AVP for Academic Resources (Stivers), with minimal resources/funding available
• Purpose: staff development, recognition, and social networking
• In response to the interest its activities generated, the focus transitioned from division staff to all university staff and now reports to the President’s Office
• Budget has increased to $2,500
• Some current SAND projects include coordinating online training for staff
• Eliciting support from campus experts who would be willing to participate in or conduct training/professional development workshops or programs for SAND
• Publicizing events is difficult due to lack of a staff email distribution group
• Email group is being formed to which staff must subscribe, and Reid asked members to encourage staff to subscribe and to support staff members’ participation in SAND activities

V. ACADEMIC TECHNOLOGY PLANNING
Cutrer and Veres recommended the following steps to draft a campus academic technology strategic plan:
• **Prior to winter break**: Form a small group and hold two meetings to identify major opportunities and to plan a January Retreat
  o Possible members of small planning group: Chair of LATA, faculty from UCTC, Kristin Bates, Kathy Norman, Keith Butler or Eric Bullard, Regina Eisenbach, Alison Carr

• **January**: Conduct an all-day retreat for the purpose of developing an action plan and draft recommendations

• **Early spring**: Report with recommendations

**VI. TRAVEL APPROVAL PROCESS**
Cutrer and Boyle reported that the memo from the President delegating authority for approval of in-state, out-of-state and international travel is being updated to reflect recent directives from the Governor and Chancellor’s Office. Feedback was sought relative to delegation of authority to Department Chairs for approving “Request for Travel Approval” for in-state travel. Due to organization structures and operating procedures, this question only applies to the College of Arts and Sciences; hence, the topic was tabled and will be held for a discussion between Cutrer and Golich.

*(NOTE: Following the 10/21/08 AALC meeting, the President issued a new directive requiring the Provost to approve all division travel, which effectively eliminated the need for this discussion.)*

**VII. DRAFTING, REVISING AND REVIEWING PROPOSED CAMPUS POLICIES**
Boyle reviewed campus and division practices for drafting, revising and reviewing proposed campus policies and procedures.

• If a new or revised policy and procedure will impact conditions of employment, Jeffries should be informed at the earliest point possible. Jeffries will determine whether CSU General Counsel should be consulted, and if so, when and by whom.

• Policies and procedures are filed by their title on the campus web site.
  o When naming a policy and procedures, consider end-users and how they might search for the document.
  o Avoid using “Policy” or “Procedures” as the first word of the title, or in the title at all – these are always the last words of the title per the policy and procedures template.

• All policies and procedures must be properly formatted on the campus-approved template.

**VIII. AGENDA ITEMS FOR NEXT MEETING (Tuesday, November 4th, 9a – 11a, MARK 421)**
No discussion.

**IX. ACTION ITEMS**

*Cutrer/Members:* If appropriate, discuss plans and funding of unit holiday celebrations.

*Cutrer/Veres:* Convene Academic Technology Planning group and plan/conduct January Retreat

**X. ADJOURNMENT**
There being no further business, Cutrer adjourned the meeting at 10:50 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