

**Committee on Academic Planning and Resource Allocation  
(CAPRA)**

**Minutes of Meeting  
January 23, 2017**

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 1:30 pm on January 23, 2017 in Room 362 of the Kolligian Library, Chair Mukesh Singhal presiding.

I. Chair's Report

Chair Singhal reported on the following:

--January 10 UCPB meeting. Major items of discussion included the review of self-supporting programs, consultation with systemwide Senate academic and budget leadership, non-resident tuition, and rebenching.

--January 29 Division Council meeting. Main topics included the VPDGE's Master's program incentive plan (comments across Senate committees had similar elements), systemwide review items, and the proposal to establish a standing Reserve CAP as exists on other UC campuses.

II. Update on CAPRA's "10K by 2020" Project

Professor Mike Colvin reported that he met with key campus stakeholders recently and discussed the fact that the campus has several different projections of student enrollment in 2020: the conventional number is 10,000 but some individuals are projecting approximately 8,600. Professor Colvin pointed out that his current projections indicate that it is unclear whether the campus will reach the 10,000 target. Another issue is SAT scores as it has become apparent that students who were enrolled last year with particular SAT scores will likely not succeed in receiving a degree at UCM. The current enrollment model with regard to SAT score requirements is not sustainable. Professor Colvin is meeting with an IRDS staff member next week and encouraged CAPRA members to attend.

**ACTION:** Professor Colvin will provide another update at the February 6 CAPRA meeting. IRDS staff member Gary Lowe will be invited to a future CAPRA meeting to present on enrollment projections.

III. Consent Calendar

**ACTION:** The December 5, 2016 meeting minutes were approved as presented.

IV. Consultation with AVC Veronica Mendez

AVC Mendez, from the Office of Planning & Budget, attended the meeting to provide CAPRA members with relevant campus budget updates (she will attend on a monthly basis).

AVC Mendez announced that she has met with each school dean and school executive committee to hear their input on what they would like addressed in the upcoming faculty budget meetings (January 31 and February 8). In response to a CAPRA member asking if she can share the campus revenue sources from last year and the projected amounts for next year, AVC Mendez responded in the affirmative and mentioned that this information will be part of the faculty budget meetings.

UCM received its allocation letter from UCOP on December 22. The campus can publish its final budget for this fiscal year and can finalize the preliminary budget for next year. A CAPRA member pointed out that many faculty members find this timeline confusing, as they are essentially spending money in the fall semester without confirmation that they actually have sufficient funds. AVC Mendez pointed out that this is common practice for the UC system, however, the campus operates from the premise that units should assume they will receive the same budget base as the previous year, and adjustments will be made in the spring. The campus is made aware in spring if it will receive an increase or if the base will remain the same.

A CAPRA member asked for clarity on budgets for hiring unit 18 lecturers as the budget situation surrounding these hires almost always seems uncertain. AVC Mendez acknowledged that all deans have requested certainty about their instructional budgets and plans to meet with them again this week. The discussion with the deans will center around instructional budget certainty moving forward. AVC Mendez also stated that the priority this year is to establish a consistent allocation model across the schools and that this will require review from the Senate and school executive committees.

A CAPRA member asked about the impact of the 2020 Project on the campus budget, specifically, what would happen if the campus falls short of the 10,000 student enrollment target by 2020. AVC Mendez responded that while 2020 Project expenses have already been accounted for in the campus budgeting, it is imperative that we reach the 10,000 student goal in order to meet our financial obligations.

#### V. Campus Review Items

--Access to student data. This new campus policy applies to all UC Merced employees and others using and disposing of university resources. The policy describes the conditions, and establishes procedures, under which student data may be distributed by Institutional Research and Decision Support (IRDS) and the Office of the Registrar.

CAPRA endorsed the establishment of clear protocol and process with regard to obtaining student data, but encourages resources to be provided to the appropriate parties to facilitate the timely dissemination of this data.

**ACTION:** CAPRA members to finalize their discussion via email, after which a final memo will be sent to the Senate Chair.

--Revised Honors Task Force report. The task force was originally established by Provost/EVC Peterson in December 2014, in light of anticipated enrollment growth at UCM. The revised report responds to recommendations made by

Divisional Council as well as comments received from Senate committees. CAPRA endorsed the proposal in fall 2015.

CAPRA members generally supported the revised proposal but believes it would benefit from clarity on the role and function of the faculty advisory board. Given that honors programs tend to be implemented in high-demand, heavily-enrolled majors, a resource allocation model is needed but it is unclear what authority, if any, the faculty advisory board would have in this regard.

**ACTION:** CAPRA members to finalize their discussion via email, after which a final memo will be sent to the Senate Chair.

- VI. Consultation with School of Engineering Executive Committee Chair  
SOE Executive Committee chair Paul Maglio joined the meeting along with GC chair Ramesh Balasubramaniam and UGC chair Anne Zanzucchi. The main item of discussion was future communication and workflow between CAPRA (and other Senate committees) and the school executive committees, especially with regard to the proposal of new programs, majors, and minors. (The SNS and SSHA executive committee chairs will attend the February 6 CAPRA meeting.)

A CAPRA member inquired about the role of the executive committee when and if SOE breaks into departments. Professor Maglio stated that the executive committee would remain, but would replace the current curriculum committee; the executive committee would essentially serve as the “Division Council” of the school. In response to a CAPRA member’s question about handling FTE requests and resource issues, Professor Maglio stated that this requires further discussion in the school but such issues would be under the domain of the executive committee. He also asserted that it would be useful if the SOE executive committee chair attend a CAPRA meeting to keep the communication lines open. A CAPRA member agreed and pointed out that there are currently multiple sets of criteria with regard to FTE requests:

CAPRA's, the Provost's, schools', and deans'. CAPRA is interested in aligning these criteria into one coherent infrastructure.

CAPRA members then held a brief discussion on the uniformity of the role of the executive committees across the schools with regard to reviewing resource requests. It appears that none of the school executive committees currently have the authority to comment on resources in the proposal of new programs, majors, and minors, rather, this authority resides with the deans.

The UGC chair pointed out that proposals for new programs sometimes state that the proposed program is "resource neutral" but this tends to preclude further conversations about resources. It is not always the reality and makes it difficult to hold meaningful – and needed – discussions about the programs need to thrive and grow. Moreover, the Senate needs to reexamine definitional elements and infrastructural issues as it revises the academic program policy. CAPRA members agreed and also pointed out the additional service burden on faculty members, as faculty time is also an important resource that is sometimes overlooked. CAPRA members recalled their recent review of a revised program proposal and the committee's request to the school dean to ensure that no new resources are required for the next three years. They asked Professor Maglio if the three year time frame sounded feasible to him moving forward (this same question will be posed to the SNS and SSHA chairs at the next meeting) and he responded positively.

The GC chair mentioned the problem of the lack of alignment of undergraduate programs, graduate programs, and bylaw 55 units. SOE's future plans appear to include better alignment which will be beneficial.

The discussion ended with a request from CAPRA members that each school executive committee share with the committee, at the beginning of the academic year, a list of proposed programs, majors, or minors, so that CAPRA is aware of what may be submitted to the Senate. Professor Maglio

agreed and suggested that CAPRA make this explicit request each year directly to the executive committees.

Due to time constraints, the remaining business will be conducted via email. The meeting was adjourned at 3:00 pm.

Attest:

Mukesh Singhal, CAPRA Chair