

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE EDUCATIONAL RESOURCES COMMITTEE

MINUTES OF MEETING 11-10-2020 APPROVED BY COMMITTEE 12-08-2020
Sub. To Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. To Acad. Senate _____ Approved by Acad. Senate _____
POLICY ITEMS _____

Members Present:

Nazaret Dermendjian, Michael Doron, Ellis Godard, Kim Henige, Vickie Jensen, Renee Moreno, Linda Noblejas-Sapuay (recording), Diane Stephens (non-voting), Kate Stevenson, Elizabeth Sussman, Yarma Velazquez-Vargas

Members Excused:

Greg Knotts

Guests:

Mary Beth Walker

1. Call to Order

The virtual meeting was called to order at 2:02 p.m.

2. Approval of the Agenda

The agenda was approved with the addition of finalizing the goals under New Business.

3. Approval of the ERC Meeting Minutes of October 13, 2020

The minutes of the ERC meeting of October 13, 2020 were approved.

4. ERC Chair's Report

Dermendjian reported that he and Stephens met with Provost Walker and Vice President Donahue to talk about the role of ERC in budget planning and how ERC can be an active participant and have a part in the decision process rather than just receiving information. Both of them agreed that they will come to the committee for input. They also recommended to have the ERC Chair as a voting member of UPBG. They also discussed the issue of resource investments in IT to facilitate online instruction. The Provost will address this issue in her presentation.

Velazquez-Vargas expressed appreciation that both the Provost and Donahue were open to the idea of the committee members being participants in the decision-making process related to budget. She inquired since Dermendjian has a double role of being Chair of

ERC and also Chair of Council of Chairs, should another member of ERC represent the committee in UPBG as a voting member?

5. Executive Secretary's Report

Stephens gave a quick update on campus activity level this fall. She stated that on an average day, there are about 279 students and 26 instructional faculty on campus. There are also faculty and students engaged in research on top of these figures. She also stated that current spring 2021 planning has a very small increase in courses with a few lecture sections and much of the same face-to-face instruction as the campus had this fall. The campus is awaiting word from LACDPH as to whether we will be permitted to offer some of the in-person sections in Music, Theatre, Art, CTVA, and non-laboratory courses that we have on our internally-approved list.

6. Provost Mary Beth Walker – Update on Academic Affairs Budget

Provost Walker presented the [Academic Affairs Budget](#) for discussion. Her discussion focused on three things:

- a. Academic Affairs 2020/21 Budget
- b. Reduction Plan Impact for Colleges
- c. COVID-19 Impacts on Instruction

She showed the Proposed Budget Balancing Plan, mentioned by Vice President Donahue at the last meeting, that the university is taking to address the \$33 M reduction.

- a. Operating expenditure reduction of \$8.9M – the university reduced operating expenses for all departments with no traveling expenses, facilities and Physical Plant maintenance savings, etc.
- b. Labor expense reduction of \$4M – “hiring chill,” Early Exit Program, restructuring plan in offices
- c. One-time campus reserves \$20M – relying on the reserves as the campus backfill and will spread it over three years.

She noted that the operating and labor expense reductions must be built into the budget permanently to account for the \$16M permanent state allocation cut in FY2020/21. This includes the reduction in non-resident and international student enrollment, the CSU unfunded mandatory cost increases, and the one-time \$5M enrollment allocation from the Chancellor's Office that we received last year.

Provost Walker addressed the impact for the Colleges by using the following budget reduction principles:

- a. Multi-year reduction plan of backfilling permanent reduction with one-time funds over three years
- b. Planned a 7.5% reduction this year with 85% of carry forward funds returned to the colleges and no reduction in FTES targets
- c. Restructuring due to the Early Exit Program and the labor savings in units
- d. Strategic Budgeting Model by rethinking how we budget for the colleges to include how the colleges have changed over time, costs involved in the growth of

programs and instruction, maintenance and purchase of new equipment, supplemental learning built in in the budget, etc. to be in a better situation in the next 15 years.

The Provost showed the Budget Reduction Plan for the colleges and how they came up with the 7.5% reduction for 20/21 (i.e., Prior Year Adjusted Budget (PYAB) +20/21 Adjustment-Base Budget Reduction of 12.05%+University One-Time Reserve Pool for 4.55% = 20/21 Allocation). The three year University Reduction Plan relies on Academic Affairs providing \$8.9M annually in one-time funds. Additionally, College budgets will be modified each year for enrollment shifts.

Discussion ensued on the difference of AcAff Central Units and AcAff Central funds, dean's discretion and oversight in the colleges, cost savings on the Early Exit Program and restructuring plan, etc.

Provost Walker addressed the questions submitted by this group related to the campus online instruction activities and plans. She described the historical online instruction volume and the recent activities of the Academic Technology Center (or Faculty Technology Center) and Faculty Development to assist faculty transition to online instruction during the pandemic. She talked about the online instruction of CSUN in recent years summarizing from Fall 2017 to Fall 2019. She noted that the data captured was based on the revised class meeting patterns in 2009 that excluded MDECOE grad sections and DEAF, MATH, MCLL, and Freshmen Seminar, with Hybrid courses counted as 50% if space is shared with another hybrid course.

She also reported on the programming done to support online instruction such as the workshops to help faculty transition to virtual instruction, boot camps intensives, teaching toolkits, eLearning institutes, etc. Provost Walker discussed the budget to support online instruction that included staff payroll, faculty reassigned time, contracts for software licenses, eLearning Institutes, etc. for both IT-Faculty Technology Center and Faculty Development. Academic Affairs also provided stipends for faculty during the summer for workshops that they attended. Discussion ensued on advantages of staying online and savings incurred, different accreditation requirements of having online classes, analysis of what has been effective and what is not, what is an effective instructor, post COVID university and how to use space, scheduling in high technology classrooms, how to maximize the long term investment in eLearning Institutes, CO trainings, workshops and software licenses and tools, collecting information from the departments on what will be useful for the university, performance satisfaction and student learning, Task Force to look into this long term investment, post pandemic plans for instruction and how to manage student, staff, faculty morale, drop of freshmen enrollment, how to serve the freshmen in the next fall if campus remains in virtual instruction, etc.

The Committee members expressed interest to the Provost in being involved in the planned Task Force and not just as recipients of the information.

7. New Business - Finalizing of Goals for 2020-2021

Discussion ensued on revisiting and rewriting the ERC Charge and to present to Faculty Senate. The members also voted to include the analysis of online instruction for 20/21 and the effective use of resources of online instruction. The data or information collected can be used for the Task Force.

It was suggested to invite the Provost and Vice President Donahue to the February meeting for a discussion of the CSU Budget.

8. Adjournment

The meeting was adjourned at 3:57 p.m.

Notes:

The next ERC meeting will be held on December 8, 2020 from 2:00 – 4:00 p.m. via Zoom.

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