NBS Counsel Meeting
Meeting Minutes

March 12, 2014

Next meetings: Wednesday, March 26, 11:30am
Wednesday, April 9 11:30am

Agenda Items

Guest
Brian Lacey, Manager, University Bookstore, & Angel Covarrubias, Course Materials Manager

- (Brian) {Passed out materials to group}
- Book Adoptions
  - FALL 2014
    - Getting ready to send those out
    - April 30th deadline
  - SUMMER 2014
    - Already out, and due back to bookstore by March15th
    - Deadlines are set so early in the previous semester because as students attempt to sell back textbooks for cash value at the end of the semester (during finals week), the value (up to 50% of books retail value), as well as whether or not the bookstore will accept the books, is determined by if the book orders are in place for that particular book.
    - If there is no book order in, the book is purchased back at only a market rate
    - The lowest, most affordable cost books are when students purchase a used book, and then sell it back for 50% value at the end of the semester
    - The book remains in rotation at the bookstore, and can be reused multiple times with no additional cost
- Rentals
  - We are one of the highest opportunity for book title rentals among all affiliated bookstores
  - IF faculty is interested in making low cost book materials available for rental, they can access information online on the bookstore website, www.CSUDHSHOP.COM
  - Titles can be researched….rental and digital versions, as well as price
  - Some courses are moving toward digital format, such as digital PDF formats, Connect Plus, Cengage Brain, etc.
    - Students can save up 60% by going digital
- IncludeEd (NEW)
  - Option for students to pay for their course materials by way of a course fee included along with tuition
  - Benefits:
    ♦ Students receive their course materials at the beginning of the course
    ♦ Students will know exactly how much it cost to take the class, upfront.
    ♦ Bookstore can work at negotiating a lower rate (esp. for electronic versions) if only certain portions of the book will be used, or in other cases as well.
    ♦ Students have shown to have higher success rates because they will be getting their materials at the very beginning of class
    ♦ Students are weary of more “fees” but at least they would be getting access to a one stop shop of taking care of everything at once, knowing they would not spend additional on books, get potential savings on materials
• Brian urges instructors to give it a try, by making the option available for a few courses first. Students will still have a choice. But then, monitor what the difference is in the students who shop around vs. those that receive materials right at the beginning and see what the corrolations are.

➢ Book Now Plus / Faculty Discover
• The tool is integrated into BlackBoard to be utilized online.
• Book adoptions can be placed in Blackboard.
• Faculty Discover tool, allows faculty to lookup course materials, and see what other faculty across the nation (that are using this tool) are using, as well as how they are rating the materials.

➢ Another option,
  ▪ Providing access of open source materials through Merlot, Youtube, and other resources out there, for faculty to adopt while other materials are being adopted through the bookstore.

➢ (Angel) If you have a book that is not currently rentable, but you want to make it rentable, or you want to do a custom book, give him a call, email, or drop in and speak to him, and he can work on that to try and make it available.

➢ Questions:
  ▪ (John Price) Has had students show up to class with books they have bought off the net for like $10, that said made in India
  ▪ (A. Pu) International Editions
  ▪ (J. Price) Is the material that is contained in these books any different than the materials that are in the books that were originally assigned.
  ▪ (Angel C.) Most of the time, the most obvious is the chapter questions will be different, or problem numbers in the back. This is especially true of International Editions. The bookstore will not buy back these books.
  ▪ (J. Price) As far as rentals, there are some books that students are able to rent, but if they are serious about the major, some of these are books that the will want to keep as references.
  ▪ (Brian) students can always convert a rental to a purchase
  ▪ (M. Beheshiti) How much savings is the rental vs. purchase?
  ▪ (Brian) in many cases 50% or more, but the bookstore does have a tier rate based on demand
  • Also a brand new on the market book, will probably be less savings than an older book.

❖ Announcements/Reminders
➢ Discussion
➢ Reviewing Class Scheduling
  • (Hamoud) Cynthia sent class schedule for the fall semester, and asks that any changes be sent to her before the final schedule is published
➢ List of Classrooms/Labs for AAFSC
  • (Hamoud) Academic Affairs has some money to remodel the 10 worst classes.
    ♦ We have identified the worst classrooms that we have, based on the lists provided by each department, as well as a walk through conducted by Miya, Cynthia, and Hamoud.
  • [handouts passed out] Feel free to add any additional classrooms to consider
  • We are being asked to have the offices in SBS and NSM
    ♦ (Mohsen) Whats the criteria to make it the “worst” classroom?
      ➢ (Hamoud) factors that would be considered, acoustics, ceiling,
    ♦ (Mohsen) Is it classrooms only, or are labs included?
      ➢ (Hamoud) yes we wanted Labs to be included also, because all our labs need some work
    ♦ (Ken G.) LIB E127, has no access to internet, hard to project anything,
    ♦ (Angel) NSM B310, leaking roof….physical plant has been asked to fix several times, and they say it is completed but it still leaks
    ♦ (Mohsen) Can we also include Welch Hall labs?
      ➢ (Hamoud) no, because supposedly we are using the space from them, and the space is not technically ours
    ♦ (Ken G.) NSM C235, physics lab, gas outlets leaks, roof leaks, furniture, lack of equipment
(J.Price) Equipment is desperately needed in C235. Last semester we had to turn away students, Physics Majors, and stall their progress because we did not have the capacity to teach them in that room any more. We are now impacted

(Mohsen) NSM B208, our computer lab. When I arrived here the computers were 10 years old, and many of them have not been upgraded since.

(Ken G.) ...also C207...its our one open room. Students study, faculty assist students

(Van) Comment on Scheduling…scheduling should be the same as this year from all the adds from the baseline budgets. Our enrollment is high this year, and even with the addition of FTS its not going to change a lot for the individual departments. So when doing FALL14 scheduling make sure to keep the schedules the same

(John P) Presuming you are not taking into account that we are offering different classes than we did last year

(Van) well you have your WTU allocation

(Hamoud) If anyone has additional classes to bring up, we can discuss at the end or email them to me with a brief description of what the problem is.

College/Dept/Program Websites

(Hamoud) the problem we are facing to get us up and live, is that we all have to be done with our sites before we can be updated. The problem is not every department is done.

Some coordinators and editors have not gone to the training (as required to do so)

At this point we have BIO, EAR, and Center for Urban & Environmental Research that are live.

The rest are all on hold

The only way we can get the College website up, is if every program is live, and all links are active. We cannot link to old links

(John P.) What am I supposed to do that hasn’t already been done, once I have already gone to the training? What additional steps are you requiring?

(Hamoud) Review your website see if there are any changes that need to be made

(Sue) Feels as if this kind of project is a workload issue. Especially as a small dept. where no one is trained in the program used to modify the site. What would take Reza seconds to do, takes entirely too long to struggle to take on the migration. Revisions and modifications once the site is up is a different story, but the migration has taken way too much time and effort to do.

(Hamoud) The college will be hiring a student to help us with this project

(Van) the job has already been posted, so we should have the student in soon to assist in the next couple weeks (Rate is $10-12/hr)

(Mohsen) Send the job bulletin to me too

(Hamoud, Van) will do

(Annie) Was asked about the training in the Fall and declined, then barely seen she was part of the list and asked to do the website a few weeks ago. No clue how she was included. She does not have the time to retrain in web design.

(Hamoud) I have no clue how your name got associated with it

(Ashish) Even with all the time spent, the website is slow as it is. It takes a long time to process every change whether or not if is even a mistake. Can I ask them to help me with the VPN

(John T) There are also busted links on the IT webpage

(Hamoud) It’s a conversation we have to have, because we got involved in this and we are not technicians

(John T) All this stuff with IT delegating things to the departments to do on their own, us doing things to suit them, i.e. Peoplesoft, webpages, when it should be the other way around. It really has gotten to the point where the Deans should address the issue further up, that our faculty and chairs are not computer technicians

(Hamoud) that is the message we have tried to convey in the past already

(Hamoud) so that’s where we are at. Please send an email to me with any questions or if you are finished and I will email Tac if necessary.
(John P) If IT were removed from campus entirely, although it would be a lot harder we would still be able to do our jobs. However, if the faculty was removed from the campus entirely, then IT wouldn’t even have a reason to exist. The University is really not all about IT.

(John T, Sue N., Hamoud) Agreed.

(John T) They lose sight of that.

- Hiring of student Assistant for IT help
  - Already discussed, and should be coming in within the next few weeks.

- STEM Conference
  - (Hamoud) April 30th, 8-4pm Mark your Calendars
  - Sessions throughout the day. We have locked in a Keynote Speaker, very nice and excited to come to our campus. We have 3 scientists locked in from GPL, Faculty, Kate Stevens, John from Northridge, and possibly one other. Waiting on Heather, from USC who does some studies with Keck School of Medicine
  - Everyone is invited. Students, staff, and faculty
  - This is part of the Presidents investiture. All colleges were asked to provide an activity. This is NBS activity. Also the writing contest, So please encourage all your students to participate.

- Follow-up
  - Send emails to follow-up with folks that have not gone to training, or are needing additional steps to be completed
  - Send the job bulletin for student helper to Mohsen
  - SHIFT + RETURN (fix double space issue)
  - Encourage your students to attend STEM conference
  - Check with Heather from USC to see if she will be part of the STEM Conference

- Academic Affairs

- Discussion

- Encumbrance Update
  - (Hamoud) Attended the AAC Meeting yesterday. Few things were raised up at the meeting: one was encumbrances
  - (Van) There were 2011-12 encumbrances still out there. What’s going to happen is that they are going to disemcumber and take the budget back to admin and finance. I don’t think we have very many, only about 5-6. Biology might be one that has a 3 year contract with STS, maintenance.
    - (John T) If they cancel that one, the University will be shut down. That’s the Hazardous Waste Disposal so they better keep that running.
  - (Van) STS only has about a $1400 balance, so if anything, if we get an invoice and we have to pay it, we can pay out of the current year. We have about 15-16K work of encumbrances from 11-12. 13-14 has to be reviewed. There is an issue with Peoplesoft, because every year I ask to delete them, but the don’t, and they just hang there. So the money will be disemcumbranced and sent back to central for classroom renovation.

- Presidential Investiture Dinner
  - (Hamoud) Happening May 2nd. Each Dean gets a free table of 10 (donors, friends, and alumni) Rod already has his list and will be sending out invites. If we are interested in purchasing more tables its $1500 a table.
    - (Mohsen) So who are the 10 people?
    - (Hamoud) I really don’t know, But Rod will be coming up with the list. If you have a person in mind that you would really like to invite, then send the name to Miya, and copy Rod
    - (John P) What about an existing and current donor?
    - (Hamoud) Even better. Send the name to Rod

- Social Hour with Deans
  - Ellen wants to do a Social Hour with Deans/Staff Potluck during Spring Break. We talked about this and whether she should ask the senate for permission to walk on campus and into offices. My view is that she should just be able to just show up if she wanted to, to drop in and
    - (John T) So your saying she needs to ask the senate permission?
• (Hamoud) Not permission, but there was some that were concerned that the Provost would be doing this
to try and watch us
• (Group voices) oh geez, come'on, oh please..
  ▪ (Hamoud) that is basically the position that we expressed. I told Ellen to please just show up.
  ▪ (Hamoud) Ellen said that she is getting the sense that faculty and staff who she has been talking to is that we
are really fed up with initiatives.

➢ Deans/Colleges and Strategies
  ▪ Provost Ellen Jun actually had in mind another initiative, but rather the conversation was how can we have a
discussion of these issues, because they are very important issues to the University. She wants to highlight
the faculty should own this, but that the administration should also come through with resources. She wants
us to be more cognizant of the problems the students face.
  ▪ This was presented more as a discussion to think about, rather than an initiative
  ▪ (Ken G) Clearly a new building is an initiative
    • (Hamoud) yes
  ▪ (Hamoud) Remember, the old discussion was about NBS having a building, but now CAH is talking about a
the building
    • (John T) we have been on the list longer though

➢ Follow-up
  ▪ Van will review encumbrances, the ones tied to a department he will send an email to that department to
notify
  ▪ Anyone with names of people they feel should attend the Presidential Investiture Dinner should email Miya,
and cc Rod.

❖ Committee Reports
  ➢ Discussion
  ➢ Safety Committee
    ▪ (Hamoud) Committee met last Friday. Jeff Wood and Orson came together and took some pictures of the labs.
They are all old and need new equipment, but in terms of maintaining them we are really all ok. When
reviewing the safety reports that Jeff provided we really don’t have any major violations. Aside from the issue
of eating in labs, mislabeled items, but overall they are maintained well. The plan is to meet again in April
  ▪ The plan is to also look at best practices.
    • Travel, go to other campuses, and see what they are doing in their labs. Was thinking of going to the
farthest CSU out there, but now maybe CSUN or one closer around here.
  ▪ (Ken G) Some of the equipment that is essential to our curriculum is dysfunctional. It is so dysfunctional that it
becomes a safety hazard, and we have to moderate as faculty. This shows how dysfunctional equipment is.
These are lecture demonstrations also. For example, there is one in Xray defraction that has shocked me 2-3
times and haven’t used it since
    ▪ (Hamoud) This is really one of the purposes of these meetings. Rod came in and gave certain charges on
how to approach this, and one of them is to establish certain rules and procedures, certain rules to
record, especially those that are very important, and especially when the auditors come in.
    ▪ Right now we really don’t have a record of us doing these inspections, and it is important to have. So the
committee is here to do just that.
    ▪ Any equipment that is old or unsafe, needs to be reported. It’s a hazard issue.
  ▪ (Ken G) what happened to the ?? Committee? Is that all gone now?
    • (Hamoud) Good question, please send me an email to add that to the agenda as an item in the next
meeting, that would be great to look at.

➢ AA Facilities and Space Committee
  ▪ (Hamoud) I sent everyone 3 reports to read and send feedback. The new Provost came in last week and
really took control of the committee. She gave us these 3 reports, and each of us is assigned to review one of
these reports. Hamoud is doing the college report, Cynthia is doing one, and Jackie Barber is doing one. We
all will need to report back soon.
  ▪ The important thing to get out of this is that space is a really serious for us in particular in our college.
Ellen wants to maximize use of this space. Maximization is 80% time of use. IF 65% of students seats are scheduled in that time. The last report was 9-2pm was the highest use of our space. That period of time from 9-2pm should actually be more that 80% for us.

There discussion in the draft to add evening GE classes, and also FRI, and weekend classes.
- At this point, GE courses are not offered on Fridays or the weekends
- A lot of other classes are also offering classes on weekends too

Our biggest challenge is to show that we use our space to the maximum. We were told the SAC building was supposed to be declared as a historical site, but then when we ask for space it is used against us.

(Mohsen) you mentioned 9-2pm is the most used time, but a lot of classes are offered in the evening.
- (Hamoud) 9-2pm really is the prime times

(Ken G) We used to have 830 too
- (Hamoud) I thought it was 830 too, but turns out it is actually 9-2pm
- (John P) The time slots are all lined up for 8:30. Even if you have a class that meets MWF they are all allocated 1 ½ hour time slots. They only meet for 15 minutes for that class and the rest of the time the room is empty which makes no sense, but if you are going to have a MWF 3unit class it should be on the hour

(Hamoud) the other discussion was regarding class size.
- We should not be adding students if the room capacity does not allow it.

(Hamoud) Another issue is with retired faculty coming back to campus, to teach, and having their own office. Or leaving and keeping their own office, or in some cases multiple offices.
- This is a problem in the POL Dept.

There is a draft of this document that says that if you are a FERP you have to share your office, but then in another place there is a contradiction saying that if you are a FERP you CAN have your own office.
- (John P) Actually it says only FERP faculty teaching full time get the office, but my understanding is that FERP faculty don't teach full time.
  - (Hamoud) that's 2 courses each semester
  - (John T) So it would be their office 100% for that semester, and then somebody elses office for the other semesters

(Hamoud) The issue for me is when they come back to teach as a part timer, do you keep your office?
- (Annie, Sue) They shouldn't
- (Hamoud) But the practice so far has been that they do. It’s really tough to get them out though.
- (John W) The problem for the MATH dept. is we have so few offices we have to schedule more that one person in each office, but sometimes they are even in there simultaneously
- that’s illegal.
  - Theres not enough room in the office to accomodate 2 people, according to ADA rules. I looked into it, and our offices are like 80 sq.ft. but you need like 160 sq ft to accommodate 2 people in the same office.
- (Hamoud) You cant have more than 3 people in a station, and a station is like 2 desks. John if you have the information can you send it to me
  - (John W) Yes. The reason I know, is because I looked into rearranging the offices with new furniture to accommodate more people and I was told no for that reason.

(Hamoud) It was also brought up to give Cubicles to part timers
- (John P., John W) Where would you put the cubicles?!
- (Hamoud) IT is leaving WH, so possibly there

(Hamoud) Also, if you have space off campus, and are teaching a program you have to tell the university and college that you are teaching off campus before you do anything. The cool part about it is that you can actually rent or lease that space and use the money towards the programs.
- (John T) that does not include field trips right?
- (Hamoud) No. More like teaching

Follow-up
- Ken will send a reminder to include ?? Committee update on next meetings agenda
- Hamoud requested John W. to send information he has regarding ADA regulations for office space/ legal violations
- Send office lists to Hamoud if you have not sent already
- Hamoud will meet with chairs to figure out what each department needs

**Chairs Release Time**
- Discussion
- Release time
  - *(Van)* The formula that was sent by John T, Did you come up with it yourself?
    - *(John T)* no.
    - *(Van)* the verbage on the bottom is one thing, but how it is calculated is another
    - *(John T)* That formula has the waiting factors from each of the three branches
    - *(Van)* I spoke with them and that is not how it was calculated. The verbage indicates the weight, yes, but how it calculates out is another thing
    - *(John T)* that was clear in the spread sheet, it calculates out to a set of numbers which are normalized to a number of WTUs. I was told that was the accepted practice when that table was put together.
    - *(Carl)* It may be off because it was based on time that we used to get, before losses due to budget constraints
    - *(Van)* In looking at how it was calculated, and based on the current number of WTU that they should get…some of them are consistent and some are off
    - *(Carl)* It cant be consistent because we lost people over time
    - *(John T)* The numbers are consistent
- Follow-up
  - Van is going to talk to Rod before it is presented
- Permission Numbers
  - *(John T)* Because of advising holds put on students, none of our students can register for special sessions without the hold being lifted
  - Special sessions have changed the rules, so that if it is an advising hold for the Fall, student will not be allowed to register for summer or special session
  - *(Angel)* So how are we supposed to do that then?
    - *(John T)* taking the holds off for those wanting to register for special sessions, and then putting them back on
- Discussion
  - Discussion
    - *(Angel)* Requests another discussion on Pre-requisites. Because we are still finding students that were able to register without the proper pre-requisite
    - *(John T)* Peoplesoft does not do a good job of weeding those people out. In the past a permission number would override a pre-req, but now they don’t.
- Followup
  - Will add Pre-requisites to the next agenda to discuss further.