

CSPP Meeting Minutes
April 8, 2020

In attendance: Connie Hall, Bill Keep, Rob McGreevey, Amanda Norvell, Dave Prenskey, Sean Stallings, Kiara Mayhand, Matt Bender, Nino Scarpati, Patty Kou, Suchir Govindarajan, Joanne Bateup, Lloyd Ricketts, Lisa Angeloni

1. Minutes, March 11, 2020 approved.
2. The preliminary recommendation on scheduling of CoSA will be shared with stakeholders virtually
Action item: Amanda will set up a Qualtrics Survey and 2 virtual open sessions with Zoom or similar
3. DRAFT Guidelines for the scheduling grid.
 - a. The sub-committee (Nino, Amanda and Bill took guiding the existing principles and revised them.
 - b. A comparison of old to new versions were shared. The changes were minimal.
 - i. Take out transformation reference
 - ii. "Optimize" efficiency of classroom use rather than "create".
 - iii. Add 'scheduled' to IDS activities to assure colloquial slots, etc.

Action: CSPP agreed that testimony on this issue can wait until it can be done with in person and there is more option for discussion.

4. Admissions Update from Lisa Angeloni
 - a. 6,557 offers sent. Enrollment is good at this point (90 students ahead of this time last year)
 - b. Since ASD was not held, there are fewer deposits overall compared to this time last year.
 - c. Schools and Depts are doing webinars. Admissions webinars have been going well.
 - d. Provisional students are good (90 wanted, 75 have accepted so far).
 - e. 466 interested are on the waitlist. Typically only 50% pf waitlisted students are truly interested in TCNJ.
 - f. Transfers are good to date (67 deposits, 100 last year) so transfer admissions will be open throughout the summer
 - g. Also monitoring registration for Fall. There will be usual follow up, but it will occur sooner so that we reach out to students that did not register.
5. Amanda discussed the role that CSPP can fill during the current circumstances with President Foster. Amanda indicated that if the cabinet can use consultation with CSPP wer are available for additional meetings beyond our usual schedule.

The president will let us know and let Cabinet members know that they can reach out to us.

- a. Bill indicated there was a Cabinet meeting today. The issue is to what extent does this pandemic event change our future behavior and that of other educational institutions? This is a strategic issue. Bill's opinion of current cohort of HS seniors is that there is a demand for our on campus approach. However, the entire nation online will have some effect on higher education.

Action: CSPP can think about how this will impact us and what should we do about that.

- b. Shorter term issue: There are back up contingency plans being develop for Fall 2020. Certain courses (labs, music, art) may need face to face instruction. Others may not. Can we split the approach to have labs, clinicals, etc. in person and other courses online?
 - c. Lloyd – treasurer update: we are looking at a 20 million loss
 - i. State of NJ frozen 5 million that would come to schools.
 - ii. TCNJ Refunds for housing, etc are at 13 million – these are refunds, not credit toward next years expenses
 - iii. Urgent need is to balance the budget until June within this constraint.
 - iv. There is some talk of federal relief, but this is not official, so may or may not occur.
 - d. The bottom line is that in FY 21, we can expect to be 6-20 million down, optimistically. It could be worse.
6. How do we proceed (or not) with Strategic Planning under the circumstances? Significant discussion and feedback from the community cannot happen to the extent that is needed under these conditions and the uncertainty about next year.
7. Discussion about summer and Fall 2020
- a. Question to cabinet members: has the cabinet projected a sense as to when a decision will need to be made regarding the Fall semester so faculty can prepare for that decision? Particularly if it is online.
 - b. Bill is meeting with the Council of Deans tomorrow: Discussion will include “How do we help TCNJ adjust to 10 million dollar shortfall?” This will lead to discussion about average class size, budgets, etc. Some definite recommendations should come out soon. Many things are on the table, partial semesters in person vs online; split semesters.
 - c. Ultimately, it is up to the state. The state may allow partial opening within certain constraints.
 - d. Discussions about fall are just occurring with a tentative date of ~ May 15th to announce decisions
 - e. Proceeding cautiously is best because the worst case scenario is an outbreak on campus.

- f. Currently the definite decisions are no face-to-face events or classes through summer session II (~July 20th)
- g. Summer Session III and events after July 20th not yet decided
- h. Sean, student affairs - orientation will be virtual, similar to 3 years ago.
- i. If there will be online classes in the fall, then additional summer training will be available. Faculty with more experience will be offered a \$500 stipend to assist in training.
- j. The number of summer online offerings is being increased and the minimum enrollment dropped from 10 to 8.
- k. Is there any coordination between state schools? What options are other schools considering?
 - i. Shift the fall calendar for example; divide fall into blocks (2 course and 2 course)
 - ii. Start course earlier –in the event there is a disruption
- l. Communication to the community is critical. WE all need to be informed of changes as early as possible. Additionally faculty input to the decisions is critical.
- m. CSPP can be more available such as special sessions due to how quickly things happen. Most committee members agree that they can make themselves available.

Action: Bill will send CSPP info after Council of Deans meeting where many of these items will be discussed.

1. CSPP still have work related to monitoring the results of the current strategic plan and looking ahead to the new strategic plan
 - a. Amanda --- follow up on monitoring current strategic plan. The cabinet will have reporting;
 - b. Is there any indication that the strategic plan timeline is flexible or that we will in fact be done by the end of next year?
 - i. The Cabinet has not discussed this due to all other urgent priorities.
 - ii. The NJ Governor has lockdown to early May at this point. If this is extended into June that will mean very little possibility of going back to “normal”
 - iii. The new normal will need to be considered in the strategic planning
 - c. Other implications
 - i. Communications to faculty about the budget should indicate that the principles/policies will still be followed.
 - ii. Most extreme change would violate MOA62.
 1. Class sizes and structures – this will be part of the conversation.
 2. Different ways to structure courses--- larger size and faculty paid extra and hire adjuncts to do the grading is one option others have considered. Some of these models would not be allowed under MOA62.

- d. Do we think about strategy for next 18 months differently than for the next 5 years? Better to plan for 5 but keep the next 18 months in mind while planning strategy.
 - i. Can view this as an opportunity: whatever the model we determine can we solve the immediate issue with an eye on the longer term strategy.
 - ii. Savings: use adjuncts differently so need fewer?
 - iii. Think about new models within the context of our core values. Maintain what we hold dear. Need to get input from all areas on this. CSPP can work on this first before going to the community.

Action item: All CSPP members should communicate their thoughts on these topics to Amanda --- she will set up Google doc for brainstorming.