

**Committee on Academic Planning and Resource Allocation (CAPRA)**  
**Minutes of Meeting**  
**October 29, 2013**

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 2:30 pm on October 29, 2013 in Room 362 of the Kolligian Library, Chair Anne Kelley presiding.

I. Chair's Report

CAPRA member Wallander provided a brief update on the October 22 Division Council meeting. A Division Council member had inquired about CAPRA including diversity as a criterion for the FTE request process.

II. Consent Calendar

Today's agenda and the October 15 meeting minutes were approved as presented.

III. Conflict of Interest Policy

Chair Kelley summarized the discussion from the last CAPRA meeting on October 15. CAPRA members had decided that UC Riverside's planning and budget committee's statement was inadequate for CAPRA's needs. The committee members have since reviewed the conflict of interest statements and recusal policies from Berkeley, Irvine, Santa Barbara, and Santa Cruz that were compiled by the committee analyst. Upon further review, it is apparent that none of the policies align well with UCM's CAPRA as our committee and Senate are unique. However, the Berkeley policy could be adapted to CAPRA's needs with some revisions.

As discussed in the last CAPRA meeting, members agreed that they would not vote on their specific programs. The vote for the remainder of the committee members will be calculated on an average. An issue that CAPRA must resolve is whether to allow all members to discuss all FTE requests in order to provide expertise and background. A CAPRA member pointed out that they are representing the faculty at large and are not here to serve as

advocates of their own research programs. CAPRA is a campus-wide committee and should act for the good of the campus as a whole. CAPRA members also emphasized that the committee should not draft a statement that is too prescriptive.

**ACTION:** Chair Kelley will draft a conflict of interest statement loosely based on the UC Berkeley procedures. The draft will be circulated among the committee for review and approval before being transmitted to DivCo.

#### IV. FTE Requests Process

Chair Kelley reminded the committee of the joint DivCo/CAPRA meeting on November 7. There is still much information to be learned about the Strategic Focusing initiative. Committee members discussed the feasibility of the November due date for first drafts of proposals by groups of faculty members. CAPRA members were reminded that at the joint meeting on November 7, the Provost wants a list of processes that went wrong during last year's FTE request cycle so that going forward, we can improve the process. Chair Kelley contacted School Executive committees and requested they submit their comments on items that did not work last year with a due date of November 3. To date, CAPRA has received one comment. All comments will be compiled into a memo and submitted to the Provost in advance of the November 7 joint meeting.

Prior to this meeting, Chair Kelley revised the FTE criteria draft and summarized the main points. CAPRA will request rankings from both the program and Dean along with justification from each. The committee discussed how to address cross-School position requests. It was decided that CAPRA will request that positions have a primary School but Deans from the affiliate School are invited to endorse the request and submit a brief justification. Schools should feel free to collaborate and not feel as though they are in competition with each other.

Chair Kelley added another criterion regarding diversity. The argument in favor of this addition is that CAPRA wants to emphasize the importance of

attracting qualified candidates of all levels and backgrounds. However, there is a question of whether CAPRA should be making judgments on this issue. The committee decided that CAPRA is only evaluating the field and the level of positions that are being requested; the committee should not make judgments on the demographics of the individuals who apply to these positions.

**ACTION:** Chair Kelley will delete the criterion on diversity. The Chair will also revise the draft to include language on cross-School positions.

V. Other Business

A CAPRA member inquired about an email from Chancellor Leland to the campus on Friday, October 25 that stated the “real estate team recently met with stakeholders across campus in 32 focus groups...” Some CAPRA members were unaware of these focus groups. A brief discussion was held on whether the various strategic focusing groups and campus space planning committees on campus include sufficient Senate representation. Chair Kelley confirmed that she attended one focus group meeting earlier this year and she encouraged the meeting organizers to consult with a broader faculty population. CAPRA’s GSA representative mentioned that GSA and ASUCM representatives were invited – with one day’s notice – to attend a planning meeting as well but the meeting did not include broad student representation.

There being no further business, the meeting adjourned at 3:40 pm.

Attest:

Anne Kelley, Chair

Minutes prepared by:

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