**Thursday, October 19, 2023**

**10:00-11:30 AM**

**(Virtual) https://csub.zoom.us/j/6339523439**

Present: D. Wu (chair), R. Dugan, C. Eicher, C. Lam, D. Alamillo (or designee), V. Kirkbride, J. Florez, A. Grombly, I. Pesco, V. Harper (ex-officio), A. Hegde (ex-officio)

Absent: A. Sawyer, N. Hayes (ex-officio)

1. **Call to Order:** Meeting started at 10.04 AM
	* Dated October 5, 2023. Corrected A. Hegde’s name spelling. A. Grombly moved to approve minutes (with name correction), J. Florez seconded the motion.

Motion approved.

# Announcements

* D. Wu said that T. Holloway shared space utilization data with D. Wu and is in the Box shared folder to talk about today.
* D. Wu shared information from DCLC meeting yesterday. D. Wu attended with C. Lam. They presented and proposed time block and space utilization plans (2 plans) and they received a few questions from the group. They encouraged the department chairs to share with their faculty members to see how they are working, and also talk with ADs, ~~specially~~ about specially assigned rooms and how to utilize those rooms as well. It was a first reading and asked the group to bring back comments at next DCLC, or email questions or thoughts with D. Wu.
* Hegde added D. Wu and C. Lam did an excellent job presenting the proposal. Good discussion.
* D. Wu thanked A. Hegde for the support, and hoping to propose a plan to campus, to better serve students.

# Approval of Agenda

* + Motion: J. Florez moved to approve agenda; R. Dugan seconded the motion. Motion approved.

# Old Business

* + 2023-2024 Referral 04 – Time Blocks and Space Utilization. D. Wu asked committee to review the data provided by T. Holliwell. Some percentages are concerning. Shared excel spreadsheet with data from T. Holliwell and team. Appreciate their support and efforts.
	+ Looked at non-compliant rate by college. V. Harper asked what the non-compliant column is. D. Wu replied that it is classes not following currently adopted time blocks. SSE has 168 out of 868 (45 percent of sections). V. Harper asked who created it. D. Wu said T. Holliwell. V. Harper asked if T. Holliwell was present and needs to be here next time. Expressed process of committee that we need to be aware of the absence of expertise of F. Gorham. D. Wu will see if he can get him and maybe another person from area to attend next BPC meeting.
	+ A. Hegde asked for AV data to be included. Suggested a different term than “non-compliant”. Concern that if courses out of time blocks, limits the number of courses students can take, can impact FTES and average load students take. Recommends reaching out to deans and inform us when we are doing a proposed schedule we know those things. SSE is high because of labs. May be some pedagogical reasons for being non-compliant. And deans can talk to why they are the way they are and talk about if they can be solved. If all is compliant the space utilization rate would be higher.
	+ C. Lam agreed with A. Hegde that is impacts utilization rate. High number could be due to graduate programs may affect it. Nursing is all non-compliant, and all 4 units naturally non-compliant in NSME.
	+ R. Dugan asked if the data focused only on physical space, and if it includes sections attended by Zoom? D. Wu said it’s just the specific time blocks not the mode.
	+ Data by department. D. Wu agrees there are legitimate reasons for being non-compliant. D. Wu will start talking with ADs with the high non-compliance rate, and what they want to see in the new proposal.
	+ J. Florez seconded A. Hegde’s view of why some are non-compliant and has to do with graduate classes and not a lot of overlap and need to look at more fined-grained report for reasons for non-compliance.
	+ V. Harper said he had not seen this data before and wanted to change the name from “non-compliant”. If the data is accurate, it’s on a scale that is problematic. Need to solve this problem and a policy solution implemented, because this needs to be brought under control. He will ask T. Holloway to come to dean’s council so he can hear from the deans why this is occurring. They can dialogue with the chairs. Will direct an Academic Affairs policy group to provide a framework to ensure compliance with current time blocks.
	+ I. Pesco mentioned Teacher Education is very high that brings SSE so high, which is mostly the graduate programs. Some issues in NSME are lab issues and unfairly weights their non-compliance. How do time blocks address the space issue of non-compliance for labs.
	+ A. Hegde suggested using “variation” instead of “non-compliance”. We need to figure this part out like V. Harper said. Out of sequence with standard time-blocks, because of graduate programs, and have different time-blocks for graduate programs. The other issue is locations controlled by schools. May not have to reinvent the entire time-block. Having certain time-blocks for GE, graduate, and lab sections may help solve the problem of space utilization.
	+ C. Lam asked for the definition of “non-compliant”. Wanted to find out percentage of sections not scheduled according to normal time-blocks; sections not in normal time blocks and where overlaps occur.
	+ D. Wu said next steps while waiting from information from chairs and ADs, we can look at the data in more detail and see if data is accurate. D. Wu can talk to departments with highest rates and ask for suggestions on solutions.
	+ R. Dugan asked if the data includes only on campus spaces or includes off-site. D. Wu said we can ask T. Holloway for clarification.
	+ 2023-2024 Referral 11 – Academic Administrators Search & Screening Handbook change. L. Blodorn could not come to meeting BPC today but agreed to visit next meeting 11:00 am November 2nd, time certain. She can work with us to finalize some of the language. John Hartman helped D. Wu. We can look at the current status and make and finalize some edits to make sure language and message is clear. Once edits are finalized, we can prepare a resolution.
	+ D. Wu shared handbook and suggested focusing on 309.3 to be revised.
	+ V. Harper said in his experience, the search firm is considered during the conceptualization of the position. Campus looks at market conditions, if the search can be done without a search firm, if it is a specialized search, and we look at how we can utilize a search firm.
	+ D. Wu asked for any suggestions to amend the 309.3, propose dropping last paragraph.
	+ J. Florez said if 309.3 is changed, then it will impact Section G.
	+ D. Wu said no impact because search firm is already hired. Might be some tasks to delegate to search firm.
	+ J. Florez asked when does the University contact the search firm during the process and are there any stipulations as to what they are to do. Could be HR and Provost office
	+ V. Harper said they do searches in batches sometimes. When they sign with the search firm to have them perform specific tasks for each search. Needs open communication about what is expected form search firms. Wouldn’t want handbook to bar tasks that we’ve had the search firm perform before. Need language to include communication with scope of all stakeholders.
	+ A. Hegde said the key is defining the roll of the search firm, not whether to use one. Sentence implies that the search committee has a role in hiring the search firm. Maybe use something like “in the event a search firm is used…”, and scope of the search firm is better defined, and wants to make sure faculty role is not usurped when making recommendations for hiring. Something like “Role and responsibilities clearly stated and not replace the authority of the search and screen committee.”
	+ I. Pesco questioned creating a new section or sub-section on the roles of the search committee and use of search firm.
	+ A. Hegde suggested creating a sub-section “Responsibilities of Search Firms” for the event it is used and refer to appropriate section(s).
	+ V. Harper also suggested adding “in consultation with the committee…” for approvals because it sounds like the search committee chair has too much power in making final decisions.
	+ D. Wu will make the revisions and include a new section with language and share with the committee members next meeting. L. Blodorn will be at the next meeting and can be asked clarifying questions to conclude this referral.

# Open Forum

* A. Hegde shared that the Senate is very busy, and may not get to time blocks this year, but hopeful.
* Two new degree programs to consider, Bachelor’s in Music Education, and Doctorate in Nurse Practitioner; new departments formations: Public Health this semester; in spring a Department of Liberal Studies.
* Senate sending referrals to BPC; consider metrics revisions for program evaluation.
* Academic Advising report is put off until spring.
* V. Harper expressed his appreciation for the work of this committee.
* He recognized J. Rodriques in new role as Interim Provost next year. He also thanked D. Wu for his leadership.
1. **Adjourn:** C. Lam moved to adjourn meeting at 11:18AM. J. Florez seconded.

 Motion approved.