

**Committee on Academic Planning and Resource Allocation  
(CAPRA)  
Minutes of Meeting  
March 20, 2017**

Pursuant to call, the Committee on Academic Planning and Resource Allocation met at 1:30 pm on March 20, 2017 in Room 362 of the Kolligian Library, Chair Mukesh Singhal presiding.

I. Consultation with Provost/EVC

Provost/EVC Peterson discussed the following:

- Timeline for his FTE allocation announcement for AY 17-18 and for the concomitant distribution of CAPRA's criteria for the evaluation of FTE requests. The Provost/EVC estimates 10 foundational FTE lines for next year, and emphasized that his delay in announcing this to the campus was due to the finalization of a space analysis he conducted with the deans and the director of space planning and analysis. The shortage of space is acute. The Provost/EVC has accounted for all space on campus and at Castle, but encouraged CAPRA members to point out any additional space that is unaccounted for that could be utilized for new faculty hires. He stated that he plans to issue the FTE allocation announcement to the deans tomorrow and will copy CAPRA members on this email communication. CAPRA appreciated this news, as school executive committees are eager to begin the process.
- Space Planning Allocation (SPA) board. In February, the Provost/EVC and Special Advisor to the Chancellor Dan Feitelberg issued a memo to the campus articulating their plans to empanel this board. The CAPRA chair was identified as a member. Division Council responded to the memo with a request that the Senate Chair and University Librarian be added to the SPA board membership, with

which the Provost/EVC agreed. With regard to the space challenges, CAPRA members indicated that some of their colleagues would be willing to temporarily give up their office space to make room for new faculty hires. However, they were never approached by their deans. The Provost/EVC appreciated this information and replied that he will consult with the deans about this at tomorrow's Deans' Council meeting.

CAPRA members pointed out to the Provost/EVC that units should be more involved in the campus conversation around space and that some faculty are unwilling to forgo their laboratory space to those outside their research group in the absence of any benefit. The Provost/EVC understood, but cautioned against the sentiment that faculty members own their spaces permanently. He emphasized the need for faculty to remain flexible in this regard.

The conversation with the Provost/EVC concluded with one CAPRA member asking for assistance in fixing classroom IT issues. Some equipment breakdowns are affecting classroom instruction and may only require simple repairs. Such repairs would go a long way to raising faculty morale. Provost/EVC Peterson replied that he will speak with AVC for IT/CIO Kovalchick.

## II. Chair's Report

Chair Singhal reported on the following:

- March 7 UCPB meeting. Major items of discussion included non-resident policy, capital plans, rebenching, and funding streams.
- March 14 Division Council meeting with the Chancellor, Provost/EVC, and senior leadership regarding the Framework for UC's Growth and Support. The goal of this Framework project is to envision the direction and resources needed to sustain the University as a world-class public research university in the future. The work is to be completed in phases, with the conclusion occurring in September 2017.

The ten campuses are being asked to provide a narrative description of the state of the campus under ideal circumstances in 2040.

- March 16 Division Council meeting. Division Council endorsed the Policy on the Posthumous Degrees & Certificates of Attendance and discussed agenda items for the spring Meeting of the Division.

### III. Consent Calendar

**ACTION:** the March 6 draft minutes were approved as presented.

### IV. Updates on “10K by 2020” Project

CAPRA member Colvin debriefed the committee on his ongoing efforts with regard to enrollment projections and model curricula for 2020. He is working with the Registrar’s office on obtaining additional enrollment information, continues to work with IRDS, and is working with faculty members in biology on enrollment modeling.

CAPRA members discussed the need for better checkpoints for students as they progress in their majors through their academic careers. This will help the campus use resources more effectively, will allow for improved campus planning around curriculum, and ultimately ensure student success.

### V. Consultation with IRDS

IRDS staff member Gary Lowe discussed the following:

Mr. Lowe and CAPRA member Colvin have been working on modeling through the lens of student success. Their discussions have included retention rates and the consideration of particular metrics related to students who leave the university. In addition, they have discussed the need for a permanent model with a dashboard that can be used by CAPRA and other appropriate stakeholders. (Their model is currently on an Excel spreadsheet that is rapidly becoming unwieldy.) Mr. Lowe continues to work with staff

in Admissions and Enrollment Management on future targets and the means to meet them. The model, therefore, projects actual numbers and future numbers based on historical trends.

Professor Colvin stated that currently, the campus has a loose confederation of units and individuals who each work on a component of enrollment. The goal is to have one model and one set of projection numbers in order to place a framework around this large endeavor. Future policy decisions and recommendations would ideally flow from this central model. In addition to CAPRA and the Senate, other main users of this model would be IRDS, Registrar, Student Affairs, Budget, Capital Planning, and Space Analysis.

CAPRA members then held a brief discussion on what items they would like to see included in such a model.

**ACTION:** CAPRA to provide a list of recommended items for the draft enrollment model to Mr. Lowe, who will be invited to a future CAPRA meeting for further discussion.

#### VI. Academic Degree Program Policy (ADPP) Working Group Updates

CAPRA member Trounstein, the committee's representative on the ADPP, reiterated her request from the March 6 meeting that CAPRA provide a list of questions/thresholds the committee would like to see included in all new major, minor, and unit proposals in the future. This list will be considered by the ADPP at its next meeting.

CAPRA members suggested the following items:

--specify which courses are not being taught, in addition to those that will be taught and by whom.

--deans' letter should address staffing levels and a clear articulation of administrative tasks.

- a list of courses that each faculty member has taught the past three years. If a faculty member was on sabbatical during part of this time, then include which courses that faculty member was supposed to teach that year/semester.
- reasonable prediction of enrollment for the new courses, including for courses that are nearing capacity. Analyze the space implications.
- specify the need for the appointment of an undergraduate chair and articulate his/her stipend.
- include a mechanism that involves strategic planning around a new major.

**ACTION:** Professor Trounstine will share this list with the ADPP working group at its next meeting.

## VII. Campus Review Items

Prior to this meeting, CAPRA members assigned lead reviewers to each major and minor proposal that was submitted for Senate review.

- Proposal to establish a major in Critical Race & Ethnic Studies (CRES). CAPRA members discussed adding to its review questions about teaching workload: does the unit have enough faculty to teach the courses? Which courses have each of the faculty members taught in the past three years? What will they teach going forward?

**ACTION:** the lead reviewer will add the questions about teaching workload to the draft review and circulate to committee members for further discussion.

- Proposal to establish an English Honors program. CAPRA members agreed that the draft review was sufficient except for final copy editing.

**ACTION:** committee analyst will circulate the draft review to members for final review and approval.

- Proposal to establish a General Education program.  
**ACTION:** tabled until the April 3 meeting.
- Proposal to establish five bylaw units in the School of Engineering.

CAPRA members discussed the resource needs surrounding these proposals. Members agreed to add language in its review on the amount of discretionary funding currently provided to bylaw units and the stipend amount provided to bylaw unit chairs (and/or AP chairs, as a few units divide this workload between two faculty members).

**ACTION:** committee analyst will circulate CAPRA's revised review for final editing and approval.

- Proposal to establish a minor in Management Analytics and Decision-Making (MAD).

CAPRA members agreed to pose the same questions regarding teaching workload that they are including in the CRES proposal. In addition, CAPRA requested that the proposal should include information about the allocation of TAs, the Faculty Assessment Organizer, and the authors' request for computer laboratory space.

**ACTION:** the lead reviewer will add the aforementioned information to the review and circulate to committee members for further discussion.

- Committee Membership Guide. Drafted by the Senate office, this document is intended to establish, for the Merced Division of the Academic Senate, and the larger campus community, a common reference regarding fundamental aspects of Senate committee

membership and function. Topics include committee membership, member participation and rights, and the role of committee consultants and guests, including in relation to committee meetings and executive (closed) sessions.

**ACTION:** the Senate Chair will be informed that CAPRA endorses the membership guide.

#### VIII. Systemwide Review Item

- Presidential Unmanned Aircraft System Policy (UAS). The Policy is to establish minimum standards for the safe use and operation of UAS and Small Unmanned Aircraft Systems including drones and model aircraft, on any University Location or at any Authorized University Activity. This policy requires that all UAS operations are performed in a manner that mitigates risks to safety, security, and privacy, and ensures compliance with the Federal Aviation Administration Modernization and Reform Act of 2012 and all applicable laws.

**ACTION:** the Senate Chair will be informed that CAPRA declines to comment.

There being no further business, the meeting was adjourned at 3:30 pm.

Attest:

Mukesh Singhal, CAPRA Chair