AGENDA
Executive Committee Meeting
CSUSM Academic Senate
Wednesday ~ November 12, 2014 ~ 12:00 – 2:00 pm
Provost's Conference Room – Kellogg 5207

I.   **Approval of Agenda**

II.   **Approval of Minutes** – 11/5/14

III.   **Chair's Report**, Laurie Stowell
NOTE: There is no EC Meeting Scheduled for 11/26/14. The EC and AS Meetings of 12/3/14 will be held at the McMahan House.

Referrals to Committee:

IV.   **Vice Chair's Report,** Debbie Kristan

 V.   **Provost's Report,** Graham Oberem

VI.   **Vice Provost's Report,** Kamel Haddad

VII.   **Presentations**
    A.   Quality Online Teaching, Veronica Añover   **Time Certain – 1:00 PM**

VIII.   **Discussion Items**
    A. **BLP: Pre-Proposal Forms**
       -    Pre-Proposal Program Launch Decisions Form
       -    Anticipated Revenues and Costs Worksheets
    B. **Senate Officers: Request for Scheduling Task Force Report**

IX.   **EC Members Concerns & Announcements**

Upcoming Presentations:
AS, 12/3/14 –Undergraduate Studies, Dawn Formo, Dean – Information sharing
AS, 12/3/14 – Extended Learning "101" and International Programs, Mike Schroder

Next meeting: November 19, 2014, 12:00 noon – 2:00 pm, Kellogg 5207

Note: There is no EC meeting on 11/26 (Thanksgiving week)
Note: The Senate Meeting of 12/3/14 will be held at the McMahan House

Pre-Proposal Program Launch Decisions

The purpose of this form is to prompt program proposers and colleges to consider aspects and implications regarding whether to launch the program through Extended Learning or Stateside funds. Proposers should meet with your College Dean's office to begin this process. While resource implications are not the only considerations, this process worksheet should be used to help you consider the necessary resources to support the program. This form should be attached to the A-form.

Program Submitted By: College _____ Department _____

Date Submitted:_____

Individual Preparing Proposal:_____   _____
                                                Signature   Print Name

Proposed Course/Program Title:_____

Projected Life of the Program: Single Offering_____   Repeated Offering_____

Proposed Location:_____   Distance From Campus:_____

WASC Approval Needed: Yes _____   No_____
Prior approval from WASC is needed for a new program if EITHER of these is true:
1. 50% or more of required coursework can be taken online
2. At least 50% of the program is offered at an off-site location that is 25 miles or more from the main campus
Add WASC language regarding accreditation decisions.

Other Accreditation Requirements: _____

Type of delivery: Face-to-Face_____   Online_____   Hybrid (combination of F2F and Online)_____

Proposed start date: _____

Proposed Term length: (e.g. standard semester, 6 week, 8 week, etc.)_____

Possible grant sources:_____

Instructional facilities: on campus _____   off-campus _____

If partnering with any other organizations, provide the following information:

Name of Partner:_____   Contact Person:_____

Phone:_____   Email:_____

Source for Launching the Program: If program proposers, departments, and colleges have not yet determined the source for launching the new program, they should refer to the "Not yet determined" section to help make that decision. A preliminary decision should be made and submitted with the A-form. During the preparation of the P-form, if circumstances change and the source for launching needs to be altered, proposers should follow the process outlined below and attached updated documents.

Stateside:_____   Self Support Extended Learning:_____

54

Stateside: Complete this section if the decision has been made to launch the program with stateside funds. Complete the cost and revenue spreadsheets linked in this form and attach them to the A-form. We realize that the figures in the spreadsheets may change during preparation of the P-form; however, this initial cost and revenue analysis is essential to college and university level planning and can be revised for submission with the P-form.

"Anticipated Revenues for New Stateside Programs" (provide as a link)
"Anticipated Cost Projections for New Stateside Programs" (provide as a link)

Self-Support Extended Learning Funds: Complete this section if the decision has been made to launch the program through Self-Support Extended Learning.

Does the new program supplant an existing program? Pursuant to Executive order 1099. "Self-supporting special sessions shall not supplant regular course offerings available on a non-self-supporting basis during the regular academic year (Education Code section 89708).   Yes____   No____

Have the program proposers met with Extended Learning to determine that the program will be supported by EL?   Yes____   No____

Attach a preliminary self-support budget from Extended Learning.

Not Yet Determined:
If program proposers are unclear or undecided as to whether the program should be launched through stateside or extended learning self-support funds, they should consider the following:

Does the new program supplant an existing program? Pursuant to Executive order 1099. "Self-supporting special sessions shall not supplant regular course offerings available on a non-self-supporting basis during the regular academic year (Education Code section 89708) If you are unsure, associate deans and extended learning associate deans can help to make that determination.   Yes _____   No_____

Complete the Stateside cost and revenue spreadsheets linked in this form to help you analyze the budgetary and resources implications of the new program. We realize that the figures in the spreadsheets may change during preparation of the P-form; however, this initial cost and revenue analysis is essential to college and university level planning.

"Anticipated Revenues for New Stateside Programs" (provide as a link)
"Anticipated Cost Projections for New Stateside Programs" (provide as a link)

Have the program proposers met with Extended Learning to determine that the program will be supported by EL?   Yes_____   No_____

B. ANTICIPATED REVENUES FOR NEW STATESIDE PROGRAMS

	Yr 1	Yr 2	Yr 3	Y 4	Yr 5
FY	20	20	25	25	25
SOPH	0	18	18	22	22
JUNIOR	10	15	32	32	35
SENIOR	0	10	15	32	32
TOTAL	30	63	90	111	114
FTES	26.00	54.60	78.00	96.20	98.80
Revenue to AA	$104,000	$218,400	$312,000	$384,800	$395,200

Planning Assumptions
1. 10% attrition from FY to SOPH
2. 5% attrition from SOPH to JUNIOR
3. By Yr 5, program at steady state
4. FTES assumes average unit load of 13 units undergrad.
5. Academic Affairs will receive approx. $4,000 per FTES

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	A. ANTICIPATED COST PROJECTIONS FOR NEW STATESIDE PROGRAMS											
3				Yr 1		Yr 2		Yr 3		Yr 4		Yr 5
4												
5	**Personnel**											
6	TT Faculty		1	$95,880	2	$191,760	2	$191,760	3	$287,640	3	$287,640
7	Lecturers		0.5	$37,584	0.5	$37,584	1	$75,167	0.3	$15,993	0.5	$37,584
8	Staff		1	$49,350	1	$49,350	1	$49,350	1	$49,350	1	$49,350
9												
10	**Space**											
11	Construction											
12	Renovation			$29,000						$8,000		
13												
14	**Library Resources**											
15	Acquisition			$15,000		$1,500		$1,500		$1,500		$1,500
16	Subscription			$6,000		$6,000		$6,000		$7,000		$7,000
17												
18	**Equipment/Materials**											
19	Durable			$6,700								
20	Expendable											
21												
22	Program Cost			$239,514		$286,194.00		$323,777		$369,483		$383,074
23												
24	Planning Assumptions:											
25		1. Starting Faculty Costs = $68,000 (salary) + 41% benefits										
26		2. Average Lecturer Costs = $1777/wtu + 41% benefits if time base at .4										
27		3. Staff Costs = salary + 41% benefits										
28		4. Salary costs do not include pay increases. Use increase information if availab.e										
29												