

Committee on Academic Planning and Resource Allocation (CAPRA)
Minutes of Meeting
November 12, 2013

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 2:30 pm on November 12, 2013 in Room 362 of the Kolligian Library, Chair Anne Kelley presiding.

I. Chair's Report

Chair Kelley updated CAPRA members on the following:

--UCPB meeting on November 5. Issues discussed were UC Care and composite benefit rates (CBR). While CBR is an issue more closely aligned with the purview of the Committee on Research, CAPRA is concerned with post doc rates and the systemwide proposal of imposing the same benefit rate for summer and academic year salary. Faculty are concerned that this practice is essentially taxing their grants. UCOP has proposed different rate proposals and all have been rejected by the campuses. CAPRA may have to formally comment on this issue if a systemwide directive is sent to each Senate division.

---Joint Division Council/CAPRA meeting with the Provost on November 7. The faculty in attendance held an engaging discussion with the Provost on last year's FTE requests process as well as the possible integration of this year's FTE request process with the strategic academic focusing initiative. The Provost stated that he will consider changing the deadline for phase two of the strategic focusing plans to match the spring timeline of CAPRA's FTE evaluations. CAPRA's main concern is to ensure that the FTE call be sent to faculty with enough time to evaluate the requests and make recommendations to the Provost.

II. Consent Calendar

ACTION: Today's agenda and the October 29 meeting minutes were approved as presented.

III. CCGA Proposals

A. Electrical Engineering & Computer Science (EECS)

Prior to this meeting, two CAPRA members reviewed the EECS proposal. Members held a brief discussion about the reviews and proposal.

ACTION: CAPRA voted to recommend that the EECS proposal move forward in the approval process. Committee analyst will transmit the CAPRA reviews and recommendation to the Senate Chair before the deadline of November 25.

B. Sociology.

Prior to this meeting, two CAPRA members reviewed the Sociology proposal.

ACTION: Reviews will be submitted to the committee analyst after this meeting. Discussion of the reviews will be conducted via email. The committee analyst will then transmit the CAPRA reviews and recommendation to the Senate Chair before the deadline of November 25.

IV. Conflict of Interest Policy

Prior to this meeting, a draft conflict of interest policy for CAPRA was circulated among the committee. The committee held a brief discussion on the draft.

ACTION: CAPRA voted to approve the conflict of interest policy. The committee analyst will transmit the policy to the Senate Chair.

V. FTE Process

At the joint Division Council/CAPRA meeting on November 7, a faculty member suggested that all FTE proposals be posted publicly for a certain time period to give faculty time to review and identify opportunities to collaborate with their colleagues in other Schools and programs. The advantages of this method are an increase in transparency and the opportunity to encourage

cluster hires once faculty identify areas of synergy. The Provost expressed his support of cluster hiring.

CAPRA members discussed the idea of once again asking faculty members to submit their proposals to the Senate office for posting on CROPS. The proposals will remain on CROPS for a period of two weeks to allow faculty to review all proposals and seek collaboration opportunities

Chair Kelley reiterated that CAPRA needs to set a deadline soon for requesting FTE proposals in the spring. Since the Provost's deadline for phase two of the strategic academic planning is still unknown, a CAPRA member suggested that faculty submit – as their FTE proposal – whichever component of their strategic academic planning document they have finished. This will avoid forcing faculty to prepare and submit two separate formal proposals to CAPRA and the Provost. The current draft of the CAPRA FTE criteria already contains a reference to the fact that documents used for the strategic academic focusing initiative “may” be used as part of an FTE proposal to CAPRA. Another CAPRA member pointed out that the committee's deadline to receive FTE proposals must be early enough in the spring semester to allow CAPRA adequate time to evaluate and make recommendations to the Provost parallel to the strategic academic focusing process. Chair Kelley stated that the call for FTE proposals should be sent to the Schools by early December.

CAPRA members held a discussion on a potential timeline for requesting FTEs: 1) faculty submit their initial FTE proposals to the Senate office, 2) the proposals are posted publicly on CROPS for two weeks to allow faculty to review and revise, seek collaboration opportunities, and rank the proposals within their Schools, 3) final FTE proposals are due to the Senate office for CAPRA's evaluation, 4) CAPRA evaluates the FTE proposals and sends its recommendations to the Provost by early April. CAPRA's call for proposals will be sent in early December 2013 with a deadline of February 1 for the initial proposals. A CAPRA member stated that ideally, the Provost should inform the Schools of the final allocations no later than July in order to allow

for timely faculty recruitment for the next academic year. This list of allocations should be shared with CAPRA – even if it is the following year’s CAPRA – so as to “close the loop” on the process. The following year’s CAPRA can examine which allocations were actually granted from the collection of proposals that had been submitted to the prior year’s CAPRA for evaluation.

Committee members also discussed the composition of the tables that will be included with the CAPRA call for proposals. Members also agreed that CAPRA’s criteria will explicitly state that the FTE process is for new hires only – replacements and carry overs are dealt with separately by the Provost. Lastly, CAPRA’s criteria will direct the faculty to rank LPSOE positions alongside ladder-rank faculty positions and not separately.

Chair Kelley mentioned that one of the items of feedback from a School Executive committee requested that the CAPRA chair attend an Executive Committee meeting to answer questions about the FTE proposal process. Chair Kelley expressed her willingness to do this and encouraged all CAPRA members to reach out to their own School Executive committees and offer to attend those meetings.

ACTION: An FTE proposal timeline will be drafted and circulated to committee members to finalize at the November 26 meeting. Chair Kelley will contact each School Executive committee chair and offer to attend their upcoming meetings to discuss the FTE process.

VI. Campuswide Review Item

Prior to this meeting, Division Council submitted a memo to all Senate standing committees with a list of four overarching questions about diversity among UCM faculty and graduate students. Deadline for comments is November 22.

ACTION: CAPRA will not submit an official committee response to Division Council. Rather, individual committee members will submit their own

comments to the committee analyst who will transmit them to the Senate Chair.

There being no further business, the meeting adjourned at 4:00 pm.

Attest:

Anne Kelley, Chair

Minutes prepared by:

Simrin Takhar, Senate Senior Analyst