Present: Joe Belch, Janie Chang, David Ely, Annette Easton, Gary Grudnitski, Davette Kawachi, Kathy Krentler, Larry Rhyne, Mehdi Salehizadeh, Nik Varaiya

1. Minutes – May 26, 2015 meeting
   MSP

2. Travel Procedures

   Davette summarized a recent campus audit that uncovered shortcomings in travel oversight procedures. In response, travel procedures will need to be closely followed.

   These include the following. The traveler’s T2 must be in place before the trip. One month (20 work days) prior to local/in-state and out-of-state travel; 45 workdays prior to international travel. Deans will be approving out-of-state and international travel; associate deans for in-state travel. A T2 must be submitted even if the employee is not requesting reimbursement. The chairs agreed that (1) travel expenses would not be reimbursed if a T2 is not submitted prior to travel and (2) travel expenses would not be covered if a T2 is submitted after the deadline and before the date of departure without an appropriate reason for missing the deadline (e.g., notice of acceptance of a paper at the conference did not arrive until after the deadline).

3. Associate Dean’s Report

   Summer 2015 FTES stands at 413, relative to a target of 415.

   FTES targets for AY 2015/16 are higher than last year. For Fall 2015, the College’s target is 3,100 (5.1% increase over Fall 2014 actual FTES), and for Spring 2015, 2,994 (3.1% increase over Spring 2015). The CSU is being asked to increase resident FTES next year. There is a sense that CSU campuses are losing students to UC campuses who are now offering admission to students on their waitlists as they too seek to expand enrollments. Across the campus, transfer student applications and expected show rates are down from last year. Expected resident graduate enrollments are down as well. Thus, the university is focused on hitting summer FTES targets.

   Academic Affairs will provide $2,000 for each faculty search (up from $1,500 last year).

   Academic Affairs will provide $10,000 to colleges for each faculty member on sabbatical. In the past, colleges absorbed all of the costs associated with sabbaticals.

   In the past, funding for new tenure-track positions accounted for expected savings from not hiring lecturers to teach the sections that would now be taught by the newly-hired faculty member. This year, the savings adjustment will be more generous to the colleges.
4. Graduate Programs applications/admits

Total applications for Fall 2015 were up 12% over Fall 2014. However, MBA and MSA applications were down. MSIS applications increased significantly, mostly from international prospective students.

California resident applications to graduate business programs were down 25% according to Graduate Affairs. The College was asked to admit another 64 resident prospective students. Subsequently, 21 additional residents were admitted consisting of applicants who applied late or had admission decisions reversed. To boost the College’s yield, prospective students who have not accepted our admission offer were telephoned (residents) or sent an email message (international students).

In this cycle, 526 applicants from 1,544 applications were admitted. To date, 210 intent-to-enroll submissions have been received. Admitted prospective students have until June 17 to submit the intent-to-enroll fee.

5. Participating/Supporting Standards

The committee reviewed the current guidelines for determining the participation and supporting status of faculty and worked to shorten the list to include only those activities that clearly demonstrate active and deep engagement in matters beyond direct teaching responsibilities during the past year. Work will continue at a future committee meeting.

The next meeting is scheduled on Tuesday, June 23, at 9 a.m.