

PLANNING, RESOURCE AND BUDGET COMMITTEE MINUTES

FEBRUARY 26, 2021

1:00 PM – 2:30 PM VIA ZOOM

ATTENDANCE

<input checked="" type="checkbox"/> Dabirian, Amir	<input checked="" type="checkbox"/> Mallicoat, Stacy	<input checked="" type="checkbox"/> Thomas, Carolyn
<input checked="" type="checkbox"/> Davis, Anthony	<input checked="" type="checkbox"/> McConnell, Craig	<input type="checkbox"/> Virjee, Framroze
<input type="checkbox"/> de Lijser, Peter	<input checked="" type="checkbox"/> Meyer, Bill	<input type="checkbox"/> Walker, Sean
<input checked="" type="checkbox"/> Forgues, David	<input type="checkbox"/> Nagai, Nelson	<input checked="" type="checkbox"/> Yong, Emeline
<input checked="" type="checkbox"/> Garcia, Danielle representing President Framroze Virjee	<input checked="" type="checkbox"/> Ngo, Chean Chin	<input checked="" type="checkbox"/> Zarate, Maria Estela (Chair)
<input type="checkbox"/> Kim, Danny C.	<input type="checkbox"/> Oseguera, Tonantzin	
<input checked="" type="checkbox"/> Kim-Goh, Mikyong	<input checked="" type="checkbox"/> Saks, Greg	
<input checked="" type="checkbox"/> Lucas, Marcia	<input checked="" type="checkbox"/> Seung, HyeKyeong	

Guests: Adamson, Balderas, Carr, Graylee for Kim, Hidalgo, Kanel for Walker, Loeb, Nguyen, Scialdone for Oseguera, Stang, Zirzow

I. Call to Order

- 1.1 Chair Zarate called to order at 1:00 PM

II. Urgent Business

- 2.1 No urgent business announced

III. Announcements

- 3.1 Dr. HyeKyeong Seung will be taking sabbatical leave the Fall 2021 semester
- 3.2 Los Angeles County has announced vaccine appointments opening for Phase 1B qualifying individuals that include workers in Education and childcare. Faculty and staff are encouraged to visit the state's COVID-19 vaccination website, <https://myturn.ca.gov/>, as well inquiring with county and local vaccine providers directly.

IV. Approval of Minutes

4.1 Minutes February 5, 2021 – draft

- M/S/P Meyer, Mallicoat
- Minutes approved, subject to a grammatical correction on page 4

V. New Business

5.1 How is the university supporting instructors and teaching during COVID?

- Presented jointly by both Dr. Amir Dabirian, Vice President of Information Technology, and Dr. Kristin Stang, Assistant Vice President of Faculty Support Services.
- The university approved the distribution of nearly 10,000 devices including laptops, MiFi, webcams, tablets, and headsets to faculty, staff, and students with the goal of provide for anyone in the campus community needing a device
- IT support desk offers 24/7 service to faculty, staff, and students
- Ongoing collaboration between IT and Academic Affairs to use technology to transform existing processes to support virtual instruction
 - Examples include electronic workflows, e-signature, and virtual science labs
- IT is continually updating the suite of software the campus community has access to, including cutting edge tools like NVivo, a tool that supports qualitative data analysis in academic research
- The university deployed thousands of MiFi devices to provide internet connectivity to the campus community
 - The university is also part of the eduroam network that provides the campus community access to a system of hotspots available at various participating institutions of higher education and research
- The university is strategically redesigning its computer rollout/ equipment refresh to issue laptops and docking stations for their primary workstations instead of desktop setups
- Faculty Development Center launched 31 multi-day Teach Remotely sessions in TITANium and Canvas over Summer 2020
 - Funding from CARES Act grants along with negotiation, and coordination between FDC and the Chancellor's Office
 - Faculty in Summer professional development programs taught over 3600 course sections and 83,000 (duplicated, non-unique instances) Fall 2020 students
 - Participants successfully completing professional development courses were eligible for stipend payments
- Teach remotely courses continued to be offered through Fall 2020 and the intersession
- Facilitator office hours for faculty continued, as well as one-on-one consultation sessions with OET instructional designers

- IT and Faculty Support Services are coordinating on outreach and assistance to faculty related to the transition from TITANium to Canvas
 - Targeted full cut-over to Canvas only beginning Summer 2021
- IT and Faculty Support Services also collaborating to launch a Virtual and Online Innovations and Curricular Enhancements Award (VOICE) starting the first week of March 2021
- Summer 2021 will include the development of advanced iterations of Teach Remotely professional development
 - Courses will be available in both synchronous and asynchronous formats
 - Faculty stipends subject to availability of funding
- Partnership between IT and FSS to extend contracts for popular student engagement software, Canvas Studio and H5P
- Professional Development courses continue to be well subscribed but may need additional resources to support observed demand from Faculty
- Recommend reconstituting the Online Teaching Task Force
 - Faculty Development has a dedicated committee, but Online Education does not
 - Academic Senate is currently reviewing a proposed UPS on online instruction
- PRBC committee member thanked both IT and FSS for their continued work in supporting faculty
- Concern was expressed on how best to teach virtually, including courses with a lab practical, live performance, and/or needed access to highly specialized equipment

5.2 Program Review

- Dr. Nathan Carr reported on a proposal for a program elevation creating a M.S. in Teaching English to Speakers of Other Languages (“TESOL”)
 - Driven by academic policy promulgated by the Chancellor’s Office requiring concentration courses constitute less than one half the units required in the major program (EO 1071)
 - The proposal uses the same study plan as the existing MS in Education with a Concentration in TESOL, and does not contemplate any programmatic or operational changes beyond elevation from a concentration to a distinct MS program
 - The proposal anticipates no additional costs because of the elevation
 - M/S/P Dabirian, Forgues
- Program reviews for a Foundations of Liberal Studies Minor and Geography and Environmental Analysis Concentration postponed to a future meeting

VI. Adjournment

6.1 Adjournment at 2:03 PM

- M/S/P Dabirian, Yong

FUTURE ITEMS

- Resolution for Equitable Funding
 - Program Review
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Respectfully submitted: Jhofelle Maruzzo, and Oliver Ravela