

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EDUCATIONAL RESOURCES COMMITTEE

MINUTES OF MEETING 04-14-2020 APPROVED BY COMMITTEE 05-12-2020
Sub. To Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. To Acad. Senate _____ Approved by Acad. Senate _____
POLICY ITEMS _____

Members Present:

Dianne Bartlow, Lindsay Brown, Nazaret Dermendjian, Ellis Godard, Kim Henige, Greg Knotts, Linda Noblejas-Sapuay (recording), Jerald Schutte, Diane Stephens (non-voting), Kate Stevenson, Dino Vrongistinos, Yarma Velazquez-Vargas

Guests:

Colin Donahue, Chris Sales, Cheryl Van Buskirk, Mary Beth Walker

1. Call to Order

The virtual meeting was called to order at 2:01 p.m. The members agreed to have the audio part of the Zoom meeting recorded for the sole purpose of transcribing the minutes.

2. Approval of the Agenda

The agenda was approved.

3. Approval of the ERC Meeting Minutes of February 10, 2020

The minutes of the ERC meeting of February 10, 2020 were approved.

4. ERC Chair's Report

There was no Chair's Report

5. Executive Secretary's Report

Stephens reported that all of the deans in the Academic Affairs unit are holding off on expenses and any possible expenses are all remapped to the central administration for approval. This is to make sure that we have resources to support our students.

The colleges are all working hard on planning for the expected budget reduction. The reduction will not be across the board but it will be targeted reductions. They are hoping that the budget impacts will just be short term.

6. Resource Planning in Response to the Virus Impacts from an Institutional Perspective – Mary Beth Walker and Colin Donahue

Provost Walker and Vice President Donahue thanked everyone for the invitation to attend the meeting. Provost Walker reported that the campus is doing its best to plan in a vacuum without knowing the hard facts to base our plans on. The biggest concern is the loss of enrollment particularly in the Fall. There is strong evidence that some potential students are discussing the possibility of deferring admission in the fall or if instruction goes virtually that students will opt out for the Fall semester. Academic Affairs is working on different scenarios with 20%, 10% and 5% drop in enrollment in preparation for the semester. She stated that freshmen enrollment might be down and transfer enrollment will probably be stable. Another part that is unknown that makes resources and budget planning difficult is what the state will do. CSUN has jumped on the opportunity that the government afforded us through the CARES Act. The total potential funds that we will receive is \$44M, half of that must be used for direct student aid. The Financial Aid Office and Student Affairs are trying to get the process done as quickly as possible to allocate the money to the students. The other half will be for institutional support for expenditures that resulted from COVID-19. The campus has already spent approximately about \$400K to \$500K to purchase laptops, hotspots, headsets, devices, etc. for students to borrow, and for faculty and staff to be able to continue the work of the university.

The state appropriation is still a question mark. It is difficult to have reasonable plans. The campus instituted a hiring chill in every division and hiring was put on hold. Provost Walker stated that her first priority is to the current faculty and staff.

Vice President Donahue stated that it is helpful to talk about the CARES Act funding. He confirmed that CSUN is getting \$44M from the Department of Education. CSUN is one of the highest in the nation to receive funding, primarily because the weighted calculations they used were 75% towards Pell Grants and 25% on the size of the institution; other \$22M will be for campus impacts. The language on how to use this other half is very broad as they try to give the campus much latitude on how to use the funds. They are really trying to help us during this time. We have already incurred a lot of expenditures in terms of technology, i.e., laptops, peripherals for faculty, students and staff. Other expenses for the other half includes about \$500K in emergency pay for some essential workers that needed to be on campus. Mostly employees in custodial, grounds, trades, etc.

Vice President Donahue provided a snapshot of what we will be faced with through the end of this fiscal year, from a cost impact standpoint; between lost revenue and additional expenses, the number is about \$19.5M. A big chunk of that comes from the enterprise funds and the biggest hit is student housing. They will lose \$6M and that is for the refund rents to students. Parking will probably be about \$2.1M in refunds to students, faculty, and staff. We have waived the parking fees until May. Those are big concerns for us on campus, particularly in housing, if we are not in session in the fall. Housing has about \$28M in operating revenue. If we are not in session in the Fall, they will lose \$13M dollars and will exceed all of their reserves.

We are modeling the different modes of instruction, face to face, virtual, hybrid, etc.

Donahue reiterated that the campus is planning for a 20%, 10%, and 5% drop in enrollment. There will be a no return to the “normal.” There will probably be some rules on limiting the number of people meeting or congregating together. This will affect events and performances at the Soraya.

The Emergency Operations Center (EOC) is doing a great job. They are developing a matrix of all the decision making that is done on campus. They will be using the key ones and take those decision points and see when do we have actually make the determination and test that in different scenarios and see what the landscape looks like. Higher education has more complexity than industry in returning to normal. We are like our own city.

The overall campus budget, the operating budget without the enterprise and auxiliary, is about \$490M; half comes from student fees, and the other half from state appropriations. If we are down 10% enrollment and about 50% down with international enrollment, there will be about \$28M decrease there. We do not know what the state will do. There will be a lot of revenue loss because it is affected by the tax revenues. We want to plan at best a 0% state revenue cut, but more likely 5% cut. Donahue stated that it is good to be in a system with 23 campuses; it is very helpful with what is happening and what other campuses are thinking about and provide good ideas.

Discussion ensued on technology needs for lecturers, students returning in the Fall, any plans of furlough, opening student housing and gymnasiums for front-liners who cannot go home and using as medical facilities, status of hotel, Sierra Annex, Conference Center and other constructions, making first time freshmen experience a priority since they lost their senior year activities, inclusion of DACA students for the student aid, transfer students from community colleges that will be affected by the 40/30 units requirements, grade change for students who are in the “Golden Four,” outreach to the employees and students to keep people engaged and connected as a community, should departments plan for face-to-face, virtual, or hybrid in scheduling classes, etc.

Provost Walker stated that the survey for students considering returning in the Fall will be sent out tomorrow. We will have a better sense of the enrollment after we get the results of that and the Intent-to-Registers due May 1st. She and Vice President Donahue thanked the committee for the invitation and appreciated all the great ideas as we plan for the next semester and on.

7. ATC Resolution Regarding Low Cost Course Materials – Chris Sales and Cheryl Van Buskirk

Van Buskirk stated that the high cost of course materials and lack of transparency about course costs prior to enrollment are concerns that have been voiced by student representatives of the Academic Technology Committee (ATC). The ATC, in collaboration with Affordable Learning Solutions (AL\$), are proposing that the current icon-based course cost designations that students see when choosing their classes be expanded. CSUN is required to highlight courses with zero cost materials in Class

Search. The form that they are proposing was adapted from the previous Affordable Learning Solutions textbook report that is sent to faculty each semester. It is voluntary but they highly recommend that faculty fill it out to facilitate the effective collection of more transparent and accurate textbook information. The previous categories are \$0 (zero cost), under \$50 (low cost), and 'other.' They are proposing the modification of adding \$50 – \$150 (Mid Cost Course Materials) and over \$150 (High Cost Course Materials).

For materials that are commonly used across multiple courses, instructors of these courses may take this into account when determining what the per-course cost is to a student that takes the standard course series. Courses that have not been designated by instructors, but that have textbooks sold through the bookstore, would be designated with an icon based on the total cost of materials offered through the bookstore for that course.

Discussion ensued on questions of having two sections using the same materials, the form is being punitive, how it will be communicated to the students, etc. It was suggested to create another box that notes that the expense will be for multiple courses (e.g., a three course series, etc.).

Van Buskirk and Sales thanked the members for their support and for the input provided. They will take the comments and also address the concerns brought forth today.

8. Adjournment

The meeting was adjourned at 3:51p.m.

Notes:

The next ERC meeting will be held on May 12, 2020 from 2:00 – 4:00 p.m. via Zoom.

**** THERE WAS NO POLICY RECOMMENDATION PUT FORTH AT THIS MEETING FOR SENATE CONSIDERATION.***