APARC Minutes
9.11.18

Minutes: Elita Amini Virmani
Meeting Attendees: Mark Perri, Michael Visser, Elita Amini Virmani, Laura Krier, Sean Place, Daniel Soto, Beth Warner, John Dunstan, Elias Lopez, Merith Weisman (any others?)

Key action items:
1. ACTION ITEM: Faculty consultation in University Decision Making - Recommendation
   a. The lead on the committee/task force/work group to take responsibility for early involvement of the Executive Committee to agree to the plan
   b. Timeline: Always ask the question does this item need to get to the Senate 3 or 4 meetings before the end of the year? Do we have the appropriate time to make sure the appropriate structures are used to their best capacity?
2. ACTION ITEM: Establish guidelines about scheduling classes and a set of priorities
   a. Discuss priorities at APARC meeting (e.g. think about ways in which this benefits faculty and students and ways in which it lines up with the strategic plan)
      i. What do we hope to accomplish? What are the goals? Policy or guidance for scheduling
   b. Administration to work on/researching on providing scheduling software to faculty

Minutes:
3. Expected role of faculty governance in planning processes on campus
   a. Current faculty consultation policy
   b. Stevenson remodel
   c. ATISS involvement
   d. Strategic planning

   e. Question to APARC: Is there a structure or framework for working groups to address Stevenson Remodel, ATISS involvement, Strategic planning?
      i. Identify task force – how can we best facilitate communication between Senate and what the task force is trying to do?
         1. Bi-directional communication: it is out but also back to the faculty
      ii. Communication is critical
         1. Example: Website with FAQ
      iii. Identify alignment between committee work and charges
      iv. Suggested processes when working groups come up
         1. Bring them through structure and functions
         2. Minimum turnaround time
      v. Philosophy of shared governance – can we pull from those as a model?
   f. Question: Is there a policy about students are consulted in these kinds of matters?
      i. May exist, but not certain

g. Stevenson Task Force
    i. How were faculty originally selected to serve on task force?
h. If it affects any areas that faculty are overseeing, if it affects any areas that the faculty are overseeing then we should have input

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4. Communication with faculty, staff, and students
    a. Communication about Stevenson
        i. Stevenson Website is up
            1. Committee?
            2. Timeline?
            3. Plans?
            4. Forms for feedback or place to provide feedback? Who reviews feedback?
            5. Useful to put in a slide deck in the hallway: Did you know that Stevenson is undergoing a remodel?

    b. Ideas about communication in general
        i. More efficient reporting?
        ii. Reporting template? Status report update?
        iii. How do we create a system where it is going out and getting to the right people?
        iv. Strategic communication can help us a long way

    c. Questions:
        i. Will students have a department face or place they know where to go? (e.g. signage is being looked into)
    d. Updates:
        i. Mike Visser will be on Stevenson force
        ii. Will ask chair of ATIS to serve on Stevenson task force
        iii. Updates:
            1. During the transition there will be touch down stations – cubicles with partitions – 1 per faculty
            2. Still looking into storage piece and student study piece
        iv. All administrators will be moved out of Stevenson
        v. Redesign classrooms

1. include various size classrooms in new design, classrooms will be on first floor, social sciences, school of education, school of business
    2. more conference rooms to meet

   e. Budget/Actuals dashboard, related to strategic plan
      i. Questica – new software

5. Strategic Priorities (follow up on last years and write this year's keeping in mind our new strategic plan)
   a. Modules for scheduling
      i. Social sciences needs more classroom
      ii. Masterplan to grow to 10,000 students, if we want to add a 1000 students need to more efficiently use our classrooms
      iii. Can pick between 160 approved times and there are 100 unapproved time slots?
   b. Reserving classrooms
      i. Designate classrooms
      ii. For example: Classroom is a 2-hour block classroom
   c. Adopt UC Davis schedule?
   d. Priorities for scheduling classrooms?
      i. 80-80 standard
      ii. Seat utilization standard (e.g. only using 40% of the seats)
   e. Student perspective
      i. Offer courses at different times, don't offer all classes at 10am, offer some classes on Fridays
      ii. Variety of times – GE classes
   f. Are there classrooms that go unused because of academic technology and furniture?
      i. In process of making all classrooms equivalent in terms of quality
      ii. 29 classrooms in Stevenson but will make them into 25 classrooms
   g. Provide alternatives for working adults
   h. Provost perspective
      i. Address classrooms in general and modules are part of that

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6. Update from faculty center for Canvas
    a. How is the transition?
    b. Is there enough support?