**Budget & Academic Policy Committee**

College of Education, Health & Human Services (CEHHS)

AGENDA – October 16, 2018

12:00 - 1:30 PM in UH 449

**Committee Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| X | Laurie Stowell  School of Education |  | TBD  School of Nursing |
|  | TBD  School of Education | X | Lori Heisler  At-Large |
|  | Christina Holub  School of Health Sciences & Human Services | X | Shannon Cody, Assistant Dean  CEHHS Student Services ***(Non-voting)*** |
| X | Teru Toyokawa  School of Health Sciences & Human Services | X | Christina Norita  Staff ***(Non-voting)*** |
| X | Susan Andera  School of Nursing | X | Deborah Kristan, Associate Dean  CEHHS ***(Non-voting)*** |
|  |  |  |  |

Guest(s):

**CALL TO ORDER (Andera)**

Establish quorum: YES

**APPROVAL OF AGENDA (Andera)**

Move to approve: YES

**APPROVAL OF MINUTES (Andera)**

Minutes from October 2, 2018 – to be reviewed at the October 28th meeting

Move to approve:

**ITEMS UNDER REVIEW:**

* Agenda
  + Discussion about election results of BAPC members. Susan to confirm if Erika Daniels was elected as SoE representative
  + Moved 3 agenda items from October 2 minutes to NEW BUSINESS
* Review BAPC Charge & Bylaws

**OLD BUSINESS**

Previous Action Items:

* Send questions to Debbie Kristan for the Dean to review prior to October 2nd meeting.
* Debbie will reach out to inquire about EL monies allocated.
* How to move forward on the 3-Year Rolling Plan to discuss with Dean Ayala
* Committee members will discuss possible nominations from each School/units with their respective departments

3-Year Rolling Plan 2018-2021, and Request for New Tenure Line Faculty 2018-19

* CEHHS\_3yrplan\_18\_21\_draft (includes all departments)
* Response from Dean Ayala regarding BAPC’s request for direction from Dr. Kristan (Kristan)
  + Dean is meeting with CEHHS faculty governance committees in order to provide budget information to solicit feedback for budget best practices for disseminating information. Please direct current budget questions to the Associate Dean.
  + The FTES/Tenure track report provides good information for understanding one’s own unit (Andera)
* KINE, SLP, HD – need representatives for voice / ask each what are their top priorities for the next academic year and rationale why the particular importance.
* Edits will be made on document in OneDrive by Dean’s Office ACA
  + In review we made it to FY 2018/19 Goals, Item E, School of Nursing
  + The edited/working documents is saved as [CEHHS\_3yrplan\_18\_21\_draft\_v3.docx](https://csusm.sharepoint.com/sites/college_of_education_health_and%20_human_services/deans_office/administration/Shared%20Documents/Governance/Standing%20Committees/Committee_BAPC/3_year_rollingplans/3%20year%20rolling%20plans%202017_18/CEHHS_3yrplan_18_21_draft_v3.docx?d=wb61d6b5761a246448cfcc238e3f14e4b&csf=1&e=5a6bb6deb436428e8a981e0d7d20655b)

**NEW BUSINESS**

* Review CEHHS 3 year rolling plan for 2018-2021
* Review of data regarding CEHHS faculty ratios from CCC
* Previous Action Items
* Motion to add an action item regarding bringing budget dissemination request to CCC; 1st Andera; 2nd Stowell; Approved
* Review BAPC Charge & Bylaws
  + Discussion regarding how BAPC will manage the prioritization and recommendations of requests
  + Debbie recommended that BAPC ranks prioritization and delineate between EL and Stateside requests
  + Laurie commented that we may need to add in language to the bylaws that allows BAPC to make recommendations and provide prioritization for EL in addition to Stateside
  + Susan asked whether there may be another area of budget review as it pertains to faculty hires funded through EL
    - Debbie suggested that BAPC might recommend that EL agree to cover start-up and development costs for EL faculty hires;
    - BAPC could also still include all recommendations for faculty hires and provide ranking regardless of the funding source
  + Christina commented that if BAPC makes recommendations about the EL revenue share, we should also know whether programs are being fully funded from an operational standpoint
  + Laurie suggested that some of the practices, for example how the CEHHS Dean’s Office determines how to allocate EL revenue shares, be codified in some way or that BAPC makes recommendations about how to create college policy about the various items
* Susan commented that the bylaws need to reflect the role of BAPC in ranking and prioritizing faculty hires in EL
* There was discussion regarding how to follow up on previous action items; the committee agreed that any previous action items would be listed under Items Under Review in the subsequent meeting’s Agenda

**ACTION ITEMS**

* Susan will bring the BAPC request to CCC of full and complete disclosure of the budget, as much as possible in support of analysis and completion of recommendations about the 3-year rolling plan
* BAPC will continue to review Bylaws in order to put forward an edited version of the Bylaws to include language regarding BAPC’s charge as it pertains to EL (see BAPC Charge & Bylaws Draft w/track changes)
* Susan asked the committee to please review the 3-year rolling plans within the units; Susan will put out a call to the units asking for them to begin reviewing their 3-year rolling plans

**COMPLETED BUSINESS**

# ANNOUNCEMENTS

Report from rep to CCC

ADJOURNMENT (Chair)

*Fall Meetings:*

*September 4, 2018*

*12 -1:30 p.m..*

*October 2, 2018*

*12 – 1:30 p.m.*

*October 16, 2018*

*12 – 1:30 p.m.*

*November 6, 2018*

*12 – 1:30 p.m.*

*November 20, 2018*

*12 – 1:30 p.m.*

*December 4, 2018*

*12 – 1:30 p.m.*

*December 18, 2018*

*12 – 1:30 p.m.*