



AY2023-2024 Budget and Planning Committee Minutes

Thursday, November 16, 2023

10:00-11:30 AM

BDC 134A-Conference Room

I. Call to order: 10:09 am

Attendees: D. Wu (Chair), D. Alamillo, R. Dugan, C. Eicher, J. Florez, A. Grombly, V. Kirkbride, C. Lam, I. Pesco, A. Sawyer, V. Harper (ex-officio), N. Hayes (ex-officio), A. Hegde (ex-officio)

Absent: C. Eicher, C. Lam, A. Sawyer, A. Hegde (ex-officio)

II. Approval of Minutes

1. November 02, 2023 (Tabled)

III. Announcements

1. The chair will ask Executive Committee (EC) for assistance in replacing C. Lam on the committee with a faculty member from NSME.
2. There are two committee meetings before the next Academic Senate (AS) meeting.
3. The chair thanked the committee for participating in the Budget and Strategic Plan Open Forums.
4. November 30 is the last committee meeting of the semester.

IV. Approval of Agenda: motion: A. Grombly; 2nd: R. Dugan; motion passed.

V. Old Business

The Academic Master Plan was discussed in AS and may be approved in the next meeting. There were no major concerns and no discussion in committee.

1. 2023-2024 Referral 13 Academic Calendar (AY2024-25, AY2025-26, Su2025)

- There is an issue with days in the summer schedule and starting mid-week. There isn't enough time to process grades from one term to another, so that time period was extended.
- Committee reviewed discussion points from the previous meeting and feedback from D. Solano. Additional discussion of the need or desire for a Fall or Thanksgiving Break and how Spring Break was determined.
- Email summary of points from the AS meeting was forwarded to the calendar committee and BPC. These include ensuring five days for final exams, identifying SOCI week in the calendar, verifying dates for transfer student advising are correct, addressing alternatives for missing days of instruction which range from one to three days per term in every term.
- R. Dugan to double check on the dates for transfer student advising.
- Discussion of requirements from the Chancellor's Office of what must be included in the calendar.
- Need to add the textbook order deadlines.
- Points of clarification needed (D. Wu to take back to EC; committee also addressed to V. Harper):

- can the term start mid-week instead of at the beginning?
 - Can we adjust Thanksgiving or University Week to fill these gaps?
 - Discussion of the intent of University Week to build community. Further discussion that there is not enough time to accommodate a Thanksgiving week break.
2. 2023-2024 Referral 23 New Degree Program Proposal- Bachelor of Music in Music Education
 - This proposal is missing budget information and some of the forms are incomplete.
 - No budget or declared faculty needs; space issues appear to be resolved with the renovation of the Media Arts complex.
 3. 2023-2024 Referral 24 New Degree Program Proposal- Doctor of Nursing Practice
 - Academic Affairs Committee (AAC) sees this proposal as academically sound.
 - There are concerns with the budget for the resources listed in the proposal. Why are there no letters from administration approving the costs for software, technology, and library resources? Noted in the proposal is fifty thousand dollars for resources, but there is no explanation of which resources that will be applied to, which resources are already funded, how they are funded, and how they will be funded once the state funding ends.
 - The Provost committed to covering these costs after the existing grant ends in three to four years.
 4. 2023-2024 Referral 04 – Time Blocks and Space Utilization
 - D. Wu gave the Department Chair Leadership Council (DCLC) the current proposal, timeline and rationale to get feedback and make adjustments. D. Wu will continue to gather feedback from campus stakeholders and the committee will review the issue in the spring.
 - 20% of classes are outside of scheduled time blocks. T. Holiwell attended Dean’s Council (DC) to further explain and discuss the issue. DC discussed the implications for student success. The practice of scheduling outside of standard time blocks should be discontinued. A policy is being developed, and will go into effect in the spring, to ensure 95% of courses reside within scheduled time blocks.
 - Q2S created obstacles for scheduling, like the need or use of one and one half timeblocks per course. Further discussion on how the campus has acclimated to the change and unintended consequences.
 - This practice makes the data from which the current proposal was drafted inaccurate. Additionally, conference rooms are being used to teach courses, and this also impacts the accuracy of the data. After this new policy is enacted, the data on space utilization should be cleaner.
 - Further discussion of implications of new policy and impact on timeline for this referral. Discussion of impact on student scheduling and faculty workload for advising.
 5. 2023-2024 Referral 11 – Academic Administrators Search & Screening -Handbook change
 - D. Wu is still drafting the resolution for this item.

VI. Open Forum

VII. Adjourn: 11:27am

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
9001 Stockdale Hwy. • Bakersfield, CA 93311

661.654.CSUB csub.edu

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