

**Committee on Academic Planning and Resource Allocation
(CAPRA)
Minutes of Meeting
November 2, 2017**

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 1:30 pm on November 2, 2017 in Room KL 362 of the Kolligian Library, Chair Mukesh Singhal presiding.

I. Chair's Report

Chair Singhal updated CAPRA members on the October 23 Division Council meeting:

- Campus units will experience a 7% budget cut.
- Presentation on UC Path. The system will be implemented January 2018 and all employees are encouraged to update their contact information and ensure their direct deposit enrollment on At Your Service.
- Division Council endorsed UCM contributing \$1,000 annually to the Scholars at Risk Network to benefit academics who work in countries that do not support their research and/or are the target of threats.
- WSCUC site visit campus reaccreditation will occur in spring 2018

II. Working Group Updates

- Academic Planning Working Group. CAPRA member Colvin, a member of the working group, informed CAPRA that the working group co-chairs held two open forums for faculty members for the purpose of clarifying the data request that was originally sent to undergraduate and graduate group chairs. The working group will meet again next week and decide whether the data request and the timeline of the academic planning process will be modified. Professor Colvin emphasized that the goal of the working group in asking chairs for data is to provide a quantitative framework for academic planning.

CAPRA recently submitted to the Provost/EVC a revised, earlier timeline for this year's call for FTE requests and the committee is

awaiting his response. Professor Colvin stated that he plans to keep the working group informed of CAPRA's proposed, revised timeline.

- Budget Working Group. CAPRA member Schnier, a member of the working group, debriefed the committee on the October 18 meeting. The working group discussed principles for designing and instructional budget and tried to envision how an instructional budget would scale over time. Working group members also discussed what is considered "instructional workload" and the consensus was that the workload would include all aspects of classroom teaching, mentoring, and outreach.

III. Consent Calendar

ACTION: the October 19 meeting minutes were approved as presented.

IV. Revisions to CAPRA's Criteria for the Evaluation of FTE Requests

CAPRA continued its discussion on potential revisions to its annual Call for FTE Requests and a possible alignment with the timeline of the Academic Planning Working Group. Committee members debated on how best the schools should quantify how faculty in their units contribute to their units' teaching responsibilities. The debate also included suggestions for how various disciplines, including those in the humanities, could present such information in an FTE request.

After a lengthy discussion, CAPRA members agreed to table this item until additional information is made available from the Academic Planning Working Group and until the Provost/EVC responds to CAPRA's revised timeline.

V. Campus Review Item

- "Value to UCM Assessment".
The Provost/EVC has drafted guidelines intended to serve as a best practice for the evaluation of individual cases regarding faculty retention offers. The guidelines suggest that the evaluation should be

fair and equitable while also taking into account the budgetary and FTE impact of responding to such retention offers.

CAPRA members pointed out that the guidelines do not explain where the funds for successful faculty retention efforts will come from. Members recommended that funding for retention be considered in the overall campus budget process. Committee members were also concerned by the requirement in the guidelines that the unit/department chair must prepare a retention case, as it would increase the already heavy workload faced by faculty in these roles. CAPRA members also pointed out that the campus should consider faculty retention in a proactive manner by attempting to prevent retention situations from occurring. Some challenges faced by faculty are not insurmountable and could be fixed with minimal resources.

ACTION: CAPRA will submit its memo to the Senate Chair by the deadline of Friday, November 17, 2017.

There being no further business, the meeting was adjourned at 3:00 pm.

Attest:

Mukesh Singhal, CAPRA Chair