**CLA Faculty Council Meeting**

**March 8, 2017 (Draft Minutes)**

Present: David Wallace, Misty Jaffe, Chris Karadjov, Barbara LeMaster, Lynda McCroskey, Craig Stone, Dan O’Connor, Monica Argandona, Lay Ling Halim, Gino, Galvez, Jan Haldipur CJ Murphy, Rene Trevino, Karla Juarez Cortez, Jeanette Acevedo-Rivera, Lori Baralt, Jessica Russell, Jason Raibley, Elizabeth Dahab, Jeff Blutinger, Michael Ahland, Gabriel Estrada, Antonia Orozco-Garcia, Brett Mizelle, Keith Claybrook, Guotong Li, Linna Li, Liesl Haas, Emily Berquist Soule, Ilan Mitchell-Smith, Wendy Klein, Kevin Johnson, Michael Fender

1. Call to Order 3:34pm
2. Agenda approved 3:36pm
3. Minutes from February 8, 2017 approved
4. CLA Curricular Innovation Faculty Team update (Dan O’Connor) 3:40pm. Dan O’Connor provided an overview of the 2025 Initiative stating that this was a directive from the Chancellor’s Office. Dean David Wallace noted that the CLA is ahead of the curve compared to the other colleges. The Chancellor’s Office specifically wanted us to do what we could to “jump start” student graduation rates by offering opportunities in May/Summer 2017. The reaction was to overcome roadblocks to matriculation/graduation (e.g., advising, course offerings, summer classes) using an influx of monies for the Fall 2013 student cohort. Dean Wallace desired a broader, long term goal (beyond 2017). Some initial fact-finding included that of ~4,035 freshmen, 86% expected to graduate in 4 years; however, only 17% actually do. Beth Manke’s Data Team discovered other relevant information using focus groups and interviews with the Atlas staff.

Three work teams were formed. Team 3, Curriculum Innovation, was the focus of Dan O’Connor’s update. This team is separated into three (3) primary areas: Communication Strategies, Variable Unit Options, and Interdisciplinary Minors Exploration. The sub-group communication strategies (Jane Dabel/lead, Maythee Rojas, & Nancy Martin) have begun work on informational videos that highlight the idea of double majors (the History department has a video prepared and at the College level a video is currently in the works). Sub-group Variable Unit Options (Rich Haesly/lead, Jason Whitehead, Sherrie Span, Nancy Hall, & Sara Arroyo), in collaboration with Team 1 & Team 2 are charged with helping students graduate and aiding them to think about how students can use their degrees. Drs. Whitehead, Hall, Haesley will/have prepared 1 – 3 unit graduate school prep course; Drs. Span, Arroyo, Rasmussen will/have prepared 1 -3 unit career prep course; Drs. Rasmussen, Haesley will/have prepared 1 – 3 unit internship prep course. One idea is to offer these variable unit courses beginning the last 5 weeks of a semester. The sub-group interdisciplinary minors exploration (Nellie Weiland/lead, Jennifer Reed, Keith Claybrook, Justin Gomer, Aparna Nayak, Paul Scotton, & Nancy Martin) are working on courses taken in a student’s first two years that use a breadth of methodologies (e.g., social justice, comparative ethnic studies, California studies, ancient studies, European studies, community & organizational leadership). A major issue to be taken up with EPCC is where an IDS minor would be housed. The sub-group welcomes CLA FC input, especially given the idea that if a minor is housed in a department, then that department/minor must be set up to receive information from the other minor’s departments.

Dr. Manke offered more background on the intent of the Graduation 2025 Initiative and the work being conducted thus far. She noted that [we] are not trying to push students out, but prior to this point, students were not allowed to take the necessary 30-unit per year load that it would take to graduate in 4 years. This was largely due in part to the enrollment management. The hope is that as new cohorts enter that they can see that it is possible to graduate in four years. Further there are many initiatives, like the California Promise, that push for 4 year graduation rates and for transfer students to graduate in 4 semesters. Keith Claybrook is a member of Team 3 and noted that this is a faculty driven process.

Major discussion points and questions from the FC floor: (1) In order for students to take advantage of double-counting it is necessary to get to students early and get them on their way to 60 units; (Dean Wallace) Chairs are looking to collaborate to create pathways to double-majors or minors; (Associate Dean O’Connor) Several students (100+) who were identified as able to graduate did not register to do so. Further, the CLA is mindful of 2nd and 3rd year courses that are credential or certificate programs. (2) What about DACA students? (AD O’Connor and Dean Wallace) noted the financial aid concerns. That is there might be an incentive “not to graduate” for non-AB540 compared to the AB540 eligible students. CLA leads CSULB with reference to DACA students. There has been a lack of coordination campus wide, but meetings have been held to coordinate better. (3) Do some students graduate in less than 4 years? (Braun) We have students who finish in 2 ½, 3, 3 ½. (Wallace) These students should complete a study abroad. (4) Dean Wallace stated that we owe Beth Manke thanks for initiating the CLA involvement in this effort.

1. Dean’s Report (David Wallace) 4:00pm—(1) [We] hope to get to students earlier. At any one time 2,000 students on campus are undeclared (majors). (2) Work thus far is a testament to hard work by faculty, ATLAS, and Deans. (3) The budget is a mess. Since 2008, only truly new monies are for enrollment growth, and this is tied to legislature funding. We are looking at a flat instructional budget. A new way (possible) for departments to set schedule is by number of sections (for those departments that are growing), but for those departments falling short (in numbers), we cannot simply take money away [\*check this statement]. We will not offer more course sections in near future. (4) Other budget notes: The Board of Trustees has proposed a tuition increase. The Governor’s budget allows for mandatory health care and faculty raises. For these reasons [we] expect a thin tenure line. Of course [we] may get the tuition increase or the legislature may come through with increased funding. (5) Chairs are asked to give Dean a “wish list” for tenure lines by first week of April 2017. Question from FC Floor (Jaffe: Regarding keeping flat, how many are working on new curriculum?)/Answer: We do not want curriculum to stagnate, and our new hires have expertise that are innovative. Unless a department has student credit growth, then there is no chance for innovation. We want a robust curriculum, but one for which we can deliver. Some departments are too specialized and cannot do too much. Through attrition and usual curriculum processes, we will deal with these issues. Question from FC Floor (How do we pay for things?)/Answer: Could be that an upper-division course is offered in Fall then that slot opens for new course in Spring. That might add to a diverse, up-to-date curriculum. (6) (4:12pm) Please go to open forum and use website to send feedback to search committees.
2. Chair’s Report (Jaffe)—(1) Update on Associate Dean Search, with candidates on campus just after Spring Break. (2) Annual Pow Wow will be Saturday and Sunday March 10 & 11. (3) The 3rd Teach-in is scheduled for March 21.
3. Committee Reports: Elections Committee has met (Marci Lascano, Kate Chen, Theresa Gregor, Subrina Robinson). By Monday or Tuesday the call for University-level elections will be sent out. These begin before Spring Recess through 1 day after we return. After the university level are filled, the CLA call goes out. Please encourage colleagues to run for positions.

(Jaffe and Stone) Reported briefly on Initiative “I appreciate & respect you” launch with a QR code that took place in February on the Psychology Quad. The QR scan provides those with an audio and video file that show a phrase. These will be uploaded to YouTube and later to Department websites. They are looking to create a “How To” booklet. Let Misty Jaffe know if you are interested in learning more. Links take you to one place on campus and then to another. The desire is for people to “travel” across the landscape across academic programs, people, and academic contexts.

1. Budget Committee (Kevin Johnson)—Discussed how funds are rolled over and a tax is imposed by Academic Affairs (~50% rate). We have money we do not know that will be rolled over at the end of a term. The trade off is that Academic Affairs gives GAP funding back to account for number of lecturers to number of faculty (a ratio). Major discussion points: (1) College budget cannot account to FTEs differential, (2) Each year the University, through Academic Affairs and the Provost, puts money back in GAP, (3) They (Academic Affairs) take more money than they put back in, but [we] are trying to work on this, (4) At any time there is a $200K-$500K fluctuation, thus budget certainty is an issue. The Dean’s office is trying to learn the formulas and it may be that instead of an FTES model that a Cost model can be used so we are not relying of Serf funds. (5) Uncertainty beyond tenure track—some funds that should be permanent, like raises, become a fluctuating fund. After all is done, we have a $1M shortfall. The point is that lecturer and faculty raises, and Chairs’ summer money are no longer permanent funds. This year Chairs got ½ usual funding. Also the CCPE fluctuates. The plus side is that Dean Wallace is confident they understand GAP funding and that they got the Provost to make up the GAP. (6) RSCA money and grant money goes to the college, departments, faculty at 2/3 rate under an “All Funds Budgeting” model. (7) The vacant rate to “buy out” a 3 unit course is $4,650 but actual cost to replace is $5,500. It is proposed that the University pay the replacement rate rather than the “buy out” rate. This might require simple change in writing external grant proposal by entering in the form the $5,500 amount.
2. Time Certain 4:41pm Michael Fender, EPCC Chair, Perspectives on curricular innovation processes—Dr. Fender discussed the curriculum process with regard to how IDS minor should be originated and structured. The idea that IDS minors should be organic to some extent and by investigating IDS minors at USC, for example, social justice minor could be housed in sociology, thus a minor could be “held” in a department. Further, critical approaches to leadership minor could be housed at the university level. He noted the [we] thought the structure could be to have curriculum committee chairs from each department to work on curriculum and act as curriculum committee as a whole, then the department chairs would sign off on those proposals. Questions from FC floor (Jessica Russell and Misty Jaffe) directed questions about paper work and formalizing the process, noting that this is not a new process in that governance has always been a consultative one/process. Three models for IDS minors and where they would be housed suggested were in the Dean’s Office, the Departments, and [programs?\* check information]. Another concern from FC floor concerned when a department wanted to drop a course from their curriculum as this would be complicated if it is connected to another program. The impacts of concern are benefits and costs to the entities involved in the IDS minors. [Fender\*] noted the process is such that other departments can weigh in on proposals from other departments. Concerns regarding what kinds of higher level purposes are served and the oversight functions were raised.
3. Calendar Motion on Religious Holidays (Jeff Blutinger) motioned the Amendment (with friendly amendment by Jaffe) asking organizational members to make effort to look at holidays [check wording as stated on the Agenda notes\*]

“Be it further resolved that the CLA Faculty Council recommend the same practice to the Academic Senate Calendar Committee and further request that this committee establish a procedure for how major holidays may be added to the calendar.”

Motion passes unanimously.

1. Announcement about High Impact Workshop April 27 12:30pm – 2:00pm Multicultural Center: Discuss Best Practices for Teaching outside Your Identity
2. 4:59pm Meeting adjourned.