COMMITTEE: Academic Planning, Assessment and Resources Committee
DATE & TIME: Thursday, September 25th 3:00-5:00pm
PLACE: Academic Affairs Conference Room Stevenson 1040
MINUTES: Alexis Macnab
ATTENDANCE:
Mark Perri, Elita Amini Virmani, Karen Moranski, Laura Krier, Laura Lupei, Sean Place, Daniel Soto, John Dunstan, Michael Visser, Elias Lopez, Merith Weisman, Alexis Macnab
ABSENT: Beth Warner

ACTION ITEMS
1. ACTION ITEM: Determine how APARC can help support budget requests. Possibilities include:
    a. Making scheduling priorities
    b. Suggesting methods of efficiency
    c. Adjust approval methods for modules (comment: "Last time there were all these 1 unit courses approved – what could we do to help this.")
    d. From mission: develop "long-term FTES projection" and a "two-year advising model."
2. ACTION ITEM: Determine how/if APARC be involved in review of policies/forms that constitute a barrier to graduation, with a focus on Academic Planning.

UPCOMING
SAVE THE DATE: Fall 2018 Campus Budget Forum is Tuesday, November 27 2:00-4:00pm in Student Center Ballroom A

MEETING MINUTES
1. Minutes Approved
2. Agenda Approved with addition of one item: Stevenson Remodel report (Mike Visser)
3. Chair Report (Mark Perri)
    a. SSU plans to buy an apartment complex, approx. 90 units, to be used for housing Faculty and Staff of SSU, Maritime and possibly SF State. 1-3 bedrooms plus small studios.
        i. Question regarding this housing: Can graduate students use it?
4. Stevenson Remodel Report (Mike Visser)
    a. Information on project schedule, surge space plans and presentations can be found on website: http://web.sonoma.edu/afd/stevenson.html
    b. Questions/Answers from group:
        i. Q) What will happen to staff with high volume student-facing transactions? A) There will likely need to be adjustments made at Department level to accommodate those needs (starting with Admin Manager levels).

      ii. Q) What will happen to research materials for displaced Faculty? A) Tenure-track will get cubicle station with some storage in Shultz; possibly additional lockers.

      iii. Q) Can Faculty request storage assistance? A) May fall to library itself; worth checking to see if library already has needed materials.

      iv. Q) What will be available for advising (i.e. a confidential space) for those who are high volume (400 students) Academic Advisors? A) Yes, this is an concern.

  c. General Consideration:

      i. Remodel will have major impact on library and student study spaces.

      ii. There will be a small number of portable structures to help offset displacement – CAPS will be in one.

      iii. Keep in mind footprint not just of buildings (portables) but construction equipment as well.

      iv. Look for comparable space to help fill the gaps, e.g. Wine Spectator.

  d. November meeting for Stevenson Hall Task Force is 11/21 and Michael Visser cannot attend. Alexis Macnab will fill in as APARC Rep.

5. Campus Budget Update (Laura Lupei)

  a. Presentation on the 2017-2018 University Operating Budget ($135.5 mil) and 2018-2019 Proposed Budget ($141.5 mil) can be found here: https://web.sonoma.edu/budget/campus-budget-update-083018-senate.pdf

  b. From Year End Actuals for 17-18, all Departments spend less than they had.

  c. Student Affairs had funds roll forward from GI 2025. Roll forward funding ends up in one-time budget.

  d. Lupei's changes reflect showing the budget in a clearer way, bringing "behind the scenes" funding to the front page, by adding budget items that were not in previous budgets (e.g. athletic scholarships). LL will add these new budget revenue and costs but it's not "new" money.

  e. Lupei has group looking at cost recovery methodology; previously has been "extreme indirect" method. Looking to be more direct, and incentivized to find efficiency.

  f. Changes from previous year's budget include increases from State funds supporting retirement, health & compensation, base Graduation Initiative funding, and other budget realignments. Funding reduction comes from lower distribution of State Financial Aid, 18/19 reduction in Resident Tuition because of higher AUL (Average Unit Load, which is now 14.55 for First Years), and Tech High Lease Payment reduction.

  g. State funding represents 58% of operating budget

  h. State University grants last year totaled $10.5 mil – but it goes straight out to the students so this money is not reflected in the budget.

  i. Some notes on allocation proportions: Academic Affairs receives the largest share because it includes offices of research and portions of IT; Admin & Finance is large because of employee support (Alexis did not catch this reason; clarification is requested.); University Wide slice includes insurance.

j. Cabinet agreed to distribute shortfall out to divisions; Ac Affairs, Admin & Fin, etc.

k. Every division is taking shortfall in the Base this year. Everyone "had a plan" so all were able to make this ONE TIME reduction in 18-19. Then model out a permanent reduction in 19-20.

l. Questions/Clarifications/Comments:

   i.   Can't spend one-time money on things that recur, so those two fund sources can't be accounted in the same places.

   ii. Can you use reserves for a long-term shortfall/unexpected costs? Yes, sort of. Capital campaign/refurbishment can use it; support space; special initiatives; graduate-intensive advising.

   iii. State funding for long-term needs becomes one-time if you don't spend it.

   iv. State Leg gave money for enrollment growth; Chancellor's Office is working to use this "money is a way that makes sense." (Lupei)

   v.   The addition of 1 SFR increases funding by $800K. The fact that 26-7 classrooms from the Stevenson remodel will be offline means many Departments will have no choice but to adjust class sizes. This may affect future budget requests.

   vi. Look to how we can be "proactive" in responding to the budget decisions that come down from Sac.

m. The University Budget and Planning Office will release a 2018-19 Preliminary Campus Budget by Division by October 31, 2018.

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   i.   Making scheduling priorities

   ii. Suggesting methods of efficiency

   iii. Adjust approval methods for modules (comment: "Last time there were all these 1 unit courses approved – what could we do to help this.")

   iv. From mission: develop "long-term FTES projection" and a "two-year advising model."

6. Policies and Forms Review (Elías López & Karen Moranski)

a. Reviewed some handouts illustrating current process and showed mobile-friendly design of new forms generator.

b. Discussion from Example: Form #2 Withdrawal from SSU. (Elías)

   i.   Proposed Improvements: a wizard tool (e.g. "do you want to withdraw and come back?" would send student to a Leave of Absence Form, not a Withdrawal Form), consolidate info across departments (Academic Affairs, Housing, Financial Aid, etc.), pre-populating some of the biographical info (name, ID, address, etc.)

   ii. Suggestions/Questions from Group:

1. Link to the definition of "serious and compelling reasons" on appropriate pages.
2. Can Departments get notice of withdrawn students?
3. Q) What supports the backend? A) Qualtrics, but looking for another program

c. Discussion from spreadsheet that reviews policies (Karen)
   i. First task is documenting all policies; then reviewing all policies
   ii. Categories are POLICY – PROCESSES – OUTCOMES
   iii. More columns coming. Should reflect 5 stages of Academic career: pre-enrollment, initial enrollment, continuing student, prep for graduation, and graduating student.
   iv. Mission is to lessen/eliminate the barriers to graduation in each instance. Currently there are barriers at each stage.
   v. Questions/Comments from group:
      1. Q) How to determine which are barriers? A) There is a plan to map those barriers.
      2. Faculty's perspective is different from students, so student's review is essential.
      3. Can this process eventually send out a pre-populated form to Graduates when ready?
      4. What would APARC's role be versus EPC?

d. ACTION ITEM: Determine how/if APARC be involved in review of policies/forms that constitute a barrier to graduation, with a focus on Academic Planning.

7. Agenda Items not discussed:
   a. Updating Charge of UPRS
   b. Discussion of Program Review
   c. Strategic Priorities
   d. Update from Faculty Center about Canvas