



AY 2025-2026 Budget and Planning Meeting Minutes

Thursday, February 5, 2026

10:00 am – 11:30 am

Ablin Room, Stiern Library and Zoom

Present: A. Grombly (chair), J. Young, A. Lauer, R. Dugan, L. Hernandez, Y. Ko, D. Horn, H. Gonzalez, J. Florez (Alternate), M. Ramirez (Alternate), D. Thien (ex-officio), N. Hayes (ex-officio), M. Danforth (ex-officio), Dan Zhou (Alternate)

1. Call to Order

a. Meeting started at 10:03am

2. Approval of Agenda (time certain: 10:05 am)

*a. **Motion** L. Hernandez to Approve, Y. Ko. Second*

3. Approval of Minutes (time certain: 11:00 am)

a. Minutes from October 30, 2025:

i. N. Hayes requested edits related to the chapter numbers in the budget discussion.

*ii. **Motion** to approve with edits by A. Lauer, seconded by Y. Ko. All approved
(unanimous)*

b. Minutes from November 13, 2025

*i. Edits were made to provide clarity to the discussion related to the Minor in
Medical Spanish.*

*ii. **Motion** to Approve with edits by A. Lauer, seconded by R. Dugan. All approved
(unanimous)*

c. Minutes from November 20, 2025:

*i. **Motion** to Approve by L. Hernandez, seconded by R. Dugan, No opposition,
Abstention from Y. Ko, J. Florez, M. Ramirez.*

4. Announcements

- a. Academic Senate will be soliciting feedback on the lockdown.
 - i. *Chair Grombly encouraged feedback to be submitted regarding the lockdown and provided information about resources available.*
- b. Continue to send questions you'd like submitted for the budget forum.
- c. Chapter 5 of the Budget Book has been uploaded to the website.

5. New Business

- a. Referral #2025-2026 14 Proposal for Public Personnel Services PPS Credential
- b. Referral #2025-2026 36 New Degree Proposal BS in Environmental Science
- c. Referral #2025-2026 37 New Degree Proposal BS in Mechanical Engineering
- d. Referral #2025-2026 38 New Degree Proposal BA in Human Development and Family Studies
- e. Referral #2025-2026 39 Proposal for New Minor Sociology Migration, Population, and Globalization
- f. Referral #2025-2026 40 Department Name Change Request for HD-CAFS
- g. Referral #2025-2026 06 Proposal to Elevate the Concentration of CIS to a Degree Program - *on hold*

6. Old Business (time certain: 10:10 am)

- a. Referral #2025-2026 10 Proposal for New Minor Medical Spanish
 - i. Guest: Department Chair – Dr. William Flores **(time certain 10:30 am)**
 - 1. *Dr. Flores arrived at 10:34am*
 - 2. *Chair Grombly provided a quick overview of the questions raised during the earlier discussion.*
 - 3. *Dr. Flores explained the use of the term “back credits” and is willing to make the change.*

4. *M. Danforth proposed the use of "Credits by Exam"*
5. *Dr. Flores provided information that the placement not the exam is what assigned the credits for the previous courses taken and expressed that this is common practice in Spanish programs.*
6. *Provost Thein provided feedback on how to make the language more specific.*
7. *Chair Grombly raised the question of the involvement of Public Health and other departments.*
8. *Dr. Flores has confirmed outreach efforts but is awaiting approval before advertising.*
9. *Y. Ko asked about which classes were specific to medical terminology and Dr. Flores mentioned the Spanish courses related to medicine and health.*
10. *Dr. Flores provided more information on what is taught in these courses.*
11. *Chair Grombly asked about what faculty are going to be teaching these courses.*
12. *Dr. Flores explained he is the only faculty that has the experience to teach these courses and highlighted existing faculty that would be learning the specific terminology to teach these courses.*
13. *Dr. Flores also mentioned how he would work with the schedules of other programs to provide availability.*
14. *Dr. Flores has provided information on the Spanish Internship program.*
15. *Chair Grombly asked the question about fill rates for classes.*
16. *Dr. Flores provided information on fill rates and updated information on current rates given the instructional budget model.*

17. H. Gonzalez asked about the resources needed for the Spanish Internships and Dr. Flores provided information on how the program is designed and what resources it would take to support.
18. D. Zhou asked a question about student placement and Dr. Flores provided information on how students are placed based on proficiency.
19. J. Florez raised a question about a course not meeting the instructional budget model limits that would result in faculty overload, Dr. Flores responded about other courses or internships that a student could take to meet their graduation requirements.
20. A. Lauer asked about study abroad programs being counted as an internship.
21. Provost Thein thanked the committee for the attention to fiscal responsibility and raised the point that colleges will hold the final say on when a program would need to be cut due to fill rate.
22. R. Dugan asked about who the course was designed for and if the internship was a required core course.
23. Dr. Flores confirmed the internship is required.
24. Dr. Flores thanked the committee and left at 10:56am.

ii. Concerns from the committee included:

1. Need for a certificate
2. Inclusion/exclusion of other related departments
3. Ability of the department to consistently offer the courses

iii. A. Lauer asked about the hiring freeze and potential impact on these courses.

- iv. *Chair Grombly has communicated issues with the Instructional Budget Model and how changes integrate into the budget model.*
 - v. *L. Hernandez provided information on the enrollment numbers for the classes and noted a historical difficulty with enrollment.*
 - vi. *N. Hayes asked a question on how courses were promoted to increase enrollment and Chair Grombly questioned if the new courses are only promoted within the department.*
 - vii. *Y. Ko asked about the information provided by L. Hernandez, discussion on the enrollment and where new resources would be needed.*
 - viii. *J. Florez asked questions about who would teach the new courses.*
 - ix. *Provost Thein discussed that the college is the one who will manage the resources for the new courses and if they have determined the resources are present then the committee should accept that.*
 - x. *L. Hernandez provided information on other administrative programs that would benefit from this minor while noting that it is important to know where the enrollment numbers currently are.*
 - xi. *Continued discussion on the new minor program, Chair Grombly will review policy for minors to see if language is still*
 - xii. *H. Gonzalez asked about the resources for Spanish Resources and Chair Grombly provided additional information on how those resource requirements will be met.*
 - xiii. *Chair Grombly will email Dr. Flores with specific concerns and then send an email to the Committee.*
- b. Referral #2025-2026 15 Proposal for New Minor Early Childhood Development ECD
- i. Response from the department:

- b. L. Hernandez asked about a list of software being used college wide, Chair Grombly provided information about the approved software list. M. Danforth provided information about other committee work that is being done on this topic. M. Danforth highlighted the importance of shared governance when it comes to software decisions.*
- c. Provost Thein made a recommendation to eliminate redundancies in communication.*
- d. M. Danforth reiterated the importance of relaying concerns to the Academic Support & Student Service committee.*

8. Adjourn

- a. Meeting ended at 11:33*