



## **AY2023-2024 Budget and Planning Committee Meeting Minutes**

Thursday, February 15, 2024  
10:00-11:30 AM  
BDC 134A-Conference Room

### **I. Call to order: Time 10:04**

**Attendees:** D. Wu (Chair), J. Florez, A. Grombley, V. Kirkbride, S. Marks, D. Alamillo, R. Dugan, A. Bianchi, I. Pesco, C. Eicher, N. Hayes (ex-officio), A. Hegde (ex-officio), J. Rodriguez (ex-officio)

### **II. Approval of Minutes**

1. November 2, 2023
  - A. Motion to approve – V. Kirkbride
  - B. Second – R. Dugan
  - C. Motion passed
  
2. November 30, 2023
  - A. Motion to approve – J. Florez
  - B. Second – R. Dugan
  - C. Motion passed
  
3. February 1, 2024
  - A. Revisions: Proposal Motion to recommend a joint approval forwarded to the Senate on BA Music; A. Bianchi name not included in attendees; Chair Wu will add.
  - B. Motion to approve – J. Florez
  - C. Second – A. Grombley
  - D. Motion passed with suggest revisions

### **III. Announcements**

- Budget Open Forum March 18 @ 11 AM.
- A. Hegde – Reminds the committee that discussion of time blocks is tabled while more data is collected; committee should have recommendations to President about budget priorities, possibly after Budget Open Forum. D. Alamillo – Asked how

student data is being collected; A. Hegde – no data collected on student preference; data is being collected on utilization.

- Provost Rodriguez – Updates on state budget process. We will not know until June 30, but given governor’s current proposal, we are not looking at any separations due to budget, not looking at discontinuing programs due to budget, normal process for that but not due to budgetary concerns (other reasons for discontinuation occurs and policies).
- C. Eicher – Question about CSU rule about under enrolled programs/concentrations and concern across campus). Provost – Data from CSU has been corrected by CSUB, AVP Jackson is working on it, May 10<sup>th</sup> deadline to provide responses. Board of Trustees has asked for the information. A. Hegde – Our task, once we receive a formal recommendation – 1970s CSU Metric (program should graduate 10 or more people, should consider whether program is needed or not). CSU has returned to memo that outlined this change. D. Jackson came to Senate Exec committee with memo, looking at programs and concentrations, parsed at every level, our task is to see how the university assesses this (annually or use program review every five years – maybe have a plan or close it down). Similar questions across all CSUs. Provost Rodriguez – There are a set of criteria that can also be considered in terms of programs including geography; a large number of programs are on moratorium.

#### **IV. Approval of Agenda**

- A. Motion – A. Grombley
- B. Second – S. Marks
- C. Motion passed

#### **V. Old Business**

1. 2023-2024 Referral 23 – New Degree Program Proposal – Bachelor of Music in Music Education
  - Chair Wu met with Department Chair Dr. Haney after DCLC; currently working with Library for letter requested following last committee meeting.
  - Academic Affairs Committee also had a concern that Dr. Haney’s department will need to address (change title of degree or program). We should expect to resolve the issues in 1-2 weeks to move the referral/proposal forward.

2. 2023-2024 Referral 11 – Academic Administrators Search & Screening - Handbook change

- Still waiting for Faculty Affairs Committee for joint meeting date.
- Dr. Rush proposed meeting two times; the first to discuss proposed changes, the second to finalize joint resolution. Chair Wu asks committee preference, one meeting or two.
- A. Grombley suggests one joint meeting is enough because we have already finalized our resolution. Committee agrees.
- Chair Wu will contact Dr. Rush to finalize date for one joint meeting.

**VI. New Business**

1. 2023-2024 Referral 26 – New Department Proposal – Public Health

- Concerns raised about long-term funding beyond grant and more information needed about budget (cost of ASC, library resources, equipment and plan for maintenance). Consensus among committee is needs for a more detailed budget.
- A. Hegde – Ethnic Studies provided a five-year budget proposal. Similar commitment should be stated here (including information about position control).
- Question raised about where in the handbook talks about proposal of new department? What is the academic senate policy? Where to find it, and how does this proposal follow that guidance?
- It was suggested that there should be a template for proposing a new department.
- Provost Rodriguez points out that policy decisions are the will Academic Senate; administration is concerned with implementation. Provost would suggest to Academic Programs to develop a broad general template that covers items in Senate resolution. Provost will follow up on how to develop tools for this process while respecting current policy.
- Chair Wu will share all issues/requests from proposal developer so she can provide this information; will keep other committees in the loop and see if all three committees need to have a joint meeting.
- Concerns raised about funding to support a new department given university budget issues.
- Questions about updated letters of support from administrative. Letters came from previous administrators. Do we need to request new letters because of changes in

leadership? A. Hegde – In terms of process, no. He does not think we should. It is not the program's fault that there is a change of leadership. The authorization comes from the office, not the individual.

- Dr. Harper signed the original letter of support. Unless he is directed otherwise, he will honor that commitment. If Senate approves, and President signs it, then it will be the job of the Provost to provide those resources. The commitment is maintained at this point; the commitment stands.
- Chair Wu will follow up with proposal developers.

**VII. Open Forum**

No Action.

**VIII. Adjourn**

- A. Motion to adjourn – S. Marks
- B. Second – A. Grombley
- C. Motion passed

**IX. Adjourn 11:25 am**