
GUESTS PRESENT: Chet Kumar and Rika Yoshii (10a – 10:35a), Glen Brodowsky (10:30a – 11a)

STAFF PRESENT: M. Boyle

I. CALL TO ORDER
   a) Approve Agenda
   Cutrer welcomed everyone and called the meeting to order at 9:03 a.m. The agenda was accepted with the addition of one item, IV. Class Schedule.

II. ANNOUNCEMENTS
   Cutrer announced the following:
   - FY 09/10 budget is balanced and allocations are ready for upload to PeopleSoft. She offered her congratulations to AALC members and their budget teams and to Glasgow.
     - Glasgow will forward to the respective manager and resource analyst each unit’s final BBR used for the allocation upload to PeopleSoft.
   - Cutrer encouraged members to attend today’s Town Hall meeting, which will be co-facilitated by Kathleen Watson, Chair of the Senate Budget and Long-range Planning Committee. The primary purpose of the meeting is to continue the discussion from the October town hall. Very brief updates will be provided at the start of the meeting and the majority of the time will be devoted to a dialogue and discussion with attendees.

   McDaniel invited everyone to a reception that will be hosted by and held at the Language Learning Center on Friday, December 4th, to honor Dr. Kevin Igasaki, who served as director of the Center until his unexpected death in 2004. A plaque will be unveiled in his memory to honor his contributions.

   González announced that the Council of Undergraduate Research (CUR) will be conducting a site visit in April 2010 as part of the University’s participation in the CUR program. The last half of the April 6th AALC meeting has been reserved for a roundtable discussion with the Site Team Members. González asked members to forward to him topics that they would like included in the discussion. He will send a follow-up email and provide members with copies of the CSUSM Committee on Undergraduate Research (CUGR) Strategic Plan and the report submitted to CUR.

   Jeffries announced that the College of Arts and Sciences and Office of Research have begun planning a Faculty Research Fair to be held in Spring 2010. Colleagues in the College of Business Administration, College of Education, School of Nursing, and the Library are invited to participate in the planning efforts and/or in the fair. Faculty members are the primary audience for the fair, as well as students and community members. Interested faculty members should contact Jeffries.

   Zwick announced that International Education Week is being observed by universities across the nation. During University Hour today, a panel discussion is being held about study abroad. Other events are planned for the remainder of the week and all are invited to attend.

   Barsky announced receipt of the official approval notice from the Chancellor’s Office for the Master of Biotechnology program. He will forward the approving memo to AALC members.
III. CLOSING THE ACHIEVEMENT GAP
Cutrer distributed excerpts from an 88 page PowerPoint presentation and reported on a CSU initiative called “Closing the Achievement Gap”:

- CSU Presidents and Provosts attended a 2-day workshop at the Chancellor’s Office on October 26th – 27th facilitated by Sir Michael Barber, who was the architect of the government transition team under England’s former Prime Minister Tony Blair.
- Chancellor Reed charged each campus with improving its 6-year graduation rate for the Fall 2009 first-time freshmen cohort (a goal already embedded in the CSUSM strategic plan and for which work is already underway).
- This initiative complements and focuses on one of the eight objectives of the CSU Access to Excellence Strategic Plan.
- CSUSM was charged with achieving the following goals by 2015:
  o increase the 6-year graduation rate by 7%, and
  o halve the gap between underrepresented students and non-underrepresented students (by 6%).
- Key steps mandated for each campus:
  o Develop a 5-year delivery and trajectory plan for “Closing the Achievement Gap”.
    - Steering committee appointed by President Haynes to oversee the project, comprised of the following members:
      - David Barsky
      - Lorena Meza
      - Emily Cutrer (Chair)
      - Pat Morris
      - Janet McDaniel
      - Pat Worden
    - Steering Committee Chair (Cutrer) is required to submit a report to the Chancellor’s Office on the last Friday of each month explaining what the campus has accomplished and what it promises to complete in the next month.

Discussion ensued and there was consensus around the following points:

- Need to gather data to learn why students drop out.
- Need to examine general education requirements of high-unit degree programs.
- Need to learn why students transfer from CSUSM and to which institutions.
- Need to insure against “dumbing down” course requirements to facilitate graduation.

Cutrer thanked members for their very helpful feedback and invited members to continue to submit suggestions to her via email.

VI. SENATE ACADEMIC POLICY COMMITTEE UPDATE
Time certain item taken out of order. Rika Yoshii and Chet Kumar joined AALC at 10:00 a.m. for a conversation about the work of the Senate Academic Policy Committee. Introductions were made around the table. Yoshii distributed a handout that entitled “Fall 2009 APC Tasks”; please refer to that document for a list of policies currently being created or revised by APC.

IV. CLASS SCHEDULE
Discussed following Item VI. Yoshii and Kumar stayed for the discussion of this item. Glen Brodowsky joined the meeting.

McDaniel and Barsky recommended that the class schedule (bell schedule) be examined to determine if adjustments might be possible that would increase the availability of large classrooms so that, if they chose to, faculty members or departments could schedule more sections of large classes. It was agreed that a small work group be formed to review the class schedule and make a recommendation to AALC and the Academic Senate. McDaniel offered to convene the work group, which will include Barsky, Jeffries, Kumar, and Yoshii. Cutrer thanked Kumar and Yoshii for their report on APC and for their willingness to serve on this work group.

VII. SENATE NOMINATING, ELECTIONS, APPOINTMENTS AND CONSTITUTION COMMITTEE UPDATE
Time certain item taken out of order. Brodowsky reported on the work of NEAC. This year, NEAC is striving to provide opportunities to mentor new faculty in service opportunities and to engage senior faculty, especially those who
are active in conducting research, to serve on grant review committees. NEAC’s goal is to support the campus in moving forward by matching faculty with service opportunities that meet professional goals and complement areas of interest and expertise. The “Academic Senate Constitution and Bylaws” is a document that is generally reviewed and updated annually in the spring. NEAC’s protocol for faculty appointments to ad hoc committees is to recommend to the convener of the ad hoc committee a slate of nominees from which the convener selects and appoints the committee members. Cutrer thanked Brodowsky for an informative and useful conversation.

V. FOLLOW-UP FROM AUGUST RETREAT AND BUDGET TOWN HALL
This item was deferred to the next meeting due to lack of time. Cutrer distributed data from the recent Academic Technology Discovery Café for members to review to prepare for the conversation about next steps. To prepare for the discussion, members should also review the draft minutes of the August Planning Retreat that were distributed at the November 3rd AALC meeting.

VIII. AGENDA ITEMS FOR NEXT MEETING (Tuesday, December 1st, 9:00 a.m. – 11:00 a.m., KEL 5207)
- Senate General Education Committee Update by Yvonne Meulemans
- Planning Retreat Follow-up and Next Steps

IX. ACTION ITEMS
- **González:** Forward via email the CUGR Strategic Plan and the CUR report in preparation for AALC’s meeting with the CUR Site Visit Team on April 6, 2010.
- **Baldwin, Guseman, Papenhausen, Preece:** Promote among faculty participation in the Faculty Research Fair being planned by CoAS and the Office of Research; interested faculty should contact Jeffries.
- **All:** Forward to Cutrer via email any suggestions regarding the “Closing the Achievement Gap” initiative.
- **All:** Review the data from the Academic Technology Discovery Café and the draft minutes of the August Planning Retreat to prepare for the discussion at the next AALC meeting.

X. ADJOURNMENT
There being no further business, Cutrer thanked members and 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