

Budget and Planning Committee Minutes

Thursday, February 9th, 2023
10:00 –11:30 AM

Zoom or SCI 3-100

Present: C. Lam (chair), N. Hayes (ex-officio, for Thom Davis), A. Sawyer, I. Pesco, D. Wu, J. Kegley, C. Vollmer, L. Hernandez, T. Salisbury, V. Harper (ex-officio), M. Danforth.

I. Call to order

II. Approval of Minutes

1. Minutes from January 26th, 2023

Discussion: n/a

Action: I. Pesco will provide minutes at the next meeting.

III. Introductions / Announcements

IV. Approval of Agenda

Discussion: n/a

Action: D. Wu moves to approve, J. Kegley seconds, all in favor.

VI. New Business

V. Old Business

1. Referral 20 – RTP Review Calendar Timeline

Discussion: RTP calendar was shared on ZOOM with committee for discussion. The June 15th deadline for RTP reviews is mandatory because it is written in the CBA. However, this deadline can be changed for extenuating circumstances, such as VISA renewals. The winter break outlined in the RTP timeline cannot be changed either; faculty are on break. D. Wu asked if we could get information on how other campuses address their timeline for RTP. C. Lam will check other campuses to see what they are doing. D. Wu discussed his experience with second year reviews, he mentioned that that work is manageable. If the RTP deadline can be changed for faculty who need VISA renewals, then there is no need to propose any changes at this time.

Action: n/a

2. Referral 01 – Time Blocks and Space Utilization

Discussion:

- Feedback from Tommy mentions that we cannot have overlapped or competing schedules. If time blocks start at 8:00am, it will create traffic issues with all the staff who start at 8:00am. Additionally, the same traffic issue will arise with staff leaving work if classes start at 5:00pm. Tommy is concerned that adding break times to time blocks might not be possible, however, C. Lam mentioned that CSU San Marcos has done this successfully.

- The proposed time blocks for CSUB were divided into four parts: before 11:30am, 11:30am-2:30pm, 2:30pm-5:25pm, and 5:30pm-10pm. Breaks have been built into time blocks (similar to what San Marcos implemented). M. Danforth pointed out missing time blocks that C. Lam will add for the next meeting.
- I. Pesco asked if several departments could come up with a mock schedule with these proposed time blocks to make sure they will work. The concern is that this new schedule may result in more overlapping classes. C. Vollmer mentioned that a resolution was passed in 2019 to pass a “runner hour” where no classes are scheduled to allow students, faculty, and staff to attend campus events. This “runner hour” could be from 12:00pm-1:00pm, 12:30pm-1:30pm, or 1:00pm-2:00pm. (one hour per week) M. Danforth mentioned that one of the reasons that this hour has not been implemented in the past is because our space utilization is so marginal, that our campus’ ability to get new buildings is in jeopardy.
- T. Salisbury mentioned that faculty must factor office hours into the workday, and many faculty do not have dedicated offices. Faculty might prefer a break or lunch without being interrupted, not necessarily attend events. Also, we need data to show that students will attend events if they are given a “Runner Hour”.
- C. Lam mentioned that Academic Operations should start moving classes with low enrolment out of large classroom to help improve utilization. This is something that used to be done, but it is currently not being done. The lack of software support might be hurting us in terms of classroom utilization. Another issue to consider is the faculty and student experience teaching in DDH.
- CSU San Marcos uses “Puzzling” to schedule rooms, C. Lam shared the website to go over the requirements. We need to consider a culture shift for both faculty and students on Friday classes.

Action: C. Lam will update the proposed schedule spreadsheet to share with the committee at the next meeting.

VII. Business On Hold

1. Referral 05 – Reclassification of AVP IRPA

VII. Open Forum

VIII. Adjourn

Meeting adjourned at 11:30am