**Budget & Academic Policy Committee**

College of Education, Health & Human Services (CEHHS)

MINUTES – November 6.2018

12:00 - 1:30 PM in UH 449

**Committee Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| X | Laurie Stowell  School of Education |  | Amy Carney  School of Nursing |
|  | Erika Daniels  School of Education | X | Lori Heisler  At-Large |
| X | Christina Holub  School of Health Sciences & Human Services | X | Shannon Cody, Director  CEHHS Student Services ***(Non-voting)*** |
| X | Teru Toyokawa  School of Health Sciences & Human Services | X | Christina Norita  Staff ***(Non-voting)*** |
| X | Susan Andera  School of Nursing | X | Deborah Kristan, Associate Dean  CEHHS ***(Non-voting)*** |
|  |  |  |  |

Guest(s):

**CALL TO ORDER**

Establish quorum: Yes

**APPROVAL OF AGENDA**

Move to approve: N/A

Second:

**APPROVAL OF MINUTES**

Minutes from previous two meetings for approval.

Move to approve: N/A

Second:

**ITEMS UNDER REVIEW:**

* Agenda
* Review BAPC Charge & Bylaws
* Review CEHHS 3 year rolling plan for 2019-2022
* Review of data regarding CEHHS faculty ratios from CCC

**OLD BUSINESS**

BAPC Bylaws revision

3-Year Rolling Plan 2019-2022, and Request for New Tenure Line Faculty 2018-19

* CEHHS\_3yrplan\_19\_22\_draft (includes all departments)
  + In review we made it to FY 2018/19 Goals, Item E, School of Nursing
  + The edited/working documents is saved as [CEHHS\_3yrplan\_18\_21\_draft\_v3.docx](https://csusm.sharepoint.com/sites/college_of_education_health_and%20_human_services/deans_office/administration/Shared%20Documents/Governance/Standing%20Committees/Committee_BAPC/3_year_rollingplans/3%20year%20rolling%20plans%202017_18/CEHHS_3yrplan_18_21_draft_v3.docx?d=wb61d6b5761a246448cfcc238e3f14e4b&csf=1&e=5a6bb6deb436428e8a981e0d7d20655b)

**NEW BUSINESS**

* Review CEHHS 3 year rolling plan for 2018-2021
  + Units submitted their narrative plans and templates to the committee.
  + Formulating a cohesive rolling plan
    - Prioritization
      * Each unit will rank their items and provide supporting evidence demonstrating why an item is essential (i.e. a copy of accreditation requirements).
      * Proposed a 1, 2, 3 ranking system.
      * The units may use a document within BAPC shared drive to upload their priorities.
      * ACTION Dr. Andera will send out a notification to the units to prioritize their plans using the prioritization rubric provided by Dr. Kristan.
    - Combining the units’ plans
      * BAPC will select the highest priority items (5 were suggested) and combine into the CEHHS rolling plan.
      * To facilitate this, BAPC will schedule additional meetings with the goal of not only drafting the narrative portion, but also inputting them into the 3yr plan spreadsheet for the Dean’s Office convenience.
      * A supporting document explaining the priorities of the items and their justification was recommended for inclusion in the submission to the Provost. A separate document will keep both the spreadsheet and the narrative document clean and in accordance with the Provost’s guidelines.
* Review BAPC Charge & Bylaws
  + Duties Section
    - Multiple changes were made and are tracked within the BAPC Charge & Bylaws Draft document on SharePoint.
    - For accessibility, Christina Norita will send out the edited copy with track changes to all members of the committee.

**COMPLETED BUSINESS**

# ANNOUNCEMENTS

Report from rep to CCC

ADJOURNMENT (Chair)

1:20pm

*Fall Meetings:*

*September 4, 2018*

*12 -1:30 p.m..*

*October 2, 2018*

*12 – 1:30 p.m.*

*October 16, 2018*

*12 – 1:30 p.m.*

*November 6, 2018*

*12 – 1:30 p.m.*

*Special Meeting, November 13, 2018*

*11:45 a.m. – 1:15 p.m.*

*November 20, 2018*

*12 – 1:30 p.m.*

*December 4, 2018*

*12 – 1:30 p.m.*

*December 18, 2018*

*12 – 1:30 p.m.*