I. CALL TO ORDER
   a) Approve Agenda
   Cutrer welcomed everyone and called the meeting to order at 9:27 a.m. The meeting start time was adjusted to accommodate visits to the H1N1 vaccination clinic offered on campus this morning. The agenda was accepted as presented.

   b) Approve Minutes
   Members were asked to forward to Boyle any recommended revisions to the minutes distributed with the agenda materials (minutes for meeting held on 9/15/09, 10/6/09, 11/3/09 and 11/17/09).

II. ANNOUNCEMENTS
   Papenhausen announced that the MS in Nursing had been approved by the Chancellor’s Office.

   Veres announced that currently the computer competency requirement (CCR) is undergoing review by the Senate General Education Committee. The CCR registration block was deactivated last week because IITS is unable to offer to students a sufficient number of testing dates for clearing the requirement due to budget constraints and employee furloughs. The registration block will be reactivated in spring.

III. PLANNING MEETING FOLLOW-UP AND NEXT STEPS
     Discussion deferred until next meeting.

IV. BUDGET PROCESS
     Cutrer reported that subdivision unit managers submitted directly to her confidential, preliminary FY 10/11 budget reduction plans. She has reviewed each plan.

     Last Wednesday, Cutrer, McDaniel, and Kathleen Watson, Chair of the Senate’s Budget and Long-range Planning Committee (BLP), met to discuss the division’s budget development and recommendation process and shared governance in light of the reductions that must be implemented. The conundrum of maintaining shared governance and ensuring compliance with all legal requirements is one that all CSU campuses are grappling with and striving to resolve. Cutrer’s goals are to:

     - follow as closely as possible the division’s consultative and transparent budget development/recommendation process,
     - ensure shared governance, and
     - comply with all legal mandates.

     Employee collective bargaining agreements and the Federal Fair Labor Standards Act impose legal requirements for labor/management relations that must be observed, and these preclude full disclosure of budget reduction plan details due to the potential information that may be deduced and communicated inappropriately. Therefore, the division is prevented from fully engaging in its budget development/recommendation process as it was designed – a limitation that is unsatisfactory to each constituency involved in the process. Staff at the Chancellor’s Office have been contacted...
numerous times to seek guidance relative to shared governance protocols and they continue to confirm and reiterate the need to strictly adhere to labor/management rules and regulations.

Discussion ensued about possible ways in which to engage in a shared governance process while operating within the legal constraints. Some suggestions included:

- From the budget plans submitted to her, Cutrer would categorize the proposed reductions and compile a list without dollar values (including amounts would reveal information outside the legal bounds).
- Cutrer would consult with the MPP members of the AALC to develop a preliminary, ranked list of the categorized proposed reductions as well as to explore possible efficiencies across subdivision units.
- Engage in a modified consultative process by sharing the categorized, preliminary ranked budget reduction proposal with AALC and BLP members, observing legal constraints, for the purpose of developing the final prioritized recommendation to the Provost.
- The Provost is responsible for approving/preparing the final, prioritized list of proposed division budget reductions to be submitted for university-level review and recommendation by the University Budget Committee.

V. SENATE GENERAL EDUCATION COMMITTEE UPDATE
Cutrer welcomed Yvonne Meulemans, Chair of the Senate General Education Committee (GEC), who joined the meeting at 10:30 a.m.; introductions were made around the table. Meulemans distributed a handout that described the constitutional duties of the GEC, the membership, and ongoing business for 2009/10. GEC meets weekly for 2 hours. Meulemans commended Professor Sharon Hamill, General Education Assessment Coordinator, for her significant contributions in the development of general education learning outcomes (GELOs). GEC plans to bring forward a motion to eliminate the existing computer competency requirement because the exam that is administered to measure students’ technology skills is outdated and no longer a reliable indicator. Please refer to the handout for more specific information about GEC’s work this year. Cutrer thanked Meulemans for an informative presentation and productive discussion.

VI. AGENDA ITEMS FOR NEXT MEETING (Tuesday, February 2nd, 9:00 a.m. – 11:00 a.m., KEL 5207)
- Senate Library & Academic Technology Advisory Committee Update by Allison Carr, Chair
- Planning Meeting Follow-up and Next Steps (deferred from 12/15/09 meeting)

VII. ACTION ITEMS
All: Forward to Boyle any revisions to the minutes of meetings held on 9/15/09, 10/6/09, 11/3/09 and 11/17/09.

VIII. ADJOURNMENT
There being no further business, Cutrer thanked members for attending, wished everyone a wonderful, well-deserved holiday break, and adjourned the meeting at 10:58 a.m.

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