

# CAL POLY

## STUDENT SUCCESS FEE ALLOCATION ADVISORY COMMITTEE MEETING

Tuesday, January 29, 2013  
11:00 a.m. – 12:00 noon  
Conference Room 01-409

### MINUTES

<b>Members Present:</b>	Katie Morrow Larry Kelley Tatiana Prestininzi Dominic Gonzales Cody Abramson Silvia Aguilar	Aaron Borgeson Megan Wookey Samuel Frame Joette Eisengart Victor Brancart Steven Rein
<b>Special Guest (representing Kimi Ikeda):</b>	Kathleen Enz Finken, Provost	
<b>Members Absent:</b>	Kimi Ikeda	
<b>Meeting Recorder:</b>	Cindy Pilg	

### Call to Order

Committee Co-chair Katie Morrow called the meeting to order at 11:10 a.m. and requested introductions from each attendee.

### Approval of 11/14/12 Minutes

Co-chair Morrow asked the members for any corrections to the 11/14/12 SSFAAC minutes. With no changes identified, the minutes were approved as distributed.

### Overview Student Success Fee Allocation Broad Categories and Priorities

Co-chair Morrow identified the three broad categories listed on the Student Success Fee Allocation Proposal for 2013-14 and requested input from the committee members with regard to the priority of these categories. Ms. Aguilar replied that the Learn by Doing category was moved to the highest priority in light of the outcome of the student vote.

Provost Enz Finken inquired if the Committee desired additional detail for each priority; no requests were expressed.

### Review Recommendation of the Provost and Vice Presidents Related to the Use of Revenue in the Broad Categories

Provost Enz Finken stated that the proposal and status reports were reviewed by the Provost and Vice Presidents and their recommendation would include additional funding for the existing

category for "Access to Additional Classes" as well as funding for new proposals for "Technology and Digital Resources," "CTLT: Writing Excellence Curriculum Coordinator," "Graduate Student TA and GA Positions" and "Student Engagement: Inclusivity and Diversity".

Ms. Aguilar suggested that funding for "Technology and Digital Resources" may dwindle with the purchase of upgrades and inquired whether the need could dwindle as well. Provost Enz Finken replied that there is an ongoing need and cost for technology and digital resources and added that another source of the funding will be necessary in the future.

Ms. Aguilar inquired whether the Writing Excellence Coordinator position was an expressed need from the faculty. Provost Enz Finken explained that, based on her experience, there is a concern across all disciplines with students' writing skills.

Mr. Borgeson inquired whether the additional funding for "Student Engagement: Inclusivity and Diversity" will be earmarked for salary and support. Provost Enz Finken indicated that the funds will be used for additional operating costs.

Mr. Frame inquired about the current funding for the "Summer Institute" and "Upward Bound Summer Program". Co-chair Kelley indicated that the funding for both programs was provided outside of the Student Success Fee.

#### **Discussion/Action**

Co-chair Morrow asked the members if there were any amendments to the proposal; no changes were identified. By unanimous vote, the Committee approved the proposal for consideration by the President.

#### **Fall Quarter Student Success Fee Report**

Provost Enz Finken noted that the funding to "Access to Additional Classes" made a huge difference this year. Mr. Abramson inquired whether an even distribution to all colleges will be made next year. Provost Enz Finken stated that funding was distributed where needed.

Ms. Aguilar inquired about the process for determining the highest needs for budget and classes. Provost Enz Finken replied that the Provost requests input from the Deans who confer with the Associate Deans and Department Chairs. She added that Predictive Scheduling will be implemented next year to assist with determining class priorities.

Ms. Eisengart reported that the Student Affairs programs are improving and expanding services as shown in the reports distributed to the Committee. She mentioned that future reports will include expenses for a full year, whereas current reports are for a partial year reflecting the inception date of the student success fee. Co-chair Kelley added that all reports will be posted on the Student Success Fee website.

#### **Next Steps**

Co-chair Morrow stated that the recommendation will be forwarded to the President for his consideration.

Co-chair Morrow suggested the Committee focus on student outreach to bring awareness with regard to Student Success Fee expenditures from this year as well as proposed allocations for next year. She added that the current Committee should advise the incoming Committee regarding recommendations and key priorities.

Mr. Borgeson inquired about obtaining a sampling of classroom upgrades to share with students. Provost Enz Finken replied that she would provide a schedule.

Co-chair Kelley suggested that the next Student Success Fee Allocation Advisory Committee meeting be scheduled in the next few months for the current committee to discuss providing transitional guidance and identifying key priorities to next year's committee.

Mr. Borgeson suggested an email be sent to all students to share how 2012-2013 Student Success Fee allocations were spent.

*(Subsequent to the 1/29/13 SSFAAC meeting, Provost Enz Finken provided the attached memo regarding classroom upgrade plans with Student Success Fee funding as requested.)*

#### **Adjournment**

There being no further business, the meeting was adjourned at 11:47 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Katie Morrow', written over a faint, larger version of the same signature.

Katie Morrow  
Co-Chair

Attachment



**MEMORANDUM**

To: Kathleen Enz-Finken  
 From: Patrick O’Sullivan, Director CTLT  
 Re: Classroom upgrade plans with SSF funding  
 Date: 1/31/13

In response to inquiries about plans for classroom upgrade plans that are supported by an allocation from Student Success Fee funds, this memo describes briefly the project plan for this fiscal year.

**Overview**

The small set of large capacity university-scheduled classes at Cal Poly are the most heavily used learning spaces on campus. Most exceed 100% utilization and are as high as 130% utilization. In addition, some of these spaces are quite outdated not only in the available instructional technology but are badly in need of upgrades to furnishings and environment. With the availability of \$200,000 allocated from the Student Success Fee (SSF) specifically designated for classroom upgrades, these outdated large lecture halls represent an investment opportunity that would benefit large numbers of students across campus for years to come.

The goal is to design a classroom spaces that meet the teaching needs of current and future instructors and the learning needs of current and future students. Because the Student Success Fee funding does not restrict the range of possible expenditures (always consistent with the purpose for the allocation), Classroom Technologies (which is responsible for the instructional technologies) and Facilities (which is responsible for the infrastructure) are partnering to develop and implement a comprehensive and integrated upgrade plan for the learning spaces. Given this, the approach to this project addresses improvements from the learners’ perspective as well as improvements from the instructor’s perspective. This approach is appropriate for quality of outcome while also recognizing the source of funding.

**2012-13 SSF project**

In consultation with the Provost’s Office (Charlie Crabb), Scheduling and Facilities, the following rooms are under review for inclusion for upgrades in Summer 2013:

Room	Capacity	Utilization	Seating
52-E27 (Old Science Building)	102	120%	Amphitheater/fixed seating
08-123 (Bioresource & Ag)	141	130%	Amphitheater/fixed seating

Needs and preferences for specific upgrades are being determined through input from students, from faculty, from instructional technology specialists, and from instructional designers. The faculty-based Instructional Advisory Committee on Computing (IACC) and the student-based Student Campus Computing Committee (SC3) are being consulted for ideas and feedback for upgrade priorities. Faculty who teach in these rooms will be asked to provide input as well. Design work will be completed this spring and installation is targeted for completion this summer in time for fall courses.

Instructional technologies under consideration include standard multimedia room technologies as well as supplemental technologies for both instructors and students. ***The specific design and configuration of each room is dependent on the specific room characteristics, assessment of each space's needs, and budget.*** Given that, the following list of upgrade components is under consideration with the dual focus of improving the student learning experience and improving the instructor's teaching capabilities. These options (and others that could emerge in further consultations) will be vetted by a team consisting of staff from Classroom Technologies, Instructional and Web Support, and Facilities and evaluated through budget capabilities.

#### Student/Learning Experience

- Power to student seating area to support electronic device use
- Enhanced wireless access capacity (increased routers)
- Larger table surfaces for student seating
- New paint
- Window treatments for light regulation
- Distributed speakers for improved audio

#### Instructor/Teaching Experience

- Upgraded projectors/screens
- Wireless connection to digital projectors (e.g., AppleTV/airplay)
- Electronic whiteboard capacity
- Document camera
- Wireless mic for presenters

#### Future Upgrade Projects

If additional funding is provided, this approach detailed above would be extended to other large capacity, university-scheduled rooms around campus for implementation in Summer 2014. Continued funding of this program would then likely be directed toward the mid-capacity university-scheduled instructional spaces after extensive consultations with stakeholders about priorities for upgrade components and for room prioritization.