



**Academic Master Plan Subcommittee Meeting
Subcommittee #4: Infrastructure and Resources
Meeting Minutes
Thursday, November 5, 2015
2:00 pm – 3:30 pm, CP-500**

Attendees

Danny Kim, Pat Balderas, Carol Creighton, Peter de Lisjer, Matt Jarvis, Uksun Kim, Sora Tanjasiri, May Wong, Steven Chan, Laleh Graylee, Berhanu Tadesse, Jeanne Tran

Absent

Mark Stohs, Erica Bowers, Mike DeMars, Dave Edwards, Robert Emry, Mark Filowitz, Joe Forkan, Joseph Nguyen, Greg Saks, Lisa Kopecky, Willem van der Pol

Introductions

- Introduction of new member
 - Peter de Lisjer – NSM Faculty

AMP Changes

- Danny provided an update of AMP revised timelines thru fall 2016
 - **March/Mid-Spring 2016** - First complete draft of the AMP will be shared for campus input
 - **Early Fall 2016** – Second complete draft of the AMP will be shared for campus input
 - **Mid/Late Fall 2016** – Revised draft submitted to ASI Board, Academic Senate Executive Committee, and division heads for comments and endorsement
 - **December 2016** – Revised complete draft of the AMP will be shared with the President's Advisory Board to review and endorse

Team Updates and General Discussion

- Team C - Pat Balderas (Team Lead) presented an update of the draft outline for their report. A meeting was requested with the Co-Chairs to review and provide feedback before writing the draft report.
Key sections covered:
 - Physical considerations – Classroom spaces, University scheduling patterns and formats, Determine priority for communication and planning of research, lab, classroom, student service, support spaces and maintenance
 - Financial resources – Operational/financial impacts, graduate programs, deferred maintenance, consultants vs campus employees, retention, utilization, distribution of staff
 - Guidelines to address faculty assign time, Coordinate technology to improve scheduling and meet student demand, develop means for new or revised policies and procedures, implement infrastructure to support expanded online offerings
 - Comprehensive University

- Team B - Uksun Kim (Team Lead) briefed the Subcommittee on the progress of their draft report with a handout of the major points:
 - o Preamble
 - o Alignment of Physical and Financial Resources (physical, financial, and human resources)
 - o General Approach for Creating Five-Year AMP
 - Guidelines (FTES-base and performance-based needs)
 - Practical Recommendations (re-aligning current situation, planning for growth, and planning for stability)
- Team A – Matt Jarvis (for Team Lead Mike DeMars) updated the Subcommittee on key elements to be included in their section of the draft report:
 - o Address financial reality – CSU not as flexible as other higher education systems (i.e., UC, CC)
 - o Develop innovative ways to fund AMP
 - o Develop bottom up model to assess the needs of the departments – Who should perform this task?
 - o Identify space needs and develop methodology for tracking space utilization
 - o IT infrastructure - Compare peer institutions using data from Educause
 - o Considerations to saving money – funds are generally earmarked for specific purpose/projects
- Team draft reports due Friday, December 11, 2015 (end of semester)
 - o Brief review of the AMP report narrative
- Danny requested Teams to forward reports if ready prior to the December 11th deadline

Upcoming Meetings

- Future meetings to be scheduled as follows:
 - o Tuesday, December 1, 2015 – 3:00 pm-4:30 pm – LH210G
 - o Meetings to be scheduled for January, February, March 2016