

<p><b>PLANNING, RESOURCE AND BUDGET COMMITTEE</b></p> <p><b>Minutes</b></p> <p><b>December 9, 2016</b></p> <p><b>1:00 PM – 2:30 PM</b></p> <p><b>CP-1060-05</b></p>
---

**Attendance**

√	Yanitza Berrios		Mildred García		Anil Puri
√	Gail Brooks	√	Sherif Khalifa		Greg Saks
	Ann Camp representing President Mildred García	√	Danny C. Kim	√	HyeKyeung Seung
√	Amir Dabirian	√	Stacy Mallicoat	√	Michael Shafae
	Peter de Lijser	√	Amanda Martinez	√	Sora Tanjasiri
√	Mike DeMars		Bill Meyer	√	Natalie Tran
	Berenecea Johnson Eanes	√	Dave Mickey	√	Emeline Yong
	Robert Flores		Ryan Nichols		

Guests: Adamson, Garcia for Saks, Graylee, Kopecky, Moon, Scialdone for Eanes, Wong

**I. Call to Order**

- Chair Shafae called to order at 1:01 pm.

**II. Announcements**

- Seung informed the proposal of Department of Communication Sciences and Disorders name was approved by the University Curriculum Committee and the Academic Senate
- DeMars announced the new Dean of the Library, Clement Guthro will join CSUF on March 30, 2017
- Chair Shafae advised the group of the December 16<sup>th</sup> PRBC meeting will include a review of three programs. Due to the review process by various parties (PRBC, Academic Senate), the anticipated timeframe is to complete the review and approval process by Spring 2017. Chair Shafae will communication (email) about the upcoming December 16<sup>th</sup> meeting based on availability of members and quorum.

**III. Approval of Minutes**

3.1 Minutes December 9, 2016 (draft) *forthcoming*

- M/S/P Mallicoat, Tanjasiri

**IV. New Business**

4.1 Director of Institutional Research and Analytical Studies

Sunny Moon (Time Certain 1:05pm)

- Guest Moon presented a powerpoint presentation “Data & Statistics at Cal State Fullerton” and addressed questions from members. Topics covered:

- Cal State Fullerton at a Glance as of Fall 2016 – Recap of students by Category:
  - Students, Undergrads, First-Time Freshmen, New Transfers
  - By Ethnic Composition and Characteristics Composition
  - Averages - High School/First-Time Freshmen GPA, SAT, Transfer GPA, Age
  - Degrees Earned for the Past Year – Bachelors, Masters, Doctoral and CSUF Rank
  - Degrees Earned from 1959 to Present
  - Graduation Rates – Transfers and First-Time Freshmen
  - Graduation Rates Gap is Closing – 6-Year-Freshmen and 4 Year-Transfers
  - Frequently Used Abbreviations – List with Definitions and Examples, including SFR
  - Definition of 1<sup>st</sup> Generation College Students with bar graphs showing percentage increase by semester
  - Census Statistics – College by Gender and New Freshmen & Transfers
  - Rebenched FTES by College - Fall 2015 & 2016, Targets for AY 2016-17 and Spring 2017
  - Enrollment rbFTES – CY 2015-16, CY 2016-17-over target, CY 2017-18 – Zero Growth
  - Visual Aid (funnel) to show Freshmen Admission vs Transfers Admission in different stages: Applied, Admitted, Enrolled, Retained, Graduated, Post-Bac
  - Rebenched-FTES Enrollment history since 1985
  - Census Statistics – ECS Rebenched-FTES by Department
  - Dashboard Example – Curriculum Interdependency Dashboard Matrix of Courses Offered by College and by Major
  - Terms and Definition – First-Timer Freshmen and Transfers
  - Useful Links
- Tanjasiri requested assistance from IT to provide a report which includes re-benched FTES information to match actual budget targets. VP Dabirian will follow-up with IT on revising the existing report to incorporate the requested information.
- Chair Shafae thanked Guest Moon and extended an invitation for a follow-up presentation in Spring 2017

#### 4.2 Interim Vice President, Human Resources, Diversity and Inclusion

Gail Brooks (Timer Certain 1:45pm)

- Interim Vice President Brooks shared a powerpoint presentation entitled “The Promise of HRDI”. Topics covered:
  - One University and a New Division created in 2012, few CSU campuses with similar infrastructure
  - Lifecycle –Start-up (currently in this phase), Growth, Expansion, Maturity
  - Changes made as part of the start-up phase:
    - Review division/department personnel and realigned management/staff where it made sense
    - Title IX transferred to Division of Student Affairs
    - Environmental Health and Safety (EHS) Department transferred to Division of Administration and Finance for better alignment

- Strategic Goals
  - Faculty & Academic Personnel
    - Academic Human Resources is part of HRDI
    - Retention Tenure & Promotion (RTP) and Sabbaticals remains in Academic Affairs and Student Assistant hiring remains in Student Affairs.
  - Diversity, Inclusion & Equity
    - Associate Vice President of Diversity – Search has not been successful due to high demand position and competition
    - Mandated on-line training required of Faculty prior to participating on Search Committees
- Customer Service, Trust, & Credibility
  - Division participated in the Lean Process to review and recommend changes to streamline current processes. Examples: Changes to the Emergency Hire Form, reduce number of times paperwork is handled, provide training to campus users, etc.
  - Division participated in training on topics related to Academic Affairs and LBGTO.
  - Outreach efforts by HRDI employees to campus customers/users
- Our Promise
  - Employee Rights & Responsibility
    - Employees have rights in addition to responsibilities
  - Accountability
    - Employees continue to be trained on critical and current topics
  - Diversity and Inclusion
    - Continue to recruit for the position of Associate Vice President
- IVP Brooks informed members and guests she will be leaving the University the week of December 12. Chair Shafae thanked IVP Brooks for the HRDI overview and service to CSUF.

## V. Adjournment

- M/S/P Dabirian, Tanjasiri at 2:28 pm

### *Future items:*

Master of Science in Accounting and Finance Dec. 16

Master of Science in Educational Technology Dec. 16

Concentration in Anesthesia in the Doctor of Nursing Practice Dec. 16

Extended Education & Global Engagement Feb. 3

Graduate Studies Feb. 3

Irvine Campus

Respectfully submitted: May Wong